

# TRANSPORTATION

## Applications, Protocols, Procedures

Date: July 1, 2017



# APPENDIX C

## TRANSPORTATION

Bus transportation is provided in conformance with the School Laws of Montana and directives set forth by the Board of Public Education.

All buses must meet the applicable standards of Montana Statutes, the Montana Board of Public Education and the Interstate Commerce Commission.

All school bus drivers must be qualified and perform their duties as stipulated by Montana School Law, the Montana Office of Public Instruction, the U.S. Department of Transportation, and the Interstate Commerce Commission.

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the established guidelines.

### Student Assigned Routes

1. Riders must board and/or leave the bus only at their designated stop unless prior arrangements have been made with the transportation office (one day prior notice is recommended). Elementary parents-when having student dropped at FBMS or CHS for a school activity-please make sure that supervision of your child has been arranged.
2. Transportation will not be provided for K-5 and high school students that live in the Stillwater neighborhood. Transportation for Students grades 6-8 living in the Original Townsite or Castle Rock neighborhood will not be provided. Sweetgrass grades 6-8 students will have transportation. K-5 and High School students living in the Cimarron, Castle Rock and the Original Townsite neighborhoods will have transportation.

### Parental Assistance Requested

Parental interest and assistance are valued assets in the transportation of school students. Instructing your students in safety and proper behavior while at bus stops and riding the bus is greatly appreciated by Colstrip Schools. The following suggestions are ways in which you can assist in the safe transportation of your student(s).

1. Ensure that your child(ren) is at the bus stop between five (5) and ten (10) minutes before the scheduled departure time of the bus. A second bus will not pick up students

who habitually miss their bus. Drivers will provide written documentation when this situation occurs.

2. See that students are appropriately dressed for weather conditions that exist or that may develop.
3. Teach and remind your student(s) of the importance of school bus safety while waiting for the bus, as a passenger and when disembarking from the bus.
4. Set a good safety-minded example for your children by always stopping when approaching a bus from either direction when flashing lights are on.
5. Notify the school if your child(ren) has any special health needs.
6. Contact the Transportation Office if you have questions about the transportation of your student(s) PHONE 406-748- 4699 ext. 4236

## **School Bus Dress Code**

All students are expected to board the bus each day appropriately clothed. In addition, during winter months it is essential that each student be prepared for the possibility of a bus becoming non operational and/or a rapid change in weather conditions.

Therefore, in addition to their regular all-day clothing, students should have in their possession:

1. a heavy, warm coat
2. warm clothes

\*\*\*\*Recommendation: Synthetic fiber-filled coats and pants are highly recommended as they retain body heat and repel outside air even when wet. Caps should be capable of being pulled down over the forehead and ears.

**ACTIVITY BUSES:** Any student riding an activity bus should have each item contained in the list above in his/her possession before boarding the bus during the winter months. Students are under same discipline expectations on activity bus as route busses.

## **Rules and Regulations**

The following rules and regulations have been developed to provide safe and efficient transportation of students.

**When boarding or departing the school bus, students should:**

1. be on time and waiting for the bus at the assigned stop

2. stay off the roadway while waiting for the bus
3. refrain from destructive activities or inappropriate behavior
4. refrain from harassment (verbal or physical) of other students
5. not cross a roadway to get to the bus until all traffic has stopped and the red flashing lights on the bus are operating
6. always CROSS IN FRONT OF THE BUS after they have looked both directions for traffic, when it is necessary to cross a roadway to get to or from a bus stop
7. keep a safe distance from the bus until it comes to a complete stop
8. not run toward the bus to get on more quickly
9. wait for the bus to come to a complete stop before approaching the bus and attempting to board
10. refrain from pushing and shoving while getting on or off the bus
11. go directly home after departing the bus.

**On the Bus Rules:**

1. Stay seated.
2. No moving while bus is in motion.
3. No throwing objects
4. No hitting, teasing, or harassing other students

**School Bus Discipline**

Good conduct aboard the school bus is of extreme importance. Riders should regard the bus as another school room and act accordingly. Loss of bus privileges will be on the regular daily route

and the activity route in the afternoon.

**Drivers are authorized to take the following disciplinary actions:**

1. Give verbal warning \*
2. Turn in Discipline Log/Note to Building Administrator/Transportation Director
3. Make assignment of seat \*
4. Issue a written conduct report upon which the building administrator will determine appropriate consequences.

\*Driver may move immediately to step 3 if the situation warrants such action.

Consequences may include: conference with the student; conference with the parent(s); detention; in-school suspension; short or long term removal from the bus; out-of-school suspension; or removal from the bus for the remainder of the school year.

***\*\*Administrators have the discretion to move to any level of consequences deemed appropriate based on the severity of the offense.***

(Building Administrators will refer to Special Education Transportation Policy regulations.)

Under extremely unusual circumstances, riding privileges may be revoked immediately. Such circumstances may include those that endanger student lives, malicious damage to the buses, etc. In this instance the director of transportation, the bus driver, and the building principal will act together to make the decision.

**Emergency Weather Conditions**

In the event weather conditions create hazardous driving conditions, information pertaining to the closing of the schools and/or cancellation of any/all of the bus routes will be broadcast on the following radio/TV stations beginning at approximately 6:45 AM

Any time the district will not run buses, buses are running late, or if we schedule an early

dismissal due to weather or school closure, the information will be posted on the school phone system and the school web page. You may call 748-4699 or the toll-free number, 800-491-7524. A message will be played regarding any change to normal bus activity or school closure.

KIKC – Forsyth

KATL-Miles City

KTVQ TV-Billings

KULR TV-Billings

Channel 13-Colstrip Cable/Radio

School Messenger System-Parent Notification

Twitter: @colstripath; @colstripschools

Colstrip Schools Facebook Page, [www.colstripschools.org](http://www.colstripschools.org)

In the event serious weather conditions develop during the school day, it may be necessary to modify school dismissal times. When such a situation occurs, parents are urged to maintain radio contact with the station listed above. In addition, parents are urged to formulate emergency plans for their students in the event such an emergency should develop. Arrangements such as a neighbor/relative's house where the student(s) may go, or where a key to their own house is readily available is highly recommended.

School bus drivers will make every reasonable effort, taking into consideration the safety of riders and the transportation equipment available, to complete their bus routes and to pick up/let students off at their designated stops. In the event this should become impossible due to weather and/or road conditions, drivers are directed to return to Colstrip with all students who were not transported to their appropriate stops. Upon returning to the school, parents of all such students will be notified of the situation and informed of where they can pick up their student(s). If parents desire their children to be allowed to disembark at an alternative location in situations as previously described, advance written authorization must be provided to the transportation office. A copy of all such authorizations will be given to the appropriate route driver with instructions to act in accordance with the aforementioned policy.