

EATON RAPIDS PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT

**917 S. Greyhound Dr.
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517- 663-2214**



STUDENT HANDBOOK

A Guide for Your Children's Safe Transportation To and From Their Daily Educational Opportunities

The purpose of this handbook is to provide students and parents/guardians with general information about Eaton Rapids Public Schools pupil transportation system. Thank you for taking a few moments to review this handbook. Please help us in providing your children a safe and pleasant ride to school by reviewing this handbook with them. These rules and policies are based on statewide standards of conduct, which the Eaton Rapids Board of Education has approved. It was the goal of the committee to develop rules and policies that are both thorough, and fair.

Eaton Rapids Transportation operates 20 Elementary routes and 19 Secondary routes. We cover over 120 square miles, transport approximately 1800 students twice a day, and we deliver those students to seven public schools, two non-parochial schools and Lansing Community College.

Eaton Rapids Transportation is proud of its fleet of buses. We employ two full time licensed mechanics who provide maintenance and repairs to our fleet of 31 buses. The Michigan State Police inspects the fleet on a yearly basis and we have received outstanding inspections 6 years running.

At Eaton Rapids Public Schools, we strive for excellence in Transportation services to you. Our staff is required to have 6 hours of continuing education every other year, are randomly drug tested 3 times a year and we conduct safety meetings once a month throughout the school year. Our fleet of buses has also been equipped with 2 video cameras per bus to help us with monitoring the behavior on the bus.

If you have any questions or concerns about anything written herein or a problem on a bus, please call at 663-2214.

Bus Conduct & Rules

To provide for a safe and pleasant ride, students will:

1. be at the bus stop **5 minutes** before pick up time.
2. follow the **driver's directions**, the first time they are given.
3. use the **jump seat** in the front of the bus both in the morning and afternoon to get on and off the bus.
4. remain **seated and facing forward** at all times, except when moving to and from the jump seat.
5. keep arms, legs, feet and objects to yourself and **out of the aisles at all times**. The driver must be able to see out of the top and bottom back windows.
6. maintain a **low voice** level using their "indoor" voice.
7. not make unnecessary **loud, boisterous sounds, yell, or use profane language**.
8. not engage in **taunting, teasing, swearing, pushing, hitting, or fighting**.
9. act in **respectful** manner towards others.
10. keep all body parts (head, hands, fingers, arms, toes, etc.) **inside the bus at all times**.
11. never bring **alcoholic beverages, tobacco products, illegal substances or weapons** on the bus.
12. not bring **glass containers/objects** on the bus.
13. have **one pick up and drop off location**. To provide maximum safety, we will no longer accept requests or phone call changes in your child's pick up and/or drop off location. **Each child will have one pick up location and one drop off location. This location does not need to be at the home address.** We will not be able to allow day to day changes.
14. if they are a High School or Middle School student, have a signed bus pass from a staff person to ride home on an Elementary bus. This is a privilege and **misbehavior will cause the student to lose this privilege**. Students involved in After School Suspensions **will not be allowed** to ride the elementary bus home.
15. **not bring pets or animals of any kind** on the bus at any time. A frog, spider, snake, or mouse may not seem like much but if they get out of their container it can cause havoc on the bus and become a safety issue.
16. **board the bus at their own school** for transfers.



STUDENTS VIOLATING BUS RULES MAY BE SUBJECT TO A SUSPENSION OF BUS RIDING PRIVILEGES. SUSPENSIONS WILL TAKE EFFECT AS SOON AS THE PARENT/GUARDIAN IS NOTIFIED. WHILE SUSPENDED A STUDENT MAY NOT RIDE ANY EATON RAPIDS SCHOOL BUS TO OR FROM SCHOOL.

Consequences

The driver will fill out a School Bus Conduct Report form when a student is not following the rules. Each violation carries a point value. A student's points accumulate for the entire school year. At the beginning of each year students will start with a clear record. The following will result based upon a student's accumulated points:

0-2 points – Warning

3-5 points - One-day Suspension

6-8 points - Three-day Suspension

9-16 points - Five-day Suspension

17-20 points - Ten-day Suspension

21-39 points - Suspension for up to 90 school days – May require a hearing to reinstate bus privileges

40+ points - Suspension for 180 school days – Points will not be cleared at the beginning of the year and a School Board hearing will be necessary for reinstatement of bus privileges

Violations and point values ()

Students:

1. who are not at **assigned bus stop on time**. (1)
2. who **litter** on the school bus. (1)
3. who bring **glass containers/objects** on the bus. (1)
4. who fail to stay off the **roadway and use proper boarding/departing procedures**. (2)
5. who fail to get on or off at the **designated stop** without prior approval. (2)
6. who make unnecessary **loud, boisterous sounds, yell, are rude, discourteous or annoying** (2)
7. who fail to **remain seated and facing forward** at all times, except when properly moving to and from the jump seat. (2)
8. who **eat/drink on the bus without** the driver's permission. (2)
9. who **threaten** others. (3)
10. who cross in **back of the bus** instead of the front. (3)
11. who have part(s) of their body **hanging out of the windows**. (3)
12. who use **improper language/profanity/gestures**. (3)
13. who **throw objects** in, at or out of the bus (3)
14. who engage in behavior that abuses **the safety, well being and respect of others** on the bus or at the bus stop. (3)
15. who **push/trip/kick** (3)
16. who **disobey instructions of and/or show disrespect** to the driver. (4)
17. who **spit or bite**. (7)

18. who bring **illegal/dangerous articles/substances and or weapons** on the bus (7-17)
19. who **light matches, use lighters or possess or use tobacco products.** (7-17)
20. who **destroy property.** (7-17)
21. who **tamper with bus equipment.** (7-17)
22. who engage in **sexual misconduct/harassment.** (7-17)
23. who **fight or engage in violent behavior.** (7-17)
24. who **threaten** another person with **bodily harm.** (7-17)
25. who **assault another person.** (10-17)
26. whose behavior requires the bus driver to **pull the bus over in order to preserve safety** (will automatically be suspended for 10 days). (17)

Transportation Department Policies

STUDENTS WILL HAVE ONE PICK UP AND ONE DROP

OFF LOCATION. This location does not need to be at the home address. To provide maximum safety, we will no longer accept requests or phone call changes in your child's pick up and/or drop off location. Permanent changes (change must be for at least 20 school days) must be submitted in writing at least 3 days in advance. This will provide time to make sure the stop location is a safe and legal bus stop. For safety's sake, **students who miss their bus may not board the bus at another location or time.** Many tragic bus accidents occur when students try to catch a missed bus.

NO ELEMENTARY STUDENT WILL BE LEFT "HOME

ALONE" – *It is the parent's responsibility to have someone at home when younger students arrive home.* Bus drivers are very careful not to drop off young students at a location where they suspect no one is at home. When a bus driver suspects no one is home, they will radio the bus garage and we will attempt to reach the home by telephone. When we are unable to contact anyone, the student will remain on the bus until the end of the run. Parents will be expected to pick up their child after the bus returns to the bus garage.

HIGH SCHOOL AND MIDDLE SCHOOL STUDENTS RIDING

THE ELEMENTARY BUSES HOME – We are committed to the continuing education of our students. To support these efforts, we will offer transportation home to secondary students on an elementary bus route. High School/Middle School students are required to present a pass to the driver before being able to ride an elementary bus. Passes may be obtained from a staff member, which must be signed and dated by the staff member. Students are expected to act appropriately and any inappropriate behavior on the bus will constitute this privilege to be taken away.

AFTER SCHOOL DETENTION - Students required to stay after school for After School Detention will not be eligible to ride the elementary bus home.

ANIMALS – No animals, birds, insects, reptiles or rodents, **dead or alive**, will be transported on the buses.

GLASS – Anything that that is made of glass, (jars, bottles, cups, etc.) is not allowed on the school buses.

SLEDS/SKATEBOARDS – Unless prohibited at their school, roll up sleds and skateboards that can be contained in a backpack, may be transported on the bus.

STUDENTS CARRYING MONEY & CHECKS – Please be sure to place all important items like these in a sealed envelope with your child's name and school written on the outside. This will help us return them quickly to the student if they are left on the bus.

SPECIAL HEALTH CONCERNS – If your student has a special health concern, such as allergies or Asthma, you should make us aware of this condition. Important information can make a big difference in case of emergency. Only the driver and the supervisor will have access to this private information.



LOST & FOUND – All items found on the bus are kept on the bus for one week before they are placed in our lost and found. Please have your child ask the driver about lost items. You are welcome to come and look in the lost and found between the hours of 6 a.m. and 5 p.m., Monday through Friday. Please label all items with your child's name. Unclaimed items are donated to area shelters.

DISCIPLINARY NOTIFICATION AND APPEAL-Before any suspension takes effect, students' driver will contact the parent/guardian. If possible the parent will be contacted by phone. If the parent cannot be contacted by phone a discipline form will be mailed to the family noting the infraction and dates of suspension. When a student is suspended from one bus, they are suspended from **all** buses.

SCHOOL CLOSINGS AND DELAYS: Most families will receive an **Instant Alert** notifying them of a school closing or delay. **PLEASE DO NOT CALL THE BUS GARAGE**, the Superintendent's office or the Broadcasting companies. Our lines need to be kept open for **EMERGENCIES**. You may also access the Eaton Rapids Public Schools website at:
<http://www.erpsk12.org>.

The following is a list of broadcasting companies we contact with our school closing/delay information:

RADIO STATIONS:

WFMK 99.1	WJIM 97.5	WITL 100.7
WJIM-AM 1240	WHZZ 101.7	WUFN 96.7
WXIK KIX 94	WLCM 1390 AM	WJXQQ-106
WWDX-92.1		

TV STATIONS:

WLNS TV-6	WILX TV-10	WSYM TV-47
WLAJ-TV-53		