

ALL BUS SAFETY REGULATIONS

1. Pupils must be on time!
2. Bus riders must conduct themselves in a safe manner while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus.
4. The driver is in charge of the pupils and the bus.
5. Only low conversation on all buses will be permitted. Distracting shouting/yelling could divert the driver's attention and result in an accident.
6. When boarding the bus, move quickly to the rear of the bus and load **three** students to a seat, the only exception is on buses where seats have been assigned.
7. Keep hands and head inside the bus at all times after entering and until leaving bus.
8. Assist in keeping the bus safe and clean at all times.
9. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
10. Pupils must never tamper with the controls or the equipment on the bus.
11. Keep books, packages, coats, feet and all other objects out of the aisle.
12. Do not throw anything out of the bus windows.
13. Pupils are not permitted to stand up or leave their seats while the bus is in motion.
14. Bus contractor and/or school personnel may assign permanent bus seats.
15. Absolute quiet is expected when the bus is approaching a railroad crossing stop.
16. No glass containers, animals, or weapons are allowed on the bus.
17. The transportation contractor shall not be required to transport a pupil when the pupil's conduct endangers the safety of others; when they commit acts of vandalism; uses obscene language or unacceptable signs, or commits moral offenses. Notification of suspension or transportation shall be made to the parent by the principal.
18. Possession or use of tobacco, liquor or illegal drugs on the buses or at the bus stop is prohibited and shall be reason for suspension of transportation.
19. Following departure from the bus, students crossing the road are to walk to at least **ten feet in front of the bus**; bus driver will signal when it is safe to cross the road; and student will also look to make sure that no traffic is approaching from either direction.
20. The driver will not discharge riders at other places than the regular bus stop, at home or at school, unless by proper authorization from school officials.

USD #501
TOPEKA PUBLIC SCHOOLS

Transportation Guidelines



USD #501 Transportation Office	295-3910
Headstart	438-4530
Durham School Services	233-2009

**THESE ARE APPROXIMATE TIMES.
AS CHILDREN ARE ADDED
ON ROUTES,
TIMES WILL CHANGE.**

**PLEASE BE READY 15 MINUTES
BEFORE PICK UP**

REGULAR EDUCATION STUDENTS

GRADES K—8

Elementary students HOME ADDRESS Must be at least 1.0 miles from their HOME SCHOOL ADDRESS to receive Free transportation.

Eligibility is determined by a HOME ADDRESS and not the address of a Relative or Day Care Provider.

Non-Eligible students can contact Durham School Services (785-233-2009) For paid transportation.

Students should be at their assigned bus Stop location 15 minutes prior to their Designated pick up time.

The students pick-up and drop-off corner Stop may be different from each other, But must remain constant.

KINDERGARTEN

Kindergarten is all day and follows the same Guidelines as above. All bus stops are Corner stops.

BUS STOP CHANGES

Bus stop changes will be decided in a case By case basis with safety as the major Consideration. This will be done by the Transportation Safety Committee.

Drivers **DO NOT** have the authority to change Bus stops. You can request a change by calling The 501 Transportation Office (785-295-3910) Or by calling Durham School Services (785-233-2009).

There will be a 2 school day waiting period On any address or stop changes.

HEADSTART

All arrangements for Headstart students are made Through the Principal of the Sheldon Child Development Center at 785-438-4530

To cancel Headstart transportation, call the Headstart Building at 785-438-4530.

BE SURE TO PICK UP YOUR
NEW TRANSPORTATION
PARENT/STUDENT HANDBOOK AT
YOUR SCHOOL ANYTIME DURING
THE SCHOOL YEAR.

TRANSPORTATION

The Building Principal or Site Administrator is The primary coordinator for transportation affecting Their building. If you have a concern, compliment Or complaint about the school bus provider (Durham), please direct them to the Building Administrator and/or the School Bus Provider (Durham). If after this, you feel these issues have Not been resolved, then contact the District Transportation Office and we will attempt to resolve the issue. When calling in your concern, please give your Child's name, address, bus # and the School your Child attends to any Office Staff.

Students Behavior: A misconduct notice will Be issued whenever a child's behavior is disruptive. Continued misbehavior may result in **CANCELLATION** of riding privileges. If that, Occurs, parents will be responsible for their child's transportation. Disciplinary referrals by bus drivers will be Investigated by the Principal and a response provided In writing as to findings and actions taken.

SPECIAL EDUCATION

When enrolling your special education student, parents **must** fill out a request for transportation form before transportation can be started. (Form #8063-00).

Please indicate on the transportation form any physical, emotional or behavioral conditions which need special arrangements or consideration.

Students must be ready for the bus, as it will only wait 1 minute before leaving. There will be **no return trips**.

For those who qualify for this service we request the following: For the first week of the students transportation we request you have your child ready 45 minutes before the start of school. Your child will be picked up within that time period. On the second week the pick-up time would be established. It will be the student/parents responsibility to be ready and waiting 15 minutes before the transporting vehicle arrives. Your cooperation is appreciated for the first two weeks of school.

A parent/guardian must be at home to receive their child. If re-delivery is necessary, the parent will be responsible to transport their child the next day. If a parent/guardian is not home after the 2nd delivery attempt—

Arrangements may be made with the TPS Police Dept. and Juvenile Intake.

To cancel transportation, call Durham School Services (233-2009) at least 45 minutes prior to scheduled pick-up time. When parent/guardian fails to cancel for three consecutive days, the student will be removed from the route until parent/guardian calls to reinstate transportation.

For changes of address and new student riders, there will be a two day waiting period (not including weekends) after receipt of request at Transportation Office.

Cancellation.....Durham - 785-233-2009
Change of Address USD 501 - 785-295-3910