

**School Bus
Transportation Service
For Special Programs**

BURLINGTON COMMUNITY SCHOOL DISTRICT



"Supporting Students in their Quest Toward Excellence"

1429 West Avenue

Burlington, IA 52601

319/753-1444

Dear Parents:

The Transportation Department of the Burlington Community School District has prepared this information package to acquaint you with the rules covering your son or daughter's transportation.

We need your assistance and cooperation to maintain a timely and reliable transportation service. By becoming familiar with, and adhering to the rules described in this package, you will aid us considerably in transporting your student with the maximum service, courtesy, and safety.

If you have any questions after examining the material, or if you have special concerns that need some attention, please contact the office of the school district's Transportation Director at 753-1444.

We will make every effort to be of help to you in providing for the transportation needs of your student.

Sincerely,

Transportation Department

Burlington Community School District
Burlington, Iowa

School Bus Equipment

To assure use of safe equipment, all school buses are inspected daily by the bus driver and periodically, by the School Transportation bus shop mechanics. In addition, the Iowa Department of Public Instruction and the Iowa State Patrol inspect each vehicle twice each year to certify that it meets all regulations and laws relating to pupil transportation in the state of Iowa.

Driver Qualifications and Training

To assure safe drivers for the students, the School Transportation Department requires bus drivers to attend in-service workshops and training programs. State law requires each driver to pass a physical examination each year, and to have a commercial driver's license for the state of Iowa. The drivers are also subject to periodic drug and alcohol testing.

Student Illness

Please notify the Transportation Department when you do not intend to send your son or daughter to school. If the student does not ride the bus three (3) consecutive days (without notification), bus service will be discontinued for that student until you call the Transportation Office to have service reinstated. The phone number to call is 753-1444.

Medication

Students may not carry medication on the bus. Drivers are not allowed to carry medication for students either, unless prior arrangements have been made with school authorities. The medication is then placed by the bus driver in a locked container.

Personal Hygiene

Some students who ride the bus are still in the process of being toilet trained. If this is the case with your student, please be sure to have the student use bathroom facilities at home just prior to boarding the school bus.

1. Sit down at once and fasten your seat belt, if the bus is so equipped.
2. Do not change seats while the bus is in motion.
3. Avoid noisy, boisterous conduct.
4. Keep all parts of the body inside the bus.
5. Be courteous and show respect for the driver, and obey the driver's instructions.
6. Do not eat while on the bus.
7. Do not play on the bus. Keep your hands to yourself.
8. Stay in the seat which has been assigned to you by the bus driver.
9. Remain seated until the bus comes to a complete stop.

Complaints

The bus drivers are employees of the Burlington Community School District and must follow the rules and regulations of the School District. Please direct all comments or questions about drivers to the Transportation Office.

A Reminder

If your son or daughter will not need bus service due to illness or any other reason, please notify the Transportation Department at 753-1444 so that we can remove the student's name from the list of passengers for that day.

Specific information about the schedule of transportation service that will be provided for your son or daughter is included on the following page. Please keep this information available as a handy reference throughout the year.

Telephone Numbers

If your telephone at home or work is changed during the school year, please notify the school as soon as possible. The name and telephone number of the person listed for contact (in case of emergency when you cannot be reached) must be kept current at all times.

Route Changes

Parents should be prepared for changes in the time schedules of pickup throughout the school year as a result of the addition or withdrawal of students in the program. The bus driver will inform parents of these time schedule changes.

Travel Time – Delays

Buses may run unavoidably late during days of unfavorable weather conditions such as when there is ice, snow, fog, etc. Parents are expected to listen to the radio for announcements concerning delays, closings, early dismissals, etc. All area radio stations will broadcast school delays or cancellations due to any weather conditions.

Discipline

Each rider on a school bus must behave in a satisfactory manner in order for the driver to be alert to the potential hazards of driving in traffic. One moment of distraction could result in serious consequences.

Since the health and safety of all riders on the bus is of prime importance, a rider who behaves in an unsatisfactory manner is jeopardizing their right to ride the bus. Such improper behavior will be brought to the attention of the proper authority for disciplinary action.

Student Bus Rules

If possible, please discuss the following brief list of bus rules with your student. This will help make them aware of the safety and discipline, which must be observed by riders on the bus.

Health

The Transportation Department cannot accept any responsibility for severe health problems (or their consequences), which have not been brought to their attention, other than the normal care and prudence, exercised at all times. Parents are responsible for bringing to the attention of school authorities any potential problem that requires special knowledge or equipment. Parents are expected to work with school authorities to prepare plans to meet those special needs.

Pickup Procedure

Buses must operate on a definite schedule in order to arrive at school on time. All students must therefore be ready for pickup five (5) minutes before their scheduled pickup time. Bus drivers will not honk the horns.

The parent is responsible for assisting the student from the house to the bus in the morning, and from the bus to the house in the evening.

Personal Articles

As a safety factor, students will not be permitted to take any articles on the bus, which may cause injury to themselves or to any riders.

Lost Items

You may ask the bus driver or call the Transportation Office about items lost on the bus. However, the bus driver and the Transportation Department will not be responsible for personal belongings.

Wheelchairs

Student wheelchairs must meet and fit an approved wheelchair-locking device installed on the bus. Those students with wheelchairs, which do not meet the requirements, will be denied transportation for safety reasons until a locking device is approved.

Wheelchairs (continued)

All wheelchairs must be equipped with a belt for securing the student in the wheelchair. Your son or daughter must be strapped in the wheelchair before boarding the bus. The strap should be in place before the arrival of the bus in order to keep load time at a minimum.

Each wheelchair must also be equipped with properly functioning brakes. Powered wheelchairs must utilize spill proof batteries, and must be easily secured within the transportation vehicle without any modification of vehicle equipment or the normal system for securing wheelchairs used on that vehicle.

Parent Responsibilities & Procedures In Receiving Students

A parent must be at the assigned stop to receive their student when the bus driver delivers them home. If the parent wishes to designate some other responsible person to receive the student on a regular basis, this must be authorized in writing and the authorization must be given to the Transportation Department. Any parent who feels that their son or daughter does not need to be met by an adult, must provide the Transportation Department with a written statement to that effect.

No student will be permitted to leave the bus at a point other than at his or her assigned stop.

If on rare occasions of real emergency, the parent is unable to meet the bus, said parent must arrange for another adult to be at the regular delivery point when the bus arrives. This person must identify themselves as the person authorized to receive the student. The driver will not deliver the student to any other person or address.

In case no authorized person is at the delivery point to receive a student, the driver will notify the Transportation Office and return that student to school or to the Department of Human Services.

Alternate-Temporary Address

Drivers may not deviate from established routes or accommodate special requests from parents. Students will be transported to the same address where they are picked up. Exceptions may be requested in individual cases through the school and approved by the Transportation department if:

- The A.M. or P.M. address is different, and this was made known to school officials at the time when the student was registered into the school program.
- Pickup and delivery is requested at any temporary address, and the temporary address is within the service zone of the bus to which the student is assigned. Note: The Transportation Department must be notified three (3) working days in advance that there will be a change to a temporary address. In addition, the duration of pickup and delivery at any temporary address must be at least five (5) days. Parents are responsible for transportation of students to and from temporary addresses maintained for shorter periods of time.
- Students live at a group residence during the week and at home on the weekends. In such cases, if prior arrangements are made and any changes in that arrangement are communicated to the proper school authority in advance, the student will be picked up and delivered accordingly.

Moving

If you move during the school year, please notify the school as soon as possible. To ensure uninterrupted bus service, you should notify the school of the planned move and the new address at least three (3) working days in advance.