

PARENT/STUDENT TRANSPORTATION HANDBOOK

HYSHAM PUBLIC SCHOOLS

Revised July 2025

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TRANSPORTATION POLICY

Transportation by school bus is not mandatory but a privilege. No person is required to ride. The service is provided for those who wish to ride under the terms established by the Board of Trustees.

The following information for parents and students state the regulations governing riding. Rules are established to be followed, and noncompliance may be met by a refusal to transport students. It is expected that all concerned will read this policy, and if there are any questions, ask for an explanation so that there are no misunderstandings.

1. Riders at the elementary, junior high, and high school levels are required to board and leave only at their own stop unless a written note is provided or unless parental permission is given and the school is notified.
2. Buses that meet the proper inspection (usually State Highway Patrol) will be used, and drivers will be licensed with the appropriate endorsements.
3. Transportation service is established for students living more than 3 miles from school.
4. Those students who live less than 3 miles from school and near a bus route may ride, if there is sufficient seating that is not reserved for “eligible” passengers.
5. The number of stops, routes, and time schedules are used in determining “eligible” riders.

SCHOOL BUS DRIVERS

Any driver of a school bus must be qualified to drive and such school bus compliant with the following requirements:

1. He/She is not less than 18 years of age and has a minimum of five years licensed driving experience.
2. He/She has a driver’s license with a commercial vehicle operator’s and a school bus driver’s endorsement.
3. He/She has completed a standard first aid course and holds a valid standard first aid certificate from an authorized instructor.
4. He/She has filed with the district a satisfactory medical examination report, on a form provided by the Superintendent of Public Instruction, signed by a licensed physician of the United States, or, if acceptable to an insurance carrier, any licensed physician.
5. He/She has been approved by the Hysham Board of Trustees before driving.

SCHOOL BUS DRIVER'S RESPONSIBILITIES

1. The school bus driver has the responsibility and the authority to maintain discipline on the school bus.
2. The school bus driver has the authority to assign seats whenever he/she feels that such action is appropriate.
3. The school bus contractor expects to be compensated for any malicious damage caused to a school bus by a student(s).
4. The riding privilege of a student may be revoked for violations of any of the rules or for conduct which is detrimental to the safe operation of the school bus.
5. Good conduct aboard the school bus is of extreme importance. Riders should regard the bus as another schoolroom and act accordingly, except that conversation in normal tones is permitted.
6. The bus driver is responsible to the patrons of the district for the safe transportation of students to and from school.
7. In providing the safest environment possible for the passengers, the bus driver must be alert to all traffic and road conditions, must be capable in the operation of the bus, and must establish and maintain workable disciplinary practices.
8. The bus driver is responsible for implementing an adequate daily inspection of the bus and for reporting any defects to the individual in charge of bus maintenance.
9. The bus driver is expected to use good judgment in all phases of the pupil transportation service.

POLICY ON BUS DISCIPLINE PROBLEMS

This policy is in force for all bus routes and extra-curricular activities. Any student riding a bus should realize that riding a bus is a privilege and not a right. Bus drivers shall have control of all riders. If problems arise, the following procedure will be followed and enforced:

1. First time a problem with a rider occurs, the driver will talk to the student and inform the Superintendent of the problem.
2. Second time a problem occurs with a rider, the driver and the rider will meet with the Superintendent for a conference. A letter will be sent to the rider's parents/ guardians.
3. Third time a problem occurs with the same rider, the rider will be suspended for three days from riding the bus. The rider and parents will meet with the Superintendent to seek permission to ride the bus again.
4. Fourth time a problem occurs with the same rider, the Superintendent may go to the Board of Trustees asking for the suspension of the rider up to the remainder of the school year.

RULES AND REGULATIONS

The following rules and regulations have been developed to ensure the safest, most enjoyable, and efficient transportation of school children.

Prior to Boarding the School Bus

1. Be on time and waiting for the bus at the approved school bus stop.
2. Stay out of the road while waiting for the bus.
3. Do not participate in horseplay ore destroy the surrounding property.
4. Wait for the school bus to come to a complete stop before attempting to board te bus.
5. Do not run toward the bus in an effort to be the first to board the bus.

While Riding the School Bus

1. The driver is in full charge of the bus and students. Students will comply promptly and cheerfully, with any request made by the driver.
2. At the discretion of the driver, students will observe classroom conduct while on the bus.
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Unnecessary conversation with the driver is prohibited.
5. Outside of ordinary conversation, students will observe classroom conduct while on the bus.
6. Students will not throw waste paper or other debris on the floor of the bus.
7. Arms and/or head will not be extended out of the bus windows at any time.
8. Students will not get on or off, or move about within the bus while it is in motion.
9. Any damage to the bus will be reported to the driver at once.
10. Students may not reserve seats.
11. Students will adjust windows only when instructed to do so by the driver.
12. Students will be absolutely quiet while the bus is stopped at a railroad crossing.
13. There will be no smoking on the bus at any time.
14. Students may not board or depart the bus at a stop other than their own without parental permission.
15. Students will not eat any food or snacks or drink beverages on the bus unless permitted to do so by the driver.
16. Students will not exit from the emergency exits.

After Leaving the School Bus

1. Do not rush or push while unloading from the bus.
2. When crossing in front of the bus, always watch for the driver to give the “all clear” signal before crossing.
3. Students should go directly from their bus stop to their homes.

WHAT CAN PARENTS DO?

The interest and assistance of each parent is a valued asset to the Transportation Program. Your interest in safety and your emphasis on proper behavior while riding a school bus is appreciated by your school bus driver. The following suggestions are ways in which you can assist the Transportation Program.

1. Assist your student in planning a route to and from the bus stop, what the student should do at the stop until the bus arrives, and what to do if the bus does not arrive.
2. Be sure that your student is at the bus stop five minutes before the bus arrives and appropriately dressed for weather conditions. Consider severe weather conditions if the bus is stalled or delayed.
3. Inform school personnel if you plan to pick up your student at school, or wish to have your student leave the bus at a point other than the regular stop.
4. Encourage your student to go directly to the bus stop and come home immediately after getting off the bus. An unusual delay should be immediately investigated with a telephone call to the person in charge of school transportation.
5. Encourage your student to behave properly on the bus and respect the driver; begin by knowing the driver. The driver of the bus is knowledgeable and skilled in bus operation. Bus safety is dependent on the behavior of the children.

SCHOOL BUS ROUTES

School bus routes are listed below. Hysham Public Schools owns the buses and hires the drivers for the routes.

Myers Route

Sarpy-Sanders Route

Robin Weinmeister, Driver
Shelli Thrower-Schaak, Driver

EMERGENCY WEATHER CONDITIONS

In the event that weather conditions create hazardous driving conditions, information about the closing of school will be broadcast over KIKC Radio Station, In-Touch Notification, and Social Media. Parents are encouraged to call the school when weather conditions become bad in their area.

The Transportation Department solicits your cooperation in the continuing effort to make the School District school buses a safe mode of transportation for your children.

ACTIVITY OR PEP BUS

All of the preceding “Rules and Regulations” apply to students riding on the activity bus with the following additions.

1. On all trips, the head coach, sponsor, or advisor is responsible for the supervision of other chaperones and students and has the final say in all matters. If the driver of the activity bus sees any problems while the bus is in motion, he/she should tell the coach, sponsor, or advisor to handle the matter.
2. You must be prepared to depart the school at the designated time or you will be left behind.
3. Students who travel on the bus must return on the bus unless permission is requested in person by the student’s parent and a note is provided. No exceptions will be made.
4. Once you have returned to Hysham School, then your parents may designate whom you ride home with.
5. We will attempt to accommodate students who wish to meet the bus along the route the bus is taking. If the bus meets you at a pre-designated spot, then you will return to that pickup spot on the bus.
6. The only exceptions to these rules will be those that have been confirmed by the Superintendent prior to the trip. Parents must contact the superintendent who will relay these arrangements to the bus driver, coach, sponsor, or advisor.
7. The bus will be cleaned out by the passengers and coaches, sponsors, or advisors upon returning back to the school at the completion of the trip.
8. All students will wear clothing that is neat and clean. During the winter months, students should wear a warm coat, gloves, and some type of cap.

DEPARTURE FROM SCHOOL AREA

Any time the bus is loading or unloading in front of the school, the red flashing lights will be operating.

Students driving their own vehicles will not move them in the vicinity of the loading or unloading buses. It is unlawful to pass a loading or unloading bus in any direction.

Bus drivers will report anyone who passes a bus when the lights are flashing red, to the Montana Highway Patrol, or the Treasure County Sheriff’s Office and to the Superintendent. Be sure to get the license plate number, color of the vehicle, etc.