

East Carter R-II School District

Student Transportation Handbook 2023-24

Board Approved 5/25/23



The goal of the East Carter R-2 School District is to provide the students of the district with a safe and secure transportation program. This goal can only be achieved through the combined efforts of school, bus driver, students and parents. Involvement of all parties is critical to the success of the program.

The privilege of receiving transportation services is dependent upon meeting behavioral expectations. Because privileges can be revoked, student knowledge of expectations is essential. In order to keep students and parents better informed, we have created a transportation handbook which describes:

1. general eligibility requirements;
2. behavioral expectations;
3. consequences for not meeting behavior expectations.

If you have, any questions about the information presented in this handbook or about the transportation program in general, please contact the following individuals:

Richard Sullivan, Superintendent
Corey Jameson, Transportation Director
24 S. Herren Ave.
Ellsinore, MO 63937
(573) 322-5625

We look forward to providing you a continued safe and positive transportation program.

SCHOOL BUS RULES AND EXPECTATIONS

Prior to Loading the Bus:

1. Students have a responsibility to be at the designated stop on time. The driver cannot be expected to wait. Students should be at the bus stop 5 minutes prior to their pick up time in case of a substitute driver or a shortened route due to students not riding.
2. Students should stay well off the road while waiting for the bus.
3. Students should stay at least 10 feet from the road while waiting on the bus. Students will stay the 10 feet away from the bus and wait until the bus stops completely before approaching it.
4. If a student is not going to be on the bus, he/she should let the driver know in advance if possible.
5. Students will only be picked up at designated stops.
6. If students have to cross the road the student must ONLY cross in front of the bus and should be in front of the bus far enough that the student can see the driver.

While on the Bus:

1. All rules of conduct that apply on school property also apply on the bus.
2. Students should not create any disturbance on the bus that may distract the driver's attention from his/her driving.
3. All students must be in their seats while the bus is moving.
4. Students should not throw anything in or out of the bus at any time.
5. Aisles should be kept clear at all times.
6. No part of the body should be extended from the window at any time.
7. The emergency door should be used only in an emergency.
8. The bus driver is delegated the same authority as the teacher to make and enforce rules for those for whom he/she is responsible.

After Leaving the Bus

1. If a student must cross the road after leaving the bus, he/she should wait for the driver's signal and then cross in front of the bus so that the student can see the driver. The student

should keep some eye contact with the driver while crossing to make sure the road is still safe.

2. If a student lives on the side of the road on which the bus stops, he/she should move away from the bus immediately after getting off.
3. Students will be dropped off only at designated bus stops.

BUS DISCIPLINE REFERRAL PROCEDURE

Proper student behavior is critical to the safe operation of school buses in our school district. The following procedure will be used in the event behavior expectations are not met. This is a basic outline of the referral process, but is subject to change based on administrative decision.

1. Initial Concern

- A. The bus driver will talk with the student and ask for appropriate behavior.
- B. The bus driver may also choose to contact the student's parents.

2. First Referral

- A. The school administrator will meet with the student and discuss the problem.
- B. A plan to correct the problem will be established.
- C. The school administrator will send a copy of the referral home to the parents, identifying the plan of action and, but not limited to, warning, corporal punishment, Saturday school or in-school suspension.

3. Second Referral

- A. The school administrator will meet with the student and discuss the problem.
- B. A plan to correct the problem will be established.
- C. The school administrator will send a copy of the referral home to the parents, identifying the plan of action and, but not limited to, warning, corporal punishment, Saturday school or in-school suspension.

4. Third Referral

- A. The school administrator will meet with the student and discuss the problem.
- B. In most cases, the school administrator will issue a three (3) day suspension from the bus. The information will be communicated to the bus driver, the student and the parent. The suspension will begin immediately.
- C. The student is to provide his or her own transportation to and from school for 3 school days prior to regaining bus privileges.

5. Fourth Referral

- A. The school administrator will meet with the student to discuss the problem.
- B. In most cases, the school administrator will issue a ten (10) day suspension from the bus. The information will be communicated to the bus driver, the student and the parent. The suspension will begin immediately.

- C. The student is to provide his or her own transportation to and from school for 10 school days prior to regaining bus privileges.

6. Fifth Referral

- A. The school administrator will meet with the student to discuss the problem.
- B. In most cases, the school administrator will issue a suspension from the school bus for the rest of the school year. The information will be communicated to the bus driver, the student and the parent. The suspension will begin immediately.
- C. The student is not suspended from school: the student is simply required to provide his/her own transportation to and from school.

MISCELLANEOUS

1. Anytime a child will be deviating from their normal after school routine, a note must be sent to the office. If there is an unforeseen change in which a note was not sent and you need to call school please be advised of the following:
 - Parent calls for bus transfers will not be taken after 2:30 p.m. This policy is established to ensure that all messages get to the appropriate parties. It is also established to ensure that buses leave campus in a timely manner and all students arrive safely to the proper destination. Any call after 2:30 p.m. must be an emergency situation and can only be approved by the building administrator.
 - When students 6th grade and below are dropped off there must be a responsible adult or older sibling at home to supervise the child. If there is no one there, the child will be brought back to the East Carter R-II campus and the incident may be written up as a bus offense. It will be the responsibility of the parent/guardian to have the child picked up.
2. Students wishing to bring guest home on the bus need to bring a parent permission note to school to be signed by the building administrator and presented to the bus driver prior to boarding the bus.
3. If a student is needing to ride to a different destination, the student must bring a note from home to receive a bus note to let the driver know the student is allowed to ride. The note should have specifics on where they are going to be dropped off/picked up. The stop must be already approved on the bus route or have special permission from the transportation director.
4. If a student causes damage to the bus, he/she will be held financially responsible.
5. If a student's transportation privileges have been suspended or revoked, the student is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.

6. A severe behavior such as, but not limited to injury of a fellow student, gross disrespect or defiance of the bus driver may result in a suspension of services, revocation of services, or a police referral on a first or second referral.