

# ***TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.***

*(a non-profit government contractor)*

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## **Transportation Protocols**

To'Hajiilee Community School Transportation Department prioritizes policies and procedures based on student safety and effectiveness. Riding on a school bus is the safest form of student transportation "to and from" school. School provided vehicles are used to provide transportation To and from school to residence. They are also utilized for all school-related field trips/sports trips. **NO** personal vehicles shall be used at any time to transport students.

### **Pick-up/Drop-off**

- All Students shall be at the designated bus stop at least 5 minutes prior to pick-up times.
- Bus stops shall be determined based on the safety of the student(s) and driver.
- Kindergarten and/or Preschool students must be accompanied by parents or guardians.
- Bus Drivers will wait 30 seconds to 1 minute at bus stops.
- Parents or Guardians must be home or present at drop-off locations for all elementary students.
- If Parents or Guardians are not home or present at drop-off locations, student(s) will be taken back to school campus and will need to be picked up at School.
- All changes to bus routes must be made before 12:00 pm to be approved.
- Changes to morning pick-ups must be made the day before, so drivers can adjust routes accordingly.

### **Student:**

- Follow the driver's directions promptly.
- Wait until the bus comes to a complete stop, and the doors are opened before approaching and exiting the bus.
  - Students must always walk in front of the bus, at all times.
- Use the handrail. Be careful that no clothing or belongings get caught on the handrail.
- Be aware of the 12ft. Danger Zone around the bus.
- Follow all bus rules and procedures to help the driver provide safety for student passengers.
  - Use handrails when getting on/off bus.
  - Take your seat promptly and sit properly.
  - Always sit facing forward.
  - Keep the aisles ALWAYS clear!
  - Always keep your head, hands, and arms inside the bus.
  - No throwing objects inside and outside the bus.
  - No eating or drinking at any time on the bus.

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- Talk quietly, no yelling, or obscene language.
- Stay in your seat!
- Keep the bus clean.
- Do not damage School property.
- Listen to the Bus Driver!

## **Parent:**

- Make sure your child knows his/her bus number, what stop to get off at.
- Make sure your child understands bus safety rules and expected behavior.
- Make sure your child is aware of the 12ft. Danger Zone around the bus.
- Make sure your child arrives at the designated bus stop 5 minutes prior to the bus's scheduled arrival time.
- Notify the school of any changes to contact information so parents can be notified in case of an emergency.
- All "Bus Passes" must be made before the 12 o'clock deadline to be approved unless there is an emergency, i.e phone calls, emails, notes.
- Parents or Guardians must be home or present at drop-off locations for all elementary students.
- If elementary parents or guardians are not home or present at drop-off locations, student(s) will be taken back to school campus and will need to be picked up at school.
- Bus service is available to all students attending our school.
- Students attending TCS are required to ride the bus to/from school unless there is written documentation from the parent/guardian that indicates otherwise.
- Students are not allowed to walk home.
- The transportation supervisor can be reached at 505-908-2426 ext. 139 to communicate last-minute bus changes or questions.
- Or arrangements can be made with office staff at 505-908-2426.

## **Special Education:**

- Special needs for transportation will be provided according to terms identified in a student's Individualized Education Plan (IEP).
- Communication between a student's school bus driver and their parent/guardian is encouraged so that the student's IEP plan is implemented effectively.
- Transportation forms must include all information to ensure the safe transportation of students.

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## **FIELD TRIPS:**

The parent or guardian must sign a parent consent form allowing his/her child to participate in all school-sponsored field trips and athletics throughout the specified school year (excluding overnight field trips). Field trip Permission slips must be signed by a parent or guardian and should include any medical or allergy concerns. All medical information will be kept confidential and will only be used to keep the student safe. A 504 plan is recommended for students who have severe medical or allergy issues.

- Students are not eligible to participate if they are suspended.
- Students may not be eligible due to poor behavior, failing grades, and low attendance.
- Students are to remain with their class and teachers or chaperones at all times while on field trips.
- It is highly recommended permission slips must be turned in by the date requested by the sponsor.
- Permission slips turned in on the day of the trip will be accepted, and the student may be accepted over the phone, and the student may participate in the field trip.
- Checking out students from field trips will only be allowed at the designated location on the field trip permission forms with prior notification to sponsor; IDs will be checked in accordance to NASIS.
- Seniors Only - Seniors will abide by Senior Contract Student field trip check out guidelines 1. Check outs allowed by the teacher based on field trip permission form. 2. All checkouts' procedures will follow NASIS protocol. 3. All checkouts' arrangements must be made with the teacher prior to the field trip. 4. All individuals checking out students will need proper ID. 5. Students over the age of 18, will require a parent or guardian's signature for check out regardless of age. 6. Checking out students from field trips will only be allowed at the designated location on the field trip permission form.
- Student(s) that are not present when departure from the school shall not ride the bus from the field trip location or sports activity location back to school.

Field trip request forms must be on file during the field trips.

## **General:**

### **GOVERNMENT VEHICLES (GSA) (SUV-BUS)**

- The use of cell phones is prohibited unless hands-free technology is utilized. Texting while operating a school vehicle is prohibited.
- Employees MUST have a valid state Driver's license to be authorized to drive the applicable government vehicle.
- Employees MUST have a current MVD driving record on file with Human Resource. Computer-generated copies will not be accepted.
- Use school transportation for school business only. Do not transport a student in your own personal vehicle.

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- Government vehicles are to be used for official school business ONLY.
- Approval by the appropriate supervisor is mandatory before an employee can check out a vehicle.
- Vehicle availability is on a first come, first served basis. Checkout procedure begins with the Transportation Department.
- Government vehicles must be parked in their designated parking area.
- Government vehicles need to be returned with a full tank of fuel and follow GSA regulations. Place gas receipt in envelope in the vehicle. See the Transportation Department for clarifications on the procedures for fueling and forms that need to be completed accurately.
- Vehicle inspection form needs to be filled out. It is the responsibility of each employee to be sure the vehicle is cleaned and the responsibility to report any mechanical/maintenance issues or damage to the Transportation Department to review.
- Operation of a school vehicle while under the influence of alcohol, illegal drugs, or prescription drugs that might cause impairment of the operation can result in termination.

## **Emergency/Emergency Evacuation:**

- School bus emergency evacuation drills and evacuation demonstrations will be conducted at the beginning of each school year.
- Evacuations will take place in an emergency and only if it is safe to do so.
- If students are safer in the bus, they will remain on the bus.
- Bus Drivers/Monitors are First Aid/CPR certified.