

**CONNECTIONS DAY SCHOOL**  
**SCHOOL TRANSPORTATION CONTRACT**

It is of great importance to Connections Day School (CDS), our referring school districts and the transportation companies with whom they contract, that our students are ensured a safe, structured transportation experience, and that our drivers feel supported in creating this environment. As such, a committee of interested parents, CDS staff and transportation company officials have established rules, boundaries and expectations for our students and drivers in order for our busses, cabs and vans to operate appropriately, and safely deliver our students to their destinations.

This contract is between CDS, the transportation company, parent(s)/guardian(s) and the student. When you receive your copy of the contract, please read through all elements carefully, review the information with your child, and sign and return it to the CDS front office.

Thank you,  
The Administration at CDS

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**DRIVERS – RULES & EXPECTATIONS**

**Expectations:**

1. Drivers will wait no longer than 3 minutes for a student. If a student is not out of their home by that time, the driver must proceed to the next destination on their route.
2. Students cannot be left unattended in the vehicle at anytime, for any reason – there must always be a supervising adult present.
3. Drivers will not make any unscheduled stops with students present.
4. Drivers will not pick up any additional fares while driving CDS students, unless there is a specific contract with the CDS student’s school district to do so.
5. Drivers will not talk on their cell phone when driving CDS students to and from school.
6. Drivers will not offer students any food, drinks, gum, gifts, etc; or allow them to eat or drink on the bus/cab/van.
7. If students are acting out in an aggressive or unsafe manner (verbally or physically), the driver will pull the vehicle over, where appropriate, until students once again act in a safe, responsible manner.
8. If the unsafe behavior continues, the driver will contact their base/dispatch and call 911 for police assistance.
9. Drivers will immediately (verbally) report all misbehavior to CDS staff when s/he arrives at CDS, or by phone while driving students home; and will follow-up by writing a formal bus report to be forwarded to CDS within 24 hours of the incident.
10. Drivers will not “hold” any personal property of any kind of the students. Any property left on the bus will need to be reported to a supervisor and CDS immediately.

### **Arrival:**

1. Arrival begins at 8:40am and vehicles will drop students off at the front door.
2. Prior to dropping a student off, drivers must ensure that a CDS staff member is present to accompany the student from their vehicle into the school.

### **Dismissal:**

1. Drivers will line up as close as they can to the curb in front of the school. Once this area is full, all additional vehicles will line up on Casey Road.
2. Drivers may proceed from Casey Road to the CDS parking lot when directed to do so by CDS staff. If drivers do not follow this rule, and proceed into the parking lot on their own, CDS staff will not call their student(s), and will direct the driver back to Casey Road.
3. If drivers are blocking, or parking in, the parking lot, CDS staff will not call their student(s), and will direct the driver back to Casey Road.
4. If a driver is consistently disregarding these established rules and expectations, their supervisor will be contacted by CDS administrative staff.

## **STUDENTS – RULES & EXPECTATIONS**

The transportation provided for CDS students in an extension of the school, in that, all school rules, boundaries, expectations and consequences apply while students are being transported to and from school.

### **In the Morning:**

1. Be ready at least 5 minutes before the bus/cab/van is scheduled to arrive, and come out of your home and get on the vehicle as soon as it arrives.
2. Wait for the bus in a place that is clear of traffic, and as far back from the road as possible.
3. If in a group of waiting students, maintain appropriate boundaries and behavior and avoid horseplay.
4. Wait to cross the street and/or approach the vehicle only after it has stopped, and the driver has put on the flashing lights and/or signaled you to cross.
5. Only get on and off your transportation at your own stop.

### **On the Bus/Cab/Van:**

1. Go directly to an available seat, or assigned seat.
2. Remain seated during the ride, wear your seat belt and face forward.
3. Keep hands, heads, arms and legs inside the vehicle.
4. Never play with emergency exit equipment.
5. Never throw or pass around any object(s).
6. Never carry on live animals of any kind.
7. Only carry on items that can easily be held in your lap.
8. No eating or drinking.
9. No food or drinks (unless you have received specific permission from CDS Administration).

10. Do not accept any items from the driver – food, drinks, gum, gifts, etc.
11. Interact positively with peers; and use appropriate voice tone, volume and language.
12. No vandalism of the vehicle or anyone's property.
13. No cell phones (unless you have received specific permission from CDS Administration).
  - a. Administration-approved cell phones must not be used at any time during the ride to and from CDS, phones must be in the off position and inside the student's school bag
14. No exchanging, trading or borrowing of any items – all students will be responsible for their own personal belongings.
15. Respect everyone's (driver and students) personal space, and their right to a peaceful ride to school – no arguing, profanity, obscene gestures, bullying, antagonizing, horseplay, or fighting.
16. No weapons of any kind.
17. No hazardous materials or nuisance items (laser lights, etc.).
18. No cameras or any electronic devices where the internet can be accessed.
19. No tobacco products, drugs, alcohol or any other controlled substance.
20. No medications of any kind (unless you have received specific permission from CDS Administration).

## **DISCIPLINE POLICY**

Any student who does not follow the identified rules will be subject to the following disciplinary procedure. This protocol will start simply – between the driver and the student – but continued issues will lead to a progression in reporting and consequences.

### **Informal (Verbal) Interactions & Reports:**

1. The driver will speak with the student about the inappropriate behavior.
2. The driver may instruct the student to sit quietly throughout the ride.
3. The driver may assign the student to a specific seat, or may restrict the student from sitting in a specific area of the vehicle.
4. The driver will speak with CDS staff about inappropriate behavior and interventions that are being attempted.

### **Formal (Written) Interactions & Reports** (when informal interventions are ineffective):

1. **First Report** - The driver will formally write-up the student's behavior and forward this report to CDS staff. The student will receive a **Detention** for this incident; however, depending on the severity of the incident, the student may receive a **BIS Visit** instead. Parent/Guardian will be notified of the incident on the student's home note.
2. **Second Report** - The driver will formally write-up the student's behavior and forward this report to CDS staff. Behavioral Intervention staff will follow up with the driver, and the student will receive a **BIS Visit**. Parent/Guardian will be notified of the incident via phone or e-mail.

3. **Third Report** - The driver will formally write-up the student's behavior and forward this report to CDS staff. Behavioral Intervention staff will follow up with the driver, and the student will receive a **BIS Visit and a Detention**. While in BIS, the student will also have to write a paper identifying the changes s/he plans to make in order to behave more appropriately on the bus/cab/van – s/he will process the content of this paper with BIS staff. Parent/Guardian will be notified of the incident via phone or e-mail.
4. **Fourth Report** - The driver will formally write-up the student's behavior and forward this report to CDS staff. Behavioral Intervention staff will follow up with the driver, and the student will receive an **In School Suspension**. While in BIS, the student will also have to write a paper identifying the changes s/he plans to make in order to behave more appropriately on the bus/cab/van – s/he will process the content of this paper with BIS staff. The student will also meet with the Principal to discuss the recurrence of the behavior; and the Principal will inform the school district of the continued concerns, and the interventions that have been attempted. Parent/Guardian will be notified of the incident via phone or e-mail, and depending on the severity of the issue, may be asked to come in to CDS to have a more formal discussion of the incidents with CDS staff and their child.
5. **Any further incidents can lead to:** Out of School Suspensions, a change in transportation, and any other disciplinary measure deemed necessary.

Please feel free to contact CDS with any questions or concerns – 847.680.8349

*See page 5 for the contract accompanying this policy;  
this contract must be signed by the student and parent/guardian.*

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**SCHOOL TRANSPORTATION CONTRACT**

**I have read and discussed this policy with my child:**

\_\_\_\_\_  
**Parent/Guardian Name – please print**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

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**I have reviewed this policy with my parent/guardian and agree to abide by it:**

\_\_\_\_\_  
**Student Name – please print**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**