



Kimberly Area School District



Pupil Transportation Handbook

Lamers Bus Lines
(920) 832-8800

Rev. 8/15/2019

Kimberly Area School District

Student Transportation Services and Policies

The Kimberly Area School District complies with all state regulations concerning transportation of regular and special education students. All transportation arrangements are made by the School District Transportation Director with approved carriers. This handbook is available to all students, parents, teachers, school bus drivers, and school administrators to be used as a quick reference on transportation rules and guidelines. Additional information is found in the District Transportation Manuals as well as District policies.

ALL STUDENTS USING BUSING SERVICES MUST RETURN THE AGREEMENT ON THE LAST PAGE

Eligibility for Transportation Services

The Kimberly Area School District provides transportation for:

1. Students who reside more than two (2) miles from the school they are required to attend in their home attendance areas.
2. Students who are placed in a special education program outside of their home attendance area, also for students who attend special education programs in their home attendance area if the IEP evaluation team deems transportation necessary for the safety of the child.
3. Students whose paths to their schools are found to be unusually hazardous (the school district will follow Wisconsin statute 121.54(9) each time it receives a request for transportation in hazardous areas).

School Closing and Cancellations

School closings, cancellations and delays can be found on local radio and television stations between 6:00 and 7:00 am, or during the day if a situation develops after students arrive at school. Our emergency phone contact system will place an automated phone call to all student's homes. Tune into the following stations to learn about emergency closings:

NBC TV26	WCHK - 104.3 FM	WNFL - 1440 AM
UPN TV 32	WEMI - 95.1 FM	WOSH - 1490 AM
WBAY TV 2	WEMY - 91.9 FM	WWWX - 96.9 FM
WFRV TV 5	WHBY - 1150 AM	WROE - 94.3 FM
WLUK Fox 11	WIXX - 101 FM	WSCO - 1570 AM
DUKE - 93.5 FM	WNAM - 1280 AM	WSCO - 95.3 FM
KISS - 95.9 FM	WNCY - 100.3 FM	WTAQ - 1360 AM
WAPL - 105.7 FM	WCUB - 980 AM	WVBO - 103.9 FM
WZOR - 94.7 FM	WLTU - 92.1 FM	WSCO - 95.3 FM

PUPIL NONDISCRIMINATION STATEMENT: The Kimberly Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs or activities.

Transportation Guidelines and Procedures

The following information pertains to transportation practices in the Kimberly Area School District. This information is intended to provide each bus eligible student with safe, efficient transportation to and from school.

Bus schedules will be established which will cause pupils to be picked up at a set time and arrive at school before the start of the school day, but generally no earlier than twenty minutes before the start of classes. At the close of the school day, buses will be scheduled so as to arrive at the school no later than thirty minutes after the close of the normally scheduled classes.

1. The bus route number, pick up time, and approved bus stop location are found in the transportation packet distributed or mailed by each school or transportation carrier.
2. Students must be out at the bus stop location a minimum of five (5) minutes prior to the scheduled pick up time. The bus will not wait or return for students.
3. Only students who are assigned on the route will be allowed to ride. Space and liability issues do not allow for additional or non-bus eligible riders.
4. Students will be picked up and dropped off only at the designated stops along the route that are approved by the school district. It is the parent's responsibility to instruct their child where to get on and off and how to get to and from the bus stop locations. It is highly encouraged that a parent or neighbor wait at the bus stop location to supervise a child that may be younger in age.
5. Generally, route buses will not make house address stops, enter private driveways, cul-de-sacs, dead end roads, or areas that would create an unsafe situation or require the bus to back up. House address stops will be considered for special education students where it is deemed necessary by the school district. In such a case, a Student Transportation Plan must be on file with the transportation provider and the school district.
6. In cases where a responsible person is needed to receive a special education child at the drop off point and no one is there when the bus arrives, the child will remain on the bus until the end of the route. Drivers will attempt to drop the child off again at the end of the route. If there is still no one at the stop to receive the child, the transportation provider will notify local police or the appropriate county social services department. Parents will be responsible to pick up their child.
7. Open Enrollment students are not eligible to ride the bus.
8. Fee based options may be available through Lamers Bus Lines.

Policies for Day Care Providers and Baby-Sitters

1. The child's home address must be in an existing Kimberly Area School District busing route.
2. There must be space available on the bus in question.
3. The location of the child care provider must be on an existing route and may not cause any variation of the route or additional mileage.
4. The child must plan to ride the bus on a daily basis for a full semester or year.
5. The parent must make all necessary arrangements with the child care provider.
6. Requests for a child to ride a route bus to get on or off at a bus stop near a daycare or baby-sitter, must be in writing to Lamers to request consideration for this service. The letter shall include his/her own address and telephone number and the address and telephone number of the child care provider, the name of the student(s) involved and their grade level.
7. Fee based options may be available through Lamers Bus Lines.

Student Ridership Expectations

The following section deals with student behavior expectations while on the bus. The school district views transportation as part of the school day. The bus driver carries the responsibility of ensuring students a safe ride and is authorized to enforce the ridership rules, much as teachers enforce rules inside the classroom. The school district reserves the right to modify the following rules and consequences at any time, and may use video cameras on buses to assist with discipline issues. The following are basic ridership expectations and do not include all possible situations:

1. Ride only on assigned routes and vehicles.
2. Respect private property while waiting at the bus stop. Wait in the proper location. Students should not move toward the bus until it has stopped and the driver has motioned the students to board.
3. Avoid crowding or pushing when getting on or off the bus. The use of the emergency door is for emergency evacuations only!
4. Students should take a seat as soon as they board the bus. Remain seated at all times and until the bus has stopped completely at the destination or bus stop. Share seats with fellow riders. Students in many instances will be required to sit three (3) to a seat. Drivers may require student to sit in assigned seats.
5. Keep arms, legs, hands, and other objects inside the bus and out of the aisle. Each student must keep hands and arms to themselves.
6. Quiet and normal conversation with fellow riders is acceptable. Yelling, screaming, or profane language will not be tolerated.
7. Electronic Devices, such as smartphones, tablets, cell phones, etc. are allowed to be used as long as they do not create a distraction and/or interfere with the safe travel of the bus or the safety and welfare of others, or infringe on privacy of others. Drivers will have the authority to tell students to put electronic devices away while on the bus if they suspect or feel that they are being used inappropriately.

8. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, slingshots, rubber band guns, water pistols, knives, or other sharp objects, or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the driver's view, or create a safety hazard. If a student needs to bring such an item to school, parents will be responsible for transporting it.
9. When getting off the bus, the student should get away from the bus immediately but never move toward the rear of the bus. If a student must cross the street, they must wait for the driver's signal indicating it is safe to cross.
10. Show respect for the driver. They are responsible for the orderly conduct of all passengers and will report behavior problems.
11. Show respect for fellow students on the bus.
12. No eating, drinking, or gum chewing is allowed on the bus.
13. Follow posted bus rules.
14. It is essential that all students remain seated and keep voices low to ensure a safe ride for everyone.

Unacceptable Behavior / Rule Violations:

1. Yelling, screaming, whistling, singing, or being loud.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver.
4. Not keeping hands, arms, and legs to oneself or out of the aisle.
5. Blocking the aisle with backpacks, musical instruments, etc.
6. Eating, drinking, or chewing gum on the bus.
7. Littering or spitting on the bus.
8. Showing disrespect toward the driver or another person.
9. Riding on another route without approval or a bus pass from the school office.
10. Throwing items in or out of the bus.
11. Smoking, chewing, or possessing tobacco or related products.
12. Possessing prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and/or alcoholic beverages.
13. Vandalizing or damaging bus property (restitution required from the offender).
14. Tampering with bus emergency equipment.
15. Possessing a firearm, knife, explosive, flammable material, or other object that may be considered dangerous or used as a weapon.
16. Interfering with the safe operation & travel of the bus and/or other motor vehicle.
17. Physically assaulting or verbally threatening the well-being of another person.
18. Refusing to follow safety rules or the driver's instructions.
19. Any act that seriously jeopardizes the safety of the student, passengers, or driver.

Consequences for Unacceptable Behavior / Rule Violations

Generally, unacceptable behavior or repetitive rule violations will result in suspension of bus riding privileges. The following is the standard format used when dealing with rule violations. However, these are the minimum consequences and may be altered based on circumstances surrounding the incident. Violations or acts of conduct that are severe in nature may result in immediate suspension of bus riding privileges. A conference with school officials may be held prior to resuming transportation services. Parents will be notified by the school or transportation provider before any suspension goes into effect. Suspension days are school days, not calendar days. Remember, riding the bus is a privilege, not a right.

Bus Suspension Guidelines

1st Violation - The incident will be documented by the driver with copies sent to the parents, school, and transportation provider. In general, no suspension for a 1st violation; however, up to a permanent suspension from the bus may be invoked depending upon the severity of the incident. Law enforcement officials may issue lawful penalties. The school may impose additional consequences.

2nd Violation - The incident will be documented by the driver with copies sent to the parents, school, and transportation provider. A minimum three (3) days suspension from the bus will be imposed. The school / law enforcement may impose additional consequences.

3rd Violation - The incident will be documented by the driver with copies sent to the parents, school, and transportation provider. A minimum five (5) day suspension from the bus will be imposed. The school / law enforcement may impose additional consequences.

4th Violation - The incident will be documented by the driver with copies sent to the parents, school, and transportation provider. The student will be suspended from the bus for the remainder of the school year. The school / law enforcement may impose additional consequences.

**PLEASE PRINT AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL OFFICE
FOR EACH STUDENT RIDING THE BUS WITHIN THE FIRST TWO (2) WEEKS
OF UTILIZING TRANSPORTATION SERVICES**

Transportation Service Agreement

Please fill out this form correctly with all pertinent information. Each student must fill out a separate form which will be used for ridership records. Return completed forms to the school office within the first two (2) weeks transportation services begin or transportation could be denied until the form is received. Student and parent signature is required at the bottom.

I have read the Pupil Transportation Handbook and agree to comply with the ridership rules as stated therein.

Student: First & Last Name (Printed)

Signature

Route #

Grade

School of Attendance

Home Address

Main Phone Number

Parent/Guardian Name

Alternate Phone Number

Secondary Contact Person

Phone Number

Parent/Guardian Signature

Date