

*Belen Consolidated Schools
Transportation*



2016- -2017

Parent/Student
Handbook

INTRODUCTION

It is required that both parents/guardians and students become familiar with the contents of this Transportation Student/Parent Handbook. Discussions of the contents are to be encouraged, especially with the younger children, to ensure their understanding of the importance and the need for proper bus riding behavior.

This handbook will cover state and local regulations most likely to directly affect students and parents/guardians.

Student transportation is a privilege, not a right, extended to eligible students. Students who do not abide by the State Statutes and/or District Policy governing Student Transportation may have their transportation privileges revoked. Student Services: Student transportation is a privilege to students who are eligible for transportation pursuant to State Statutes 22-16-2 and 22-16-4, N.M.S.A., 1978. Students who do not obey the State and Local Regulations governing student transportation may have their transportation privileges revoked by the school district.

Copy of all State Statutes will be available at the transportation department upon request.

The transportation services provided by Belen Consolidated Schools is voluntary. BCS Transportation Services meet all state requirements and all local policies for the Transportation of all eligible students.

I. STUDENT ELIGIBILITY

A. Students who are eligible for transportation services under Federal and State Statute, unless covered by conditions, provides that school bus routes shall not be maintained for distances less than:

1. **One mile one-way for students in grades kindergarten through 6;**
2. **One and one-half miles one-way for students in grades 7 and 9, and;**
3. **Two miles one-way for students in grades 10 through 12.**

In addition, bus stops will not be located further than the aforementioned walking distances from a student's home unless deemed either unsafe or unfeasible by the Transportation Supervisor. In these cases a feeder route may be offered.

- B. All students eligible for Transportation Services must register at the Belen Consolidated Schools Bus compound – 650 East River Road. **Registration is required every school year.**
- C. Students with special needs are entitled to transportation as specified in the definition of "Transportation as a Related Service". (Refer to SDE Regulation 6.41.4, NMAC)
- D. Students attending a school outside his/her designated home school area are **NOT eligible** for school provided transportation. Administration and parents/guardians will

refer to Policy #718.2, (**School Attendance Boundary Policy**), should students attend a school outside their attendance boundary.

- E. At the Districts discretion Transportation will be provided to students who parents utilizes the services of a day care. Transportation will be afforded to these students from the day care to school and return only if the student attends a school within the elementary boundary's. In addition transportation will only be provided from licensed day cares. Proof must be provided to the transportation department prior to authorization of transport.
- F. To insure the Safety of the students and consistency of care. All students requiring Special Transportation will be afforded one pickup/dropoff location.

II. SCHOOL SITES SERVED

CENTRAL ELEMENTARY SCHOOL

966-1200

DENNIS CHAVEZ ELEMENTARY SCHOOL

966-1800

GIL SANCHEZ ELEMENTARY SCHOOL

966-1900

LA PROMESA ELEMENTARY SCHOOL

966-2400

JARAMILLO ELEMENTARY SCHOOL

966-2000

LA MERCED ELEMENTARY SCHOOL

966-2100

RIO GRANDE ELEMENTARY SCHOOL

966-2200

BELEN HIGH SCHOOL

966-1300

BELEN MIDDLE SCHOOL

966-1600

INFINITY HIGH SCHOOL

966-1520

BELEN CONSOLIDATED SCHOOL DISTRICT WEBSITE

<http://beleneagles.org/>

III. BUS RULES AND REGULATIONS

The mission of the Belen Consolidated Schools Transportation Department is to provide safe transportation to students economically and efficiently. Safety is the number one priority. All students who qualify for school bus transportation have the right to a safe ride to and from school. Students shall behave in such a manner so as not to harass or negatively affect the well being of other students or driver while riding the school bus. Students interfering with the bus driver's ability to safely perform and adhere to his/her job jeopardize their transportation privileges. To ensure this goal, procedures and regulations have been established.

A. Bus Stops and Schedules

1. The Transportation Supervisor and/or designee with input from the school bus driver and/or law enforcement official input will establish all school bus stops. School bus stops may be reviewed and/or changed by the Supervisor of Transportation Services when deemed necessary in order to maintain efficiency, economy, and safety.
2. School bus stops, whenever possible and practical, will be established so student does not have to cross a major roadway. In no instance a school bus stop will be within twenty five feet of an intersection.
3. School bus drivers must operate school bus on a consistent time schedule. The bus schedule will be established by the second week of school.
4. A bus driver shall not wait for a student unless the student is observed making an effort to reach the school bus. Students who are continually late at the bus stop may be denied bus privileges.
5. When buses are delayed at least two hours due to inclement weather and/or emergency situations, we will adhere to the process for inclement weather. Announcements of delays or closures will be announced on the radio or television station. (See page 11). You may also obtain information posted on the district website. www.beleneagles.org
6. Students are to report to his/her bus as soon as school is dismissed. Buses will depart 7 minutes after dismissal time for elementary and 5 minutes for secondary. A student who loiters will be left at the school site. **School bus driver is not required to return for students.**

7. At times during the school year, it may become necessary to combine or add additional routes based on operational needs. In these cases, parent/guardians will receive advance written notice of any changes to ease the transition.

B. Transporting Musical Instruments, School Projects, Athletic Equipment, and/or Skateboards.

1. No instrument, equipment, project, etc. shall occupy needed seating space.
2. Glass objects will not be transported.
3. No instrument, equipment, project shall be placed in the driver compartment nor shall it block the aisle or school bus doors.
4. Instrument, equipment, project shall be carried on student laps or under the bus seat
5. Instruments **acceptable** for transportation:
Flutes French Horns Alto Sax
Trombones Oboe Bassoon
Piccolos Snare Drum Trumpet
Clarinet Guitar
6. Instruments **not acceptable** for transportation:
Baritone Baritone Sax Tuba Kettledrum
Bass Drum Tenor Sax Conga Bass Clarinet
7. Instruments are not to be played on the bus.
8. Skateboards shall remain in backpacks at all times while student is on the bus.
9. Due to bus capacity if projects do not fit on students lap, parents are responsible for dropping off or picking up the project at school. This includes fundraising items.

The bus driver will not allow the student on the bus if the above unacceptable items accompany the student.

IV. STUDENT RESPONSIBILITIES

- A. Students will be courteous and cooperate with the bus driver in order to assist in producing a safe ride.
- B. Students must be on time and waiting at their assigned bus stop. Ensure that student arrives at the bus stop **five minutes prior** to the scheduled bus arrival time.
- C. Students must wait for the school bus in a safe place that is clear of traffic.
- D. Students shall wait at the bus stop in an orderly manner avoiding any type of horseplay.

- E. **The school bus driver is exclusively in command of all students while the student is onboard the school bus.** The driver shall report safety violations to the Supervisor of Transportation Services and the School Principal as stated in the Belen Consolidated Schools Student Management Handbook.
- F. Students will remain seated while the bus is in motion.
- G. **Students will not be permitted to load or disembark school bus except at their assigned bus stop.**
- H. Students must occupy their assigned seat and will be accountable for any damage to their assigned area.
- I. Students shall not be permitted in driver area while bus is in motion nor shall the student occupy the driver's seat at any time.
- J. Tampering with bus equipment is prohibited.
- K. Students are not to engage in any unnecessary or inappropriate conversation with the driver.
- L. Students are permitted to converse at a normal tone of voice with the exception of the bus approaching a railroad crossing; students are to be silent until the bus is safely across the tracks.
- M. Rough, boisterous, or obscene conduct, as well as using profane language is **prohibited**.
- N. Transportation of, but not limited to, animals, (except those animals authorized by an IEP), firearms, knives, explosives, glass, reptiles, balloons, assembled kites, fishing poles, or any dangerous items is prohibited. No sports equipment allowed on the bus unless in a proper sports bag. No item shall block the aisle or emergency exits at any time.
- O. Eating or drinking on the bus is prohibited with the exception of water, per the discretion of the driver.
- P. Students shall keep body parts inside the bus at all times. No hanging out of the windows of the bus. Loading side windows shall remain closed at all school site loading zones.
- Q. Throwing items inside or outside the bus is prohibited.
- R. Possession, use, distribution, selling, or being under the influence of Illegal substances is prohibited. This includes having possession of drug paraphernalia. Smoking is prohibited including E cigarettes and smokeless tobacco. **In addition to revocation of transportation privileges, violations will be considered criminal activity.**

- S. All district properties including buses and district vehicles are tobacco free. Smoking, chewing and other uses of tobacco including E cigarettes are prohibited.
- T. Students who must cross in front of the bus shall do so eight to ten feet in front of the bus and only when the driver signals that it is all clear. In urban areas where pedestrian crossings are provided, students may cross after the bus leaves the unloading zone or when traffic signals indicate a safe crossing. Students shall not cross multi-lane roadways except in urban areas where crosswalks or traffic signals are provided.
- U. Students shall ride their own assigned bus unless approved by the Supervisor of Transportation Services or designee.
- V. The use of gang signs is prohibited.
- W. Small electronic devices may be played with earphones or at no volume.
- X. No public display of affection permitted on the bus.
- Y. No fragrances (ex. Cologne, perfume, lotions, hair sprays) are to be applied on the bus.
- Z. All school dress codes will also apply to the school bus.

V. PARENT/GUARDIAN RESPONSIBILITIES

In support of the Belen Consolidated Schools Transportation Department Mission Statement, parent responsibilities include, but are not limited to, the following:

- A. You and your child shall make yourselves familiar with the Parent/Student Handbook.
- B. Ensure that student arrives at the bus stop **five minutes prior** to the scheduled bus arrival time.
- C. **Provide protection or supervision for the student when unusual conditions warrant precautions beyond ordinary circumstances.**
- D. Cooperate with the bus driver, Transportation Department personnel, and school officials in regards to the appropriate conduct of the student.
- E. Assist with the implementation and enforcement of school bus rider safety.
- F. **Written and verbal notification** to the Transportation Services Supervisor or designee is required regarding temporary reassignment of bus and/or bus pick-up or drop-off location. Approval will be considered for emergency situations only. The following are considered emergency situations: **Illness in the family, Accidents in the family and**

Death in the family. In rare instances, verbal notification is at the discretion of the transportation supervisor.

- G. Student pick-up and drop-off locations will remain constant.
- H. Parent/guardian will be responsible for transporting student when roads are impassable due to inclement weather or road conditions. If possible, student may be transported to a main road where there is a predetermined designated stop.
- I. **If the student loiters while at the school site**, it is the responsibility of the parent/guardian to provide transportation. It is not mandated that the bus driver return back to the school site. **Once buses are moving, buses will not stop.**
- J. **Parents or guardians of Kindergarten students must be at the bus stop location with the student in the morning and afternoon.** Failure to do so will result in the driver transporting the student back to school. On the second offense the student will not be allowed to ride until the parent/guardian has had a meeting with the supervisor. Repeat violations **will** result in revocation of bus privileges.
- K. **It is the parent/guardian's responsibility to ensure the Transportation Department has the most current contact information to include working phone numbers of parent/guardian.**
- L. Due to state regulations pertaining to seating assignments seating and the maintaining of rosters, students who do not ride the bus for ten consecutive days will be dropped from the rosters. Parents/guardians wishing to continue transportation services will be required to re-register the student at the transportation department at 650 E. River Rd. Belen, NM.
- M. Parents are responsible for the safety of the students prior to boarding the bus and after exiting the bus at the student's bus stop.
- N. **Learn your bus number and your bus driver's name.**
- O. **Once a student is on the bus and the bus has left the school they will not be allowed to exit except at their designated stop.**
- P. **All Pre-school and special needs parents must call the Transportation Department directly if there are changes in their child's pickup/dropoff situation, not the driver or bus assistant.**

VI. STUDENT SAFETY

Student transportation is a privilege, not a right, extended to eligible students. Students who do not abide by the State Statutes and/or District Policy governing Student

Transportation may have their transportation privileges revoked. Student Services: Student transportation is a privilege to students who are eligible for transportation pursuant to State Statutes 22-16-2 and 22-16-4, N.M.S.A., 1978. Students who do not obey the State and Local Regulations governing student transportation may have their transportation privileges revoked by the school district.

A. It is the goal of the Transportation Department to ensure the Safety of each and every student. In some case it may be necessary to revoke the transportation privileges of students who fail to comply with safe riding policies. In these cases the Transportation Department will give every opportunity to the parent/guardian to discipline their student(s) prior to revoking a student's transportation privileges. Therefore communication will be critical and notification attempts will be made prior to revocation of transportation privileges. For severe disruptions see E Severe Disruptions.

B. Audio/Video Policy

For the protection of Students and Employees All "to and from" buses have audio and video recorders. This will serve as notice to students/parents and employees that the Belen School District will record video and audio of students/ parents/employees and all others in the buses. Due to privacy issues only authorized school personnel will be permitted to view the audio/videos.

C. The school bus driver is exclusively in command of all students while the student is onboard the school bus. The driver shall report in writing serious discipline cases to the Supervisor of Transportation and the School Principal as stated in the Belen Consolidated Schools Student Management Handbook.

D. The school bus driver may suspend a student for the next a.m. pickup if disruptions/violations are on the p.m. route. Driver will be required to call parent and notify them of suspension after their route. **Failure to reach parent will result in student riding in the a.m. and referral presented to Transportation Supervisor who will deal with the situation within 24 hours.**

E. The driver shall adhere to the following disciplinary action(s) for non severe disruptions:

1st offense – A written and/or verbal notification may be issued to the student and/or a bus conduct report to the parent/guardian. Copy of distribution shall be:

- ✓ White - parent returned to Driver with signature, if not returned the supervisor must approve reinstatement of riding privileges.
- ✓ Yellow - office/school
- ✓ Pink - driver retains

This is the opportunity for the parents/guardian to correct the concern.

2nd offense – Appropriate action will be taken at the discretion of the Supervisor of Transportation or official designee.—Duration of revoked transportation privileges will be at the discretion of the Supervisor of Transportation.

F. SEVERE DISRUPTIONS The following inappropriate and dangerous behavior will result in automatic suspension of transportation privileges at the discretion of the Transportation Supervisor and/or official designee with Principal notification.

1. **Physical harm, fighting, and/or bullying other students, bus driver, and/or bus assistant.** The district has a zero tolerance bullying policy.
2. Damage to the bus/vandalism
3. Throwing objects in or out of the bus.
4. Possession, use, distribution, selling, or being under the influence of illegal substances. This includes having possession of drug paraphernalia. **In addition to revocation of transportation privileges, criminal action may be taken and may result in arrest.**

Parents/guardian disputing a suspension may appeal in writing to the Transportation Supervisor within twenty four hours of notification. In such cases, a conference will be scheduled within forty eight hours in order to resolve issues.

Note: Revocation of transportation privileges does not imply suspension/revocation from school. The parent/guardian will be responsible for transporting the student to and from school. Special consideration will apply regarding students with Individualized Services.

VII. SCHOOL BUS DRIVER RESPONSIBILITIES

It is the duty of the school bus driver to enforce all State and District policies and regulations governing the conduct of students while being transported on the school bus. The bus drivers shall conduct themselves in an appropriate manner framing the behavior around the district's code of conduct. Driver's shall be courteous and responsive to the needs of others and shall adhere to policies and regulations governing the supervision of students.

➤ Route Requirements

1. The driver shall not wait for students unless they are observed making an effort to reach the bus or unless otherwise specified and justified in the student's IEP. (Continual tardiness at the bus stop may result in suspension of riding privileges).
2. The driver shall adhere to the established route, bus stop, and time schedule. Any change in route is subject to the approval of the Supervisor of Transportation or designee.
3. **Drivers shall not transport any students who are not assigned to the bus or any persons not assigned to the bus without approval from the Supervisor of Transportation Services or designee. Approval will be considered for emergency situations only and will require written documentation from the requestor as well as verbal notification to the Supervisor of Transportation Services or designee.**
4. Requests for visitors to ride the school bus, who are not Belen School students, will be **denied**.

➤ **Loading/Unloading**

1. Drivers shall not grant permission for a student to load or unload except at the student's regular stop without approval from the Supervisor of Transportation Services or designee. Approval will be considered on emergency situations only, which will require written documentation from the requestor as well as verbal notification to the Supervisor of Transportation Services or designee. The following are considered emergency situations: **Illness, Accidents or Death in the family.**
2. **Buses shall be loaded or unloaded at established school bus stops only, unless an emergency dictates otherwise.**
3. The driver shall provide safety instructions and emergency evacuation drills to elementary students at least twice each year (once per semester). Loading and unloading procedures will be emphasized during the sessions.

➤ **Conduct/Safety**

1. Be responsible for the safety and orderly conduct of the passengers on their assigned bus routes.
2. The driver shall not permit any passengers to occupy any area in front of the passenger seating area while the bus is in motion.

3. Drivers will assign a seat to all students and maintain student rosters. Standing is not permitted while the bus is in motion.
4. In the event of an **extreme emergency**, the driver must pull the bus over and come to a complete and secure stop before using the cell phone.
5. The buses shall be kept clean, well ventilated and properly heated when necessary.
6. Drivers who transport for Special Education students who require a bus assistant must have their assistant on the bus at all times while students are present.

VII INCLEMENT WEATHER

The decision to implement an abbreviated day schedule will be made by the Superintendent of Belen Consolidated Schools. Information is gathered through the coordinated efforts of many people, such as the Transportation Supervisor, state, county, and city street/road departments and local weather stations. Road conditions and the ability of school buses to travel to and from school are the basis of the information. The abbreviated day schedule is a shortened school day that begins **two hours later than the regular bell schedule** but ends at the regular scheduled dismissal time. Pick up times at school bus stops will be **two hours** later than regularly scheduled.

The decision to institute an abbreviated schedule will be made and announced through the news media.

KOB- AM 770
KOB-FM 93.3
KRST-FM 92.3
The Eagle 98.7

KOB- Channel 4
KOAT- Channel 7
KRQE- Channel 13
District Website Access (page 3)

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Parent/Student Handbook

2016-2017

I ACKNOWLEDGE RECEIPT OF THIS HANDBOOK. IN ADDITION, I AGREE TO FAMILIARIZE MYSELF AND MY CHILD(REN) WITH THE PROVISIONS CONTAINED THEREIN.

X

Parent Signature

X

Student Signature