

Marysville Public Schools District



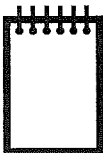
**Student/Parent
Transportation Handbook**

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Introduction



The Marysville Public Schools District has developed a transportation system through the Marysville School Bus, Inc. in order to provide transportation for eligible students within the school district.

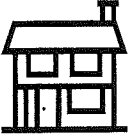
To ensure communication regarding the safe transportation of students, the Board of Education and the administration have developed this Student/Parent Handbook. The goal is to have parents, school personnel, and transportation personnel work together to provide safe and efficient transportation.

For the district to provide school transportation for eligible students, it is necessary to operate with the following conditions in mind:

1. Appropriate student conduct must be maintained in order to ensure safe transportation for all eligible students in the school district. Students must observe the rules and regulations adopted by the board governing student transportation and the school behavior code while riding the bus. The Board may suspend or revoke the transportation privilege of any student who violates any rules or regulations adopted by the Board.
2. Designated pick up and drop off points defined by the district must be adhered to in order to continue an efficient transportation system. Each eligible student, those who live 1.5 miles or more from the school of attendance, will be assigned a bus stop based on his or her home address. For any deviation from this plan, a bus change application must be completed and approved. Exceptions for students who reside less than 1.5 miles from school are listed under the transportation boundary section in this handbook.

For further information regarding transportation, contact the Marysville School Bus, Inc. at 364-7789 or the Executive Director of Finance and Operations at 364-7731, or the office of the school your child attends.

Board of Education Transportation Boundaries



It shall be the policy of the Marysville Public Schools District to provide transportation to and from school for students who live 1.5 miles or more from the school of attendance.

Students who reside less than 1.5 miles from the school shall not receive transportation, except under the following circumstances:

Special Education

Students who qualify for special education services shall receive transportation services as required by law.

Elementary

Transportation between elementary schools will be provided for in-district schools of choice and administrative reassigned students. Elementary busing safety boundaries for transportation are those streets listed below, across which students will not be required to walk:

Delaware (for ECDD only and Young Five students and Kindergarten when not able to walk with other older students)

Range Road
Ravenswood Road
Huron Avenue
Michigan Avenue
Busha Highway
Gratiot Boulevard
Gratiot Avenue

Secondary

Secondary students shall not be expected to walk across Busha Highway.

Students living within the boundaries of the City of Marysville, yet living greater than 1.5 miles away from school, shall be eligible for school transportation services, providing they walk to the nearest established bus route.

Board of Education Transportation Boundaries



Child Care Transportation

The District will not deviate from established bus routes to accommodate child care requests.

Parents may request pick up and drop off at a child care facility or residence other than the home, providing the child care facility is on a currently established bus route in a busing area outside the 1.5 mile boundary from school.

Child care transportation will not be provided within the 1.5 mile radius of elementary schools (walking area), except to and from schools to child care programs operated by the district.

Bus Rules for Students



Students are expected to observe the bus rules and the school's behavior code while riding the bus to ensure the safety of others. The following rules shall be observed:

At the bus stop, the student shall:

- Arrive at the bus stop five minutes before the bus is scheduled to arrive.
- Stay off the roadway at all times while waiting for the bus. Stand and wait for the bus at the assigned area that is at least ten feet from the roadway.
- Wait for the bus to come to a complete stop before attempting to enter or leave the bus.
- Cross in front of the bus when crossing a highway or street. Cross only when oncoming traffic has stopped or cleared. Check traffic both ways, then check again.

On the bus, the student shall:

- Load and unload in a prompt, orderly fashion, with no pushing.
- Be seated immediately upon entering the bus and occupy only one's assigned seat.
- Keep hands to oneself, no scuffles/fighting.
- Talk softly.
- Not stand or change seats while the bus is in motion.
- Not throw any object on the bus.
- Not yell out windows and will avoid being noisy and rowdy.
- Wear lap belts as designated.
- Be courteous to each other and the driver/attendant.
- Not use obscene language or gestures.
- Not distract the driver.
- Wait in seat until the bus stops at the destination.
- Not open doors or windows unless the driver authorizes the action.
- Keep hands and body inside the vehicle.
- Obey the driver/attendant at all times.
- Not carry any weapons onto the bus.
- Not carry any alcohol or drugs onto the bus.
- Not eat or drink on the bus.
- Not damage or deface the bus in any manner. Students will be required to pay for damages and will be denied the use of the bus.
- Not smoke on the bus.

Bus Rules for Students

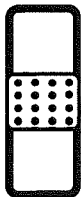


- Keep the bus clean, sanitary, and orderly at all times.
- Be allowed to bring only items on the bus that can be held comfortably and safely on the lap. Items, like glass containers, which can be considered a hazard to the individual or other passengers are not allowed.
- Not bring pets or other living creatures on the bus.

If at any time, in the judgment of the driver/attendant, a student fails to follow instructions and violates any of the Bus Rules for Students, the student will be issued a warning and, if necessary, follow up with a written violation report.

A student receiving a violation report must follow the disciplinary action given by the student's principal or assistant principal resulting from the issuance of the report.

Illness and Health Procedures



A driver may refuse to transport a student if the following symptoms are present:

1. Vomiting
2. Diarrhea
3. Rashes
4. Lice
5. Pink Eye

Parents should always make the transportation department/bus driver aware of any medical conditions a student has that would require special attention on the appropriate form, such as:

1. Asthma
2. Diabetes
3. Convulsive disorders
4. Nose bleed tendencies
5. Any others about which the school is informed

In the case of a medical condition or injury that the bus driver witnessed or was informed about that occurred during the loading, unloading, or while on the bus, the transportation office will always notify the parent and the school with the details of the incident.

Parent Responsibilities



The parent or guardian shall:

- Complete the transportation form for each student when enrolling your child in school. Be sure to note on the form any behavioral or medical conditions that may impact the safe transportation of your child.
- Complete the transportation form for each student at the beginning of each school year, if requesting a drop off or pickup address other than the student's home address or if changing address.
- Have your child ready at least five minutes ahead of pick up time. This will avoid delays at individual stops.
- Withhold your child from boarding the bus when he/she exhibits any condition that indicates the child may be ill.
- Make arrangements so that someone is at home to receive your child. If no one is at home when the bus arrives for drop off, a younger elementary student will remain on the bus and be returned to the school.
- Assist the bus driver and administration in order to maintain control of student behavior by encouraging your child to follow the rules.
- Maintain courtesy when contacting your child's school or the Marysville School Bus, Inc. regarding transportation concerns.
- Teach your child proper procedures for safely crossing the roadway before boarding and after leaving the bus.
- Communicate safety concerns to administrators.
- Assist your child in understanding safety rules and encourage him or her to follow them.
- Support safe riding practices and reasonable discipline efforts.
- Monitor bus stops, where possible.
- Be aware of the dangers involved in loading and unloading zones, including the dangers with loose clothing, clothing accessories and other personal items.
- Do not allow your child to bring items on to the bus that are too big to sit on his or her lap.

Student Responsibilities



Proper student behavior is important. The distraction of the driver can contribute to accidents. Students should be aware of and follow the reasonable regulations to enhance safety. The consequences of unacceptable behavior should be clearly understood. The following will protect the student's rights and maintain order on the bus.

Each student must:

- Know the rules and follow them.
- Understand that they are responsible for their actions and behavior.
- Respect the rights and comfort of others.
- Understand that any driver distraction is potentially hazardous to his or her safety.
- Realize that school bus transportation can be denied if he or she does not conduct himself or herself properly
- Respect and obey all seating assignments and any other reasonable request of the bus driver.

Discipline Procedures



Marysville Public Schools has established the following procedures to follow regarding appropriate school bus riding behavior.

1. Student discipline problems on the school bus will be handled by the driver/attendant. This includes advising students of rules and regulations, assigning seats, encouraging and praising good behavior and other generally accepted means of maintaining and developing constructive student-school relations.

If the bus is no longer on school grounds and the situation requires that the school bus be stopped to allow the driver to maintain safety for all passengers, the driver will radio for assistance. The appropriate administrator will be contacted for their recommendation and then take the required action to provide safe transportation of the bus passengers.

2. If a violation of the district bus conduct standards occur while en route, the driver/attendant will complete a Bus Ticket for the student who is violating the conduct standards. The policy is to warn the student first and then complete a Bus Ticket if the warning is not effective.
3. A copy of the Bus Ticket will be issued to the student/parent by building administration.
4. The following procedure will generally apply for repeat offenders:
 - First Ticket issued in a semester – a warning except for suspension violations (fighting or severe misconduct on the bus).
 - Second Ticket issued in a semester – loss of transportation privileges for a period of one week.
 - Third Ticket issued in a semester – Loss of transportation privileges for a minimum of two weeks.
 - Fourth Ticket issued in a semester – if circumstances warrant, either because repeated warnings have failed to improve behavior, or because of gross misconduct on the bus, the student may be denied the privilege of riding by the principal.

Discipline Procedures



Suspension from transportation service shall be accomplished in the following manner:

The building principal or designee will issue the transportation suspension notice to the student and notify the parents by telephone and with a confirmation letter. A copy of the letter will be sent to Marysville School Bus, Inc. The parents shall be advised of the reason and terms of the suspension and the procedure for appeal as soon as possible. The suspension shall not become effective until the parents are notified, except in the case of a student over 18, when it is required that only the student be notified of the suspension.

Appeal of suspension shall follow established district procedures, starting with the building principal and through the Superintendent to the Board of Education.

5. When the behavior of a handicapped student requires disciplinary action, that student shall be treated the same as a regular student unless the handicap itself is a contributing factor to the behavior.
6. The Director of Transportation or designee will review all Bus Tickets. He may then:
 - Discuss the matter with the driver and recommend corrective action to be taken on the bus, or
 - Refer the matter to the student's principal with sufficient detail to provide a basis for determination of action. The principal shall inform the Transportation Director when action has been taken on the referral.

Accidents, Weather and Emergencies



Proper procedures have been established for the safety of the passengers. During inclement weather, drivers are instructed to:

- Reduce speed.
- Use headlights, clearance lights, and, in inclement weather, overhead strobes.
- Pull over to the side of the road and wait, if vision is severely impaired.

Despite all precautions, and training of bus drivers, equipment failure or an accident may occur. While this is a very rare occurrence, the bus driver has specific procedures to follow in the event of such incidents.

- Determine whether any of the passengers have been injured.
- Notify the Marysville School Bus office and indicate the equipment failure problem, the extent of the injury and damage, as well as location of the bus. Police notification and appropriate emergency procedures will be initiated through the Marysville School Bus office.
- Apply emergency first aid, if needed.

Depending on the time and circumstances, Marysville School Bus may notify the sending school. When possible, contact will be made with student homes.

In all incidents, the severity of the accident and possible injury to students will determine the course of action taken. Students may be transported back to school for verification of injuries and notification of parents, transported directly to the hospital, or transported home. In all cases, the school will notify the parents as soon as possible.

Whenever possible, a second bus driver will be used to continue the route and transport the uninjured students to their homes.

If a student is injured on the bus in any way, the bus driver should be notified prior to the student leaving the bus. If the student fails to tell the bus driver, the parent or guardian should notify the school authorities as to the nature of the injury and its cause. A report will be filed and a follow-up made on all injuries.

Accidents, Weather and Emergencies



State legislation requires that school buses are classified as secondary medical insurance carriers in the event of a bus accident and subsequent injury. This legislation identifies the parents' automobile insurance company as the primary carrier of medical coverage for their child.

In the event of a disabled driver, an emergency card is available on all buses that instruct passengers to notify proper authorities for assistance. Students have received training in this procedure.

For Michigan residents, contending with the onslaught of winter, its snow, bitter cold and sometimes impassable roads have become a way of life. Braving the elements to keep schools open during these times is not always pleasant. However, schools must operate when it is determined that equipment can be safely operated and a sufficiently large number of students can get to school.

When area roads become treacherous or impassable due to heavy snow, drifting snow, or icy conditions, the district bus service will be limited to major hard surface (paved) roads due to the priority given by the St. Clair County Road Commission for prompt salting, sanding or snow plowing.

Whenever an overnight snowfall of two (2) inches or more, or icy conditions are present, listen to local radio stations or TV stations listed on page 13 for announcements concerning school closings and/or bus service. Do not call Marysville School Bus, Inc. because telephone lines need to be kept open for emergency situations.

When the radio and TV stations announce bus service on main roads only, students living on unpaved roads will be picked up and dropped off at the nearest intersection of paved roads. The same procedures used for morning pick up will be used for afternoon drop off.

When a delayed start of school is announced, buses will be delayed for the amount of time given in the delayed start announcement.

Accidents, Weather and Emergencies



Students are safer in school than they would be traveling home when a tornado has been sighted in the area. Appropriate safety measures are taken for the protection of students until we have been notified that the danger is over. Under special circumstances, students may be kept at school after the “all clear” signal. For example, there may be a danger of fallen wires or trees near the school that must be removed before students are released.

If an individual school or the entire school district is to be closed, the announcements will be made over the following stations: WPHM 1380, WHLS 1450, WNFA 88.3, TV channels 2, 4, 6, and 7. Posting of these announcements will also be made on the District website “www.marysville.k12.mi.us”.

It is strongly recommended that parents stay tuned to one of the stations for school emergency information.

Bus Ticket
Marysville Public Schools
Transportation Fax #810-364-4169

Student's Name _____

Student's Address _____ Phone _____

Student's School _____ Student's Grade _____ Bus _____ AM/PM

Date of Incident _____ 1st Ticket _____ 2nd Ticket _____ 3rd Ticket _____ 4th Ticket _____

INFRACTION:

- | | |
|--|--|
| <input type="checkbox"/> Improper Boarding/Departing Procedure | <input type="checkbox"/> Tampering with/Vandalizing Bus Equipment |
| <input type="checkbox"/> Bringing Articles Aboard Bus of Injurious or Objectionable Nature | <input type="checkbox"/> Hanging out of Window |
| <input type="checkbox"/> Fighting/Aggressive Behavior | <input type="checkbox"/> Throwing Objects in/out of Bus |
| <input type="checkbox"/> Lighting Matches/Smoking on Bus | <input type="checkbox"/> Spitting/Littering |
| <input type="checkbox"/> Destruction of Property | <input type="checkbox"/> Unnecessary Noise |
| <input type="checkbox"/> Failure to Remain Seated | <input type="checkbox"/> Eating/Drinking on the Bus |
| <input type="checkbox"/> Rude, Discourteous Conduct | <input type="checkbox"/> Other Behavior Related to Safety, Well Being and Respect for Others |

SPECIFIC DETAILS:

Bus Drivers Signature _____ Date _____

Transportation Director's Signature _____ Date _____

ACTION TAKEN:

- | | |
|---|--|
| <input type="checkbox"/> 1 st Ticket - Warning Given | <input type="checkbox"/> Telephone Parent/Guardian |
| <input type="checkbox"/> 2 nd Ticket - Removed from bus for one week | <input type="checkbox"/> Parent/Guardian Signature Requested |
| <input type="checkbox"/> 3 rd Ticket - Removed from bus for a minimum of two weeks | <input type="checkbox"/> Held meeting with student/parent |
| <input type="checkbox"/> 4 th Ticket - Meeting to determine bus privileges, if any | <input type="checkbox"/> Other |
- Student denied bus privileges from: _____ to _____

School Administrator Signature _____ Date _____

Dear Parent/Guardian:

Students in the Marysville Public Schools District who ride buses are subject to rules and regulations designed to provide safe transportation to and from school. Any behavior that distracts the driver is a serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

Please review this report with your child. Proper conduct by all students is essential for safety. Your concerns with any misbehavior on the part of your child and the help you give your child to understand the seriousness of his/her actions and the correction of those actions are important. This form helps inform you of the problem.

Please sign and return this copy to your child's school. Your signature on this form only indicates that you have received the information and is not admission of guilt.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

Transportation Form

Every student rides a school bus, if not to and from school daily then for field trips, athletic events, or evacuation procedures. Please provide all of the following information to our transportation department.

Please check all that apply: New student Current student

First day attending or effective date for this change: _____

School attending: Gardens Washington Morton Jr. High Sr. High

Student will ride school bus: to school from school extracurricular only

Health concerns or daily medications: _____

Student's full name: _____

Student's home address: _____

Student's current grade: _____ Date of birth: _____

If attending kindergarten: AM PM Y-5 PPI Special Ed

Home phone: _____ Work phone: _____

If you cannot be reached or are not at home, a neighbor, friend, or relative we can call:

Contact person: _____ Phone number: _____

Parent/Guardian signature: _____ Date: _____

For transportation to a location other than the student's home address, please complete this section: These requests will not always be possible. The decision will be based on our current bus stops, routes, and the number of students entitled to ride the bus your student would be added to. We will however grant the request where we are able.

Address to be picked up for transportation to school: _____

Contact person and phone number at this address: _____

Address to be dropped off after school: _____

Contact person and phone number at this address: _____

This section to be completed by the transportation department. This information will be forwarded to your child's school and the school will make you aware of the details of your child's transportation.

AM PM
Bus # to school: _____ Bus # home: _____

Location of bus stop: _____ Drop off bus stop: _____

Reporting time to bus stop location: _____ Time delivered to drop off stop: _____

Marysville School Bus, Inc., 1421 Michigan Ave., Port Huron, MI 48040, 810-364-7789, Fax: 810-364-4169



Marysville Public Schools District

Office of Superintendent	495 E. Huron Blvd.	364-7731
Marysville High School	555 E. Huron Blvd.	364-7161
Marysville Middle School	400 Collard Drive	364-6336
Gardens Elementary	1076 Sixth Street	364-7141
Morton Elementary	920 Lynwood Street	364-2990
Washington Elementary	905 Sixteenth Street	364-7101
Marysville School Bus, Inc.	1421 Michigan Avenue	364-7789