

GWINN AREA COMMUNITY SCHOOLS

DISTRICT TRANSPORTATION HANDBOOK

Information for a Safe and Orderly Transportation System
For Parents & Students



THIS IS YOUR “TICKET TO RIDE”

**Please read this handbook
and return the form located in the back to your Bus
Driver or your School Secretary after completion.**

GWINN AREA COMMUNITY SCHOOLS
DISTRICT TRANSPORTATION HANDBOOK

Table of Contents

IMPORTANT CONTACTS	3
INTRODUCTION.....	4
BUS ROUTES AND BUS STOPS	5
TRANSPORTATION ELIGIBILITY REQUIREMENTS.....	5
Walk and Ride Policy	5
Child Care Transportation	6
SPECIAL HEALTH ISSUES	6
PROCEDURES FOR CHANGING BUSES	6
Permanent Changes	6
Temporary Changes	6
Riding a Different Bus is NOT Permitted.....	7
RESPONSIBILITIES FOR TRANSPORTATION.....	7
School District Responsibilities.....	7
Parent/Guardian Responsibilities.....	7
Student Responsibilities	8
Bus Driver Responsibilities	8
STUDENT CROSSING PROCEDURES	9
EARLY CHILDHOOD AND SPECIAL EDUCATION STUDENTS.....	10
Parent Responsibilities	10
Bus Driver Responsibilities	10
Special Education Department Responsibilities	11
Transportation Department Responsibilities	11
INCLEMENT WEATHER	11
School Cancellation.....	11
Family Emergency Plans.....	11
Severe Weather Procedures	12
INTRA-DISTRICT SCHOOL OF CHOICE	12
BEGINNING OF YEAR BUS ROUTE POSTING LOCATIONS	12
BUS CONDUCT REPORTING PROCESS.....	12
Bus Conduct & Safety Regulations	13
“DANGER ZONE”	16
TRANSPORTATION INFORMATION FORM.....	17

IMPORTANT CONTACTS

Transportation Supervisor	346-0304
Bus Garage	346-3914
Administration Office	346-9283
Gwinn High School	346-9247
Gwinn Middle School	346-5914
Gilbert Elementary School	346-5726
K. I. Sawyer Elementary School	346-5567

INTRODUCTION

The purpose of this handbook is to provide students and parents/guardians with general information about the Gwinn Area Community School (GACS) pupil transportation system. Public Act 187 of the Michigan Motor Vehicle Code outlines the pupil transportation laws that all schools must follow. A copy of Public Act 187 is available for review during regular office hours in the Transportation Department. Selected Gwinn School transportation policies, regulations, and safety rules are included in this handbook.

GACS operates a fleet of 20 regular education and special education buses. Our District covers 356 square miles. We travel an average of 1,177 miles per day to transport pre-primary through twelfth grade and special education students. In addition to regularly scheduled busing, GACS travels an average of 17,614 miles per year for field trips and athletic events. Our fleet is maintained and repaired at the GACS Bus Garage; we have one mechanic that provides preventative maintenance and general repairs. The Michigan State Police inspects the fleet on an annual basis.

At GACS, we strive for excellence in transportation services to you, our customers.

Transportation of regular education students to and from school is not required by law. Please take time to read the following pages and review them with your children in order to protect your transportation privileges.

It is the mutual responsibility of the parent/guardian and school district personnel to make a reasonable effort to understand and cooperate with each other regarding safe and orderly pupil transportation.

School bus transportation is provided only for eligible students and shall be considered a *PRIVILEGE* to be enjoyed only as long as the student accepts responsibility for his/her own personal conduct and carefully follows all the rules and regulations.

***Thank you for your support and cooperation.
Together we will have a great school year.***

BUS ROUTES AND BUS STOPS

Safety is the most important factor in transporting Gwinn students. The following information is offered to help make pupil transportation safe and successful.

1. Bus stops and bus routes are established on the basis of safety, efficiency, and in accordance with state laws and recommendations and School Board policy.
2. It is each parent's responsibility to get her/his student to and from the school bus safely.
3. Bus stops shall not be located on cul-de-sac streets. Too many times, our buses have had to back up to turn around or back onto other streets in order to proceed on their route. The Michigan Department of Education recommends that backing of a school bus shall be avoided whenever possible.
4. Bus stops will be placed at legal locations consistent with Board policy or if required by an I.E.P.
5. Students should arrive at the bus stop ten minutes prior to the scheduled arrival of the bus. Students must be **at the designated bus stop** upon the arrival of the bus. The driver will not wait for a student at a stop in order to maintain the scheduled stop times for the other students on the route. Bus departure times are subject to change. **PARENTS/GUARDIANS ARE RESPONSIBLE FOR THEIR STUDENT(S) UNTIL THE BUS ARRIVES.**
6. If a student is the only one assigned to a particular bus stop and if the student will be absent for three (3) consecutive days, the bus will not stop at that stop again until parent/guardian calls to resume transportation.
7. By state law, students **shall cross in front** of the school bus. They will receive instruction on proper crossing procedures from bus drivers and their classroom teachers. **PARENTS/GUARDIANS WHO MEET STUDENTS AT THE STOP SHOULD SET THE EXAMPLE AND ALSO FOLLOW THIS IMPORTANT SAFETY RULE.**

Please note: Due to circumstances that may or may not be under the control of the school district:

- The district reserves the right to change stops and routes when necessary.
- Walking distances and bus routes may be adjusted temporarily if necessary by reason of unsafe or impassable roads.
- Only current enrolled students are eligible to ride the bus.

TRANSPORTATION ELIGIBILITY REQUIREMENTS

Walk and Ride Policy

Students may find it necessary to walk some distance to their designated bus stops or to school.

In compliance with state laws, the GACS walk/ride policy is:

- Elementary school students may be expected to walk 1½ miles to school or up to ½ mile to a bus stop.
- Middle and senior high school students may be expected to walk 2 miles to school or up to 1 mile to a bus stop.

Upon request by a parent/guardian, the district may approve transportation for an individual student regardless of residential distance from the school if **extenuating circumstances** exist.

NOTE: Once a student boards a bus, they must remain on that bus until they reach their final destination.

Child Care Transportation

It is not possible to provide transportation to childcare facilities located outside of the attendance boundaries of the school. Because routes are established based upon residence and/or childcare, changes of pick up or drop off during the year are difficult to accommodate. Requests for changes must be made in writing 10 days in advance.

SPECIAL HEALTH ISSUES

Parents/guardians of students are encouraged to put all information on the Handbook Receipt Form and attach an additional sheet if necessary. Completion of this form will allow you to provide us with the information necessary to take appropriate care of students riding our buses. All information will remain confidential as defined by FERPA (Family Educational Rights and Privacy Act.)

Out of consideration of those passengers and employees with medical conditions, passengers should refrain from using any aerosol spray, cologne, perfume or other items with strong odors while on the bus. Please be aware of, and respect, other people's medical issues and needs.

PROCEDURES FOR CHANGING BUSES

At GACS we are responsible for the safe and orderly transportation of your children. Parents/guardians are requested to identify one (1) pick up and one (1) drop off location for the school year. The bus stop may or may not be located at the home address. However, students will be assigned within the prescribed walking distance to a stop, except when the road or roads do not allow. We may not allow busses to travel on privately owned and maintained roads or driveways.

Permanent Changes

Permanent changes to the scheduled transportation for a student may be made upon **written request in advance** from the parent/guardian. Direct your changes to your child's school office.

Temporary Changes

Temporary Changes will not be permitted, except in the event of an emergency. Parent cooperation is required to make sure students ride the buses they are assigned. This ensures that the school will know who is actually on a bus, that a student can be located in an emergency, that overcrowding is controlled, and other potential problems can be prevented. In the rare event that a bus has more students than available seating, students may be temporarily moved to an alternate bus without advance notice. Thank you in advance for your support and cooperation.

Riding a Different Bus is NOT Permitted

Students are expected to ride the bus that they are assigned. Temporary bus passes will not be issued, except in the event of an emergency. Students will not be transported outside our regular transportation routes nor shall students be transported to different stops for birthday parties, social events or any program not sponsored by the district. In the event of an emergency, parents/guardians should call the school and arrangements will be made to accommodate any needs whenever possible. This is to guarantee student safety. Our buses are generally filled to capacity. Transporting extra students to a birthday party or social event could result in over crowding and unsafe transporting conditions. It has therefore been disallowed by School policy.

RESPONSIBILITIES FOR TRANSPORTATION

School District Responsibilities

The School District is responsible for:

1. Establishing the policies and procedures by which the pupil transportation program functions.
2. Establishing pupil regulations governing the behavior and safety of students while on the bus and at bus stops.
3. Instituting and administering an instructional program that teaches students proper conduct and safety procedures.
4. Conducting a training program for school bus drivers to ensure that all policies, procedures, regulations and their enforcement are understood.
5. Ensuring that parents receive written copies of transportation safety rules and regulations and clearly establishing their roles and obligations with respect to student promptness, attitude, and behavior.
6. Initiating procedures to open lines of communication and cooperation between school administrators, transportation staff and state agencies.
7. Providing training in pupil management skills that extend beyond the scope of enforcing rules and regulations.
8. Ensuring that administrators provide support for discipline and stand behind bus drivers' reasonable enforcement.
9. Notifying schools if the bus will be late in arriving.
10. Formulating and implementing early dismissal and "snow day" policies.

Parent/Guardian Responsibilities

Parents/Guardians will:

1. Support safe riding practices and reasonable discipline practices.
2. Model, teach, and hold their children accountable for appropriate behavior.
3. Make certain that their child(ren) arrive at the bus stop on time and be responsible for their child's(ren's) behavior until the bus arrives. Parents/guardians are responsible for their child(ren) going to, from, and at the bus stop.

4. Be present at the bus stop for their kindergarten child, or designate another person to accompany the child to and from the bus stop.
5. Provide alternative transportation for their student(s) if oversized objects or live animals must be transported to or from school, or when a student's bus riding privileges are suspended for cause.
6. Ensure that payment is made for damages resulting from vandalism to the bus.
7. Work with school personnel to reinforce appropriate bus rider behavior.
8. Have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival.
9. Support emergency evacuation drills and other emergency procedures as set by the school district.
10. Respect the rights and privileges of others.
11. Become familiar with district policies, regulations, and principles of school bus safety.
12. Be willing to show a photo ID when picking up students at other than regularly scheduled locations, when requested by a school staff member.

Student Responsibilities

Students will:

1. Practice appropriate behavior, as in the classroom, in order to protect their riding privileges.
2. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the bus. Use no profanity or be verbally abusive.
3. Remember that eating, chewing gum, and drinking are not allowed on the bus.
4. Smoking and possessing illegal substances, weapons, or obscene materials are serious offenses and are not allowed on the bus.
5. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.
6. Remain seated while the bus is in motion.
7. Extend nothing, including head, hands, and feet out of the bus windows. Open windows only with permission.
8. Be responsible for intentional damage to the interior and exterior of the bus. Students will be charged for such damages.
9. Display proper respect of the rights and comfort of others on the bus.
10. Be on time at bus stops. **Buses cannot wait for tardy students.**
11. Cross in front of the bus at all times.
12. **Limit objects that are brought on the bus to those items that can be safely held by the student.** Do **not** bring or use any items on the bus that could affect the health, safety, and security of any passengers. Examples: scooters, skateboards, large band instruments, and live animals may not be transported on the bus.
13. Not use electronic devices on the bus such as cell phones, pagers, CD players, Walkmans, video games, lazer lights, etc.
14. Realize that ANY driver distraction is potentially hazardous to the safety of all passengers.

Bus Driver Responsibilities

The Bus Driver will:

1. Provide safe and orderly transportation for students.
2. Establish proper rapport with students, parents/guardians, and building administrators and work to ensure proper conduct and communications.
3. Establish and enforce reasonable bus rules in accordance with appropriate district policy and procedures. This includes teaching students the rules for safe bus riding and street crossing and enforcing these rules in an equitable manner.
4. Keep to the scheduled route and time each day providing conditions allow.
5. Pick up and drop off students at their designated stops. The driver is not authorized to make changes, add, or delete designated bus stops. Bus Drivers must bring the information to the Supervisor of Operations to get authorization.
6. Request a photo ID of parents/guardians picking up students at other than regularly scheduled locations as necessary.
7. Assign seats as necessary.
8. Notify the school office if the bus will be late in arriving.
9. Check the bus by walking from front to back to make certain it is empty at an appropriate location after the last child exits the bus and between all runs before parking the bus.
10. Notify the Supervisor of Operations and the Building Principal of student behavior concerns.
11. Provide for school bus emergency evacuation drills on a regular basis as required. Follow appropriate procedures in dealing with dangerous situations.
12. Make every effort not to leave the bus unattended with students on board.
13. Build positive relationships in a professional, ethical manner by honoring diversity, modeling life skills, and meeting the physical and emotional needs of all passengers.

STUDENT CROSSING PROCEDURES

Please review these important safety procedures with all of your children. Parents who escort their children to and from the bus when crossing must set the example for their children and also adhere to these important safety procedures. Everyone needs to know that not all cars stop as required by state law, even when the red lights are flashing on school buses.

When crossing the street to board the bus:

1. Students wait in a group at the designated bus stop at least 10 feet away from the edge of the roadway and look to the bus driver for the signal to cross.
2. Bus drivers will signal students to indicate when it is safe to cross the street. If it is dark, drivers may turn on an inside light to be seen easier.
3. Students proceed directly across the road always staying well in front of the bus and board the bus. Stay out of the "DANGER ZONE!" (See page 15)
4. Do not stop in the middle of the street or cross behind the bus.

When crossing the street after leaving the bus:

1. Students exit the bus and take 10 giant steps in front of the bus staying on the side of the street. Stay out of the "DANGER ZONE!"
2. Students stand in a group and look to the bus driver for the signal to cross.
3. Bus drivers will signal the students to indicate when it is safe to cross the street. If it is dark, drivers may turn on an inside light to be seen easier.
4. Students proceed to a point even with the left side of the bus and STOP.

5. Students look left and right for passing cars.
6. Students look to the driver for instruction to complete the crossing.
7. Do not cross behind the bus.
8. If a paper or article goes under the school bus, always ask the bus driver for help.
9. Do not get mail from roadside mailboxes until after the bus leaves the stop.

EARLY CHILDHOOD AND SPECIAL EDUCATION STUDENTS

In addition to the above responsibilities, the following procedures have been established in order to provide for the safe and orderly transportation of students who may have a difficult time communicating information or making appropriate personal safety decisions.

Parent Responsibilities

Parents/Guardians will:

1. Have the student ready at least ten minutes before the bus arrival time.
2. Escort the student to the bus and assist with boarding and unloading as required.
3. Be at home when the bus arrives at the student's home. If not,
 - a. The bus driver will take the student back to school or to a local law enforcement agency after completion of bus run and attempting to contact parent/guardian.
 - b. The parent will be called and be responsible for picking up the student.
4. Call the Bus Garage if the student will be absent for an extended period of time. If the student is absent for three (3) consecutive days, the bus will **not** stop again until the parent/guardian calls to re-establish transportation.
5. Promptly notify the School Secretary of any address or phone number changes.
6. Participate in the IEP meeting that decides the student's unique transportation needs.

Bus Driver Responsibilities

The Bus Driver will:

1. Carry the bus run information & student emergency information report.
2. Be responsible to see that the student is appropriately secured in the bus.
3. Never release the student to anyone who is not a known adult.
4. Be certain students leave the bus at the appropriate school.
5. If parent/guardian is not home when student should be dropped off:
 - a. Notify school office. The school will attempt to contact a parent/guardian or emergency contact while driver completes his/her route.
 - i. If contact is made by the school they will have the parent/guardian pick up the student at their school of attendance after the route is complete.
 - b. After completing route, go directly to the student's school of attendance.
 - i. If parent/guardian contact has not been successful by school office, attempt the numbers on the student's emergency list. If contact cannot be made the bus driver will notify a local law enforcement agency.
 - ii. The Building Principal and/or Supervisor of Operation must be notified if law enforcement is to be contacted. If the bus driver cannot reach either, he/she will notify the Superintendent.

6. Collaborate with parents/guardians and staff in developing behavioral intervention plans as necessary.
7. Report medical issues and serious behavior issues to the principal, parents/guardians, and Supervisor of Operations.

Special Education Department Responsibilities

The Special Education Department will:

1. Set up initial IEP transportation requests.
2. Invite a representative from the Transportation Department to IEP's that deal directly with transportation as a related service.
3. Notify the Transportation Department of any changes in address, phone, or pertinent medical information.

Transportation Department Responsibilities

The Transportation Department will:

1. Notify all regular and substitute bus drivers of the correct procedures to be followed.
2. Equip buses with reasonable and appropriate safety equipment.
3. Accommodate Special Education student needs as requested in an IEP within the confines of state and federal law.

INCLEMENT WEATHER

School Cancellation

While every effort is made to inform parents/guardians of a sudden unscheduled need to close the schools, there is no way to assure that every parent will receive information in a timely manner to respond in their student's best interest. A heavier than predicted snowfall in winter or severe rainstorm in spring or fall may result in an early dismissal from school. School personnel make every effort to avoid sending students home outside the normal schedule.

During periods of inclement weather, parents/guardians and students are advised to monitor local radio and television stations for changes in school schedules. The media is contacted in order to notify parents/guardians as quickly as possible when a decision is made to vary from the regular school schedule. If the weather looks threatening, parents/guardians are encouraged to stay tuned to the local news media for updates.

Family Emergency Plans

Students and parents/guardians should develop family emergency plans. In the event of an early dismissal or other unscheduled event, students may be riding on regular bus routes to regular bus stops and will arrive at different times than normal. Does your child have a house key or know where to find one? Does your child have a neighbor to go to in case no one is at home? Have you discussed several possibilities so your child knows what to do? Do a drill or at least a

periodic verbal check to be sure your student knows what steps to take. Keep the plan updated as personal circumstances change.

Severe Weather Procedures

When severe weather watches or warnings are issued by the National Weather Service, students may be retained in school until dismissal time or until such time that, in the judgment of the Superintendent or designee, they may be safely dismissed.

INTRA-DISTRICT SCHOOL OF CHOICE

The district will not be providing any transportation to students who wish to attend their non-residential elementary school. For example; students who live in the K.I. Sawyer Elementary area and wish to attend Gilbert Elementary will not be provided district transportation. Students who live in the Gilbert Elementary area and wish to attend K.I. Sawyer Elementary will not be provided district transportation. This is also true for students receiving daycare in the non-residential area. Transportation will no longer be provided from daycare programs to an elementary school that is out of the daycare area. Your child can still choose to attend the non-residential school through intra-district school of choice, if there is room in the grade level at the school of choice and if the parent provides all transportation.

Transportation will continue for students with a specific IEP need for special education services.

BEGINNING OF YEAR BUS ROUTE POSTING LOCATIONS

Prior to the beginning of each school year a complete list of bus routes, including individual stops, will be advertised or published in the Mining Journal and posted at the following local businesses: K I Sawyer School, Gilbert Elementary School, Gwinn Middle School, Gwinn High School, K I Shoppette, Kids R Us Daycare, Kountry Korner, Larry's, Mobil, Tall Timbers, Hyndman's Store – Skandia, Crossroads Mini Mart, Brown's Store – Little Lake.

BUS CONDUCT REPORTING PROCESS

Please help us provide safe transportation for all students by discussing appropriate bus behavior with your child and stress the importance of good conduct while on the school bus. Parents/guardians will be notified of inappropriate behavior on the school bus. To assist the bus driver, a video camera may be used to monitor student behavior while riding on GACS buses.

All students need to attend school regularly to receive the best possible education. Riding the school bus is a privilege. Suspension of riding privileges does not mean a suspension from school. Parent/guardians are responsible for transportation to and from school when their student(s) has been suspended from the bus. **Please refer to the Bus Conduct and Safety Regulations chart on the following pages.**

Bus Conduct & Safety Regulations

Students shall maintain appropriate behavior on the bus by abiding by the following guidelines:

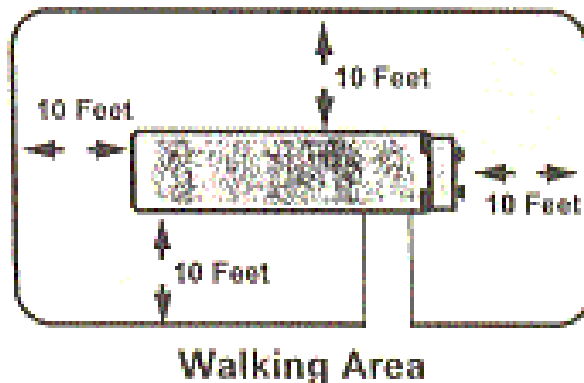
		1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1.	Maintain classroom conduct while riding the bus. The driver will assign seats when necessary; occupy an assigned seat if told to do so. The driver's directions are final.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
2.	Shall talk softly.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
3.	Shall not stand or change seats while the bus is in motion.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
4.	Shall not yell out window. Avoid being noisy and rowdy.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
5.	Shall load and unload in orderly fashion, no pushing.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
6.	Shall wear seat belts at all times, if required.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
7.	Shall not distract the driver.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
8.	Shall wait in seat until bus stops at your destination.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
9.	Shall not open doors or windows unless the driver authorizes the action.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
10.	Shall be courteous to each other and the driver.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
11.	Shall keep hands, head, and body inside the vehicle.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
12.	Shall obey the driver at all times.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
13.	Help keep the bus clean and orderly. Report misconduct or malicious destruction immediately.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension

	Bus Conduct and Safety Regulations (Continued)	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
14.	Shall not eat or drink on the bus.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
15.	Shall board the bus that has been assigned.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
16.	No live animals, anything in glass jars, baseball bats, or any large items that cannot be safely held on student's lap during bus ride can be transported on the bus.	Will not be permitted to board bus.	Will not be permitted to board the bus.	Will not be permitted to board the bus.	Will not be permitted to board the bus.	Will not be permitted to board the bus.	Will not be permitted to board the bus.
17.	Be at the scheduled bus stop 10 minutes early. The driver has a schedule to maintain and will not wait for you.	Will not be permitted to board the bus.	Will not be permitted to board the bus.	Will not be permitted to board the bus.	Will not be permitted to board the bus.	Will not be permitted to board the bus.	Will not be permitted to board the bus.
18.	Stand 10-20 feet from the traveled portion of the road while waiting for the bus. Stay off the roadway at all times while waiting for the bus.	Verbal warning from driver	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension
19.	Shall not throw objects.	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension	
20.	Students are to load the buses promptly in the afternoon. No student will be permitted to leave the bus once they have boarded. (For example, a student boarding at the High School will not be permitted to get off at the Middle School.)	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension	
21.	Enter and leave the bus only by the front door. THE EMERGENCY DOOR IS USED FOR EMERGENCIES ONLY.	Minimum 1 day suspension	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension	
22.	Shall not ride another bus or get on or off at another stop without prior approval.	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension		

	Bus Conduct and Safety Regulations (Continued)	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
23.	Shall not swear or use foul language or obscene gestures towards the driver or others.	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension		
24.	Shall keep hands to oneself; no scuffles/fighting.	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension		
25.	No tobacco products, lighters, or matches on the bus.	Minimum 3 day suspension	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension		
26.	No Bullying – (the repeated abuse of a student by another student/students can take many forms including any combination of physical, emotional and verbal abuse, all of which are unacceptable in schools)	Minimum 5 day suspension	Minimum 10 day suspension	1 year suspension			
27.	Shall not damage or deface the bus in any manner. Payment will be made for property destroyed.	Minimum 5 day suspension, payment to be made prior to reinstating riding privileges.	Minimum 10 day suspension	1 year suspension			
28.	Sexual Harassment will not be tolerated.	Minimum 10 day suspension	Up to 1 year suspension; in addition to other district consequences				
29.	Shall not carry any weapons onto the bus.	Up to 1 year suspension; in addition to other district consequences					
30.	Shall not carry or use any alcohol or drugs on bus.	Up to 1 year suspension; in addition to other district consequences					

The school district reserves the right to implement alternative discipline options based on individual circumstances. Every attempt will be made to verbally notify parents/guardians prior to suspension of riding privileges. **Please refer to the Student Handbook for your child's school for further policies, school rules, and consequences.**

“DANGER ZONE”



The **Danger Zone** is the space all around your school bus. It extends out 10 feet in all directions. The school bus driver may not be able to see you in this zone. The driver cannot see you around the wheels, either. It is very dangerous to be in this area.

You must be very careful whenever you get on or off the bus. Children have been injured or killed playing around or reaching under buses. If something drops under the bus, leave it there. Let your school bus driver or another adult get it for you. **Never cross behind the bus.**

Getting On the Bus:

You must arrive at the bus stop 10 minutes prior to scheduled arrival time and observe a few general safety practices to prevent anyone being hurt.

While awaiting the bus:

- Stand in a place that is safe.
- Behave in a quiet and orderly manner. Playing (or roughhousing) around the bus stop could cause someone to be hurt.

While boarding the bus:

- Get on the bus in single file.
- Be polite.
- Don't push or shove.
- Use the handrails.

Getting Off the Bus:

- Get off the bus in single file. Don't push or shove. Stop, listen. Look left, right, and left again.
- Take 10 giant steps away from the bus. Stay away from the bus as you head for home.
- If you have to cross the road, walk to the front of the bus and remember these four steps:
 1. Look at the driver. You should always see the driver.
 2. Make sure the driver sees you.
 3. Wait for the driver to signal you when it is safe to cross.
 4. To be sure that it is safe...look left, right, and left again before crossing.

Never, never ever cross behind the bus!

**TRANSPORTATION INFORMATION FORM
GWINN AREA COMMUNITY SCHOOLS
GWINN, MICHIGAN 49841**

COMPLETE ONE FOR EACH CHILD

Bus No. _____

Please fill out this form and return it to your child's bus driver. This is your child's "ticket to ride." This form must be returned by September 15th, 2011. After that date, your child will not be permitted to ride the bus until the form is received and processed.

Student Last Name _____ First Name _____

School Attending _____ Grade _____

Street Address _____

Teachers Name _____

Student Gender (circle one) Male Female Date of Birth _____

Mailing Address (if different than above) _____

City _____ State _____ Zip Code _____

Phone Number(s) (h) _____ (w) _____ (other) _____

Parent/Guardian Name(s) _____

Emergency Contact _____ Phone Number(s) _____

Please list any medical conditions or behavioral concerns that the driver should be aware of:
This information is confidential as defined in FERPA (Family Educational Rights and Privacy Act)

**I HAVE RECEIVED AND READ THE DISTRICT TRANSPORTATION HANDBOOK
AND AGREE TO ABIDE BY THE GUIDELINES SET FORTH IN THIS HANDBOOK.**

Signed _____ Date _____
(PARENT OR GUARDIAN)

Signed _____ Date _____
(STUDENT)