



St. Louis Public Schools
Transportation Handbook

Transportation COVID-19 Policies

1. All parents are requested to pre-screen your students before sending them to their bus stops, if a student is sick or showing COVID-19 like symptoms, please keep them home.
2. Before a student enters their bus, students must be wearing a face covering, if they do not have one, one will be provided. Students must keep face covering on, anytime they are on the bus.
3. After entering the bus all students must use hand sanitizer that will be provided.
4. Weather permitting windows and roof hatches will be open for ventilation.
5. Drivers will be assigning seats to conform to social distancing. Students should sit with family members when possible.
6. When arriving at their school students will need to go straight to the door assigned to the bus students. Every building will have designed doors for only students who ride the bus.

Welcome

Pupil transportation is an important part of the St. Louis Public Schools. Schools are operated for the instruction of students. Transportation is a support service to help make instruction available to pupils who live long distances from school. Transportation of students should not be considered a door-to-door convenience, but a cost-effective method of bringing students to their schools and returning them after instructional programs are completed.

St Louis Public Schools is proud of its fleet of buses. We have 1 full-time Master Mechanic on duty to provide preventive maintenance and repairs to the fleet. Bus drivers are an integral part of our fleet maintenance program by performing pre-trip inspections prior to each run and reporting defects.

School Bus Drivers qualifications and requirements include:

- Commercial Drivers License type B, with P and S endorsements
- Certification by the Michigan Department of Education with bi-annual continuing education requirements
- Semi annual DOT physical fitness exams

At St. Louis Public Schools we strive to provide the safest, most efficient transportation possible.

Table of Contents

Transportation Eligibility.....4
Routing.....4
Inclement
Weather.....4

School Closing Information.....5
Family Emergency Plan.....5
Lost and Found.....5

Student Responsibilities.....6

Parent Responsibilities.....7

Bus Driver Responsibilities.....8

Safety around the School Bus.....9

Bus Discipline.....10

Changes in Bussing Schedule.....11
Child Care Arrangements for ½ day.....11

Contact Information.....12

Parental Signature Page.....13

Transportation Eligibility Requirements

Walk/Ride Policy:

Students may find it necessary to walk some distance to their designated bus stop or to school. In compliance with state laws, the St. Louis Public School's Policy is the following:

- GRSP students and Kindergarten students will be provided transportation as close to their home as possible, an adult must be visually seen to let them off the bus.
- In town students are to ride the bus to and from designated shuttle stops. At special stops, such as daycare or GRSP/KG student stops, only those students can ride from that stop, not siblings or neighboring students.
- Elementary students are expected to walk up to one-half mile to a shuttle stop or school.
- Middle and High School students are expected to walk up to one mile to a shuttle stop or school.
- Schools of Choice students may be transported with the condition that buses not be diverted from the regular routes to enable such transportation.

Routing

Routes are designed with Safety and Efficiency in mind. Federal and State Laws, recommendations from the Department of Education and School Policy are followed in the designing of routes. When possible, bus stops will be grouped together to shorten ride times and/or improve the efficiency of routes.

Inclement Weather

Inclement weather can create many problems for a transportation department and our riders. Poor driving conditions some driver may start earlier, then often cause our buses to run late on the routes. During these times it is especially important that students be ready 10 minutes before to 10 minutes

after normal pickup time for the bus when it arrives at the stop. We urge parents/guardians to dress their students appropriately for the conditions.

School Closing Information

School closings will be broadcast on local TV and radio stations as well. Please avoid calling the Transportation Office for this information unless absolutely necessary. This ties up the phone so that normal calls can not be made.

If the weather is believed to improve quickly, school may only be delayed for 3 hours. Add 3 (three) hours to your student's normal pick up time.

School personnel make every effort to avoid sending students home early, however a heavier than predicted snowfall, severe storm or facility related issue may result in an early dismissal from school.

Family Emergency Plan

Parents/Guardians should develop family emergency plans with their children. Does your child have a house key or know where to find one? Does your child have a neighbor to go to or a phone number to call if no one is home? Have you quizzed your student on the various scenarios to be sure he/she will take the proper steps? Check with your child periodically to make sure they remember the steps. Keep the procedures updated as situations change.

Lost & Found

Lost & Found- All items found on the bus are turned in to the Transportation office located in the bus garage the day they are forgotten. Please have your child ask the driver about any lost items. You are welcome to come and look in the lost and found bin during normal business hours. Any electronic or high end items will be locked in the office. Please be sure to label all items

with your student's name. Items unclaimed will be taken to Goodwill after one month.

Student Responsibilities

Improper student behavior on a bus can cause a driver to be distracted and endanger the bus and its passengers. Student responsibilities include but are not limited to the following:

1. School transportation is an extension of the school classroom and all school rules are in effect on the bus.
2. While riding the bus school appropriate clothing is required at ALL times.
3. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the bus. Use no profane or verbally abusive language.
4. Remember that eating, chewing gum, drinking, smoking, possessing illegal substances, weapons, or obscene materials are NOT allowed on the bus.
5. Also remember there are NO fireworks, lighters, inhalants, or sexual conduct allowed on the bus.
6. Cooperate with the driver and follow the driver's instructions the FIRST time they are given.
7. Remain seated while the bus is in motion. Students should sit erect, facing forward and remain inside the seating compartment.
8. No throwing items on the bus or out the windows.
9. Do not bring anything on the bus that is too large to be safely transported while being held in the students lap.
10. Students are only allowed to get on at their school building, if you missed your bus go to your school office.
11. Extend nothing, including head, hands and feet out of the bus window.
12. Students will be held responsible for intentional damage to the interior or exterior of the bus and will be charged for such damages.
13. Arrive at designated bus stop at least 10 minutes prior to the scheduled arrival time. Buses can not wait for tardy students. Bus will

- honk horn 1 (one) time if student is not outside, the driver will leave if no sign of lights or movement in the doorway.
14. Stops where you must cross roadway: **DO NOT** cross until directed by the bus driver to do so.
 15. Cross in **FRONT** of bus at all times when bus stop is across the road.
 16. Assigned seating is the right of the bus driver, not the student(s) choice
 17. Students are to be **COMPLETELY** quiet at **ALL** railroad crossings.

Parent Responsibilities

1. Have your student ready and waiting at the bus stop at least 10 minutes prior to the scheduled pick up time. If they are waiting in your car make sure they are out before the bus arrives.
2. If your student misses the bus, **DO NOT** chase the bus or flash your automobile headlights at the bus. Bus drivers are not authorized to stop. Take your child to school or call the transportation department to arrange a pick up at another stop. You must call before this can happen.
3. Accept joint responsibility for proper conduct of your children on the bus or at the bus stop.
4. Inform the transportation office if your child will not be riding am route, or if your child will be riding with someone else. Call may be placed to parents if the bus stops 3 days in a row at your stop and no students ride.
5. Parents will provide transportation for their students if oversized objects or animals must be transported to school, or when students riding privileges have been suspended.
6. Ensure that payment is made for damages resulting from vandalism to the bus.
7. Have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival.
8. Ensure Kindergarten students, without an older sibling, have an adult in view when they are delivered home.
9. GRSP students can not be dropped off unless parent or preapproved guardian is at the bus stop.
10. Become familiar with district policies, regulations, and principles of school bus safety.

11. Make sure elementary students have supervision when they arrive at their stop.

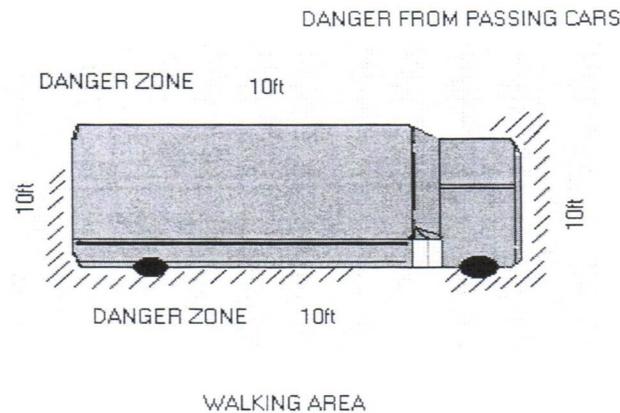
Bus Driver Responsibilities

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 with communications.
3. 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.
4. Maintain the scheduled route and time each day providing conditions allow.
5. Pick up and discharge students only at their designated stops except with written permission to do otherwise.
6. Assign seats at their discretion.
7. Notify the office if the bus will be late in arriving to school.
8. If stopping at a bus stop 3 days in a row and no students ride, the driver needs to contact the transportation office and parents will be called to verify student ridership.
9. Check the bus by walking from the front to the back to make certain the bus is empty at an appropriate location after the last child exits the bus and between all runs before parking the bus.
10. Make direct contact with parents/guardians and Transportation Supervisor regarding student behavior issues.
11. Make every effort not to leave the bus unattended with students on board.
12. Provide for school bus emergency evacuation drills on a regular basis as required.
13. Only allow authorized persons to enter the bus.

14. Kindergarten and GSRP students arriving home without an adult visible will be brought back to the transportation department and the parent called to pick up.

Safety around the School Bus



Most Fatalities involving school buses happen outside of the bus. Extreme caution should be used during loading and unloading. When crossing in front of the bus, make sure you cross at least 10 feet in front so the driver can see you.

NEVER GO UNDER THE BUS FOR ITEMS YOU HAVE DROPPED. DO NOT ATTEMPT TO RETURN TO THE BUS AFTER EXITING. IF YOU LEAVE SOMETHING ON THE BUS, CONTACT THE TRANSPORTATION DEPARTMENT.

Many tragic bus accidents occur when students try to catch a missed bus. For safety's sake, when a student misses the bus, they must not chase the bus or board the bus at another location or time. Contact the Transportation Department and see if the bus can come back, if it can not it will be the parent/guardian's responsibility to get the student(s) to school.

Bus Discipline

Parents/guardians will be notified of inappropriate behavior on the school bus or bus stop. Please help us provide safety for all students by discussing appropriate behavior with your child and stress the importance of good conduct while on the bus as well as at the bus stop.

Bus discipline will be progressive and cumulative depending on the severity of the offense.

Severe offenses include but are not limited to the following:

- Profanity / Obscene or abusive language
- Use of tobacco, alcohol, or other controlled substances
- Defiance / gross insubordination-vocal, physical
- Creating unsafe conditions
- Vandalism
- Fighting / Assault
- Spitting on another student
- Carrying a weapon on the bus: guns, knives, firecrackers, glass, etc.
- Carrying flammable materials
- Throwing anything on the bus

Changes in Schedule

Routes are established based on residence and/or childcare arrangements. Changes in pick up or drop off location during the year are difficult to accommodate. Request for permanent changes must be made in advance and in writing. Parents/Guardians are asked to identify not more than two addresses for pick up and drop off of their children.

- If children need transportation to more than one address, a parent/guardian must provide a schedule in writing to the transportation department and the child's school. Parent/guardians must sign the schedule.
- Routes will be written to reflect schedules
- If daily, weekly or monthly changes need to be made to a student's pick up or drop off, please contact the transportation department at least 1-2 hours before the pick up or drop off.

Birthday Parties- Parents throwing birthday parties for their children sometimes request other students to ride home on the bus with their student. Parents MUST contact the Transportation Department Supervisor at least 2 business days in advance to obtain approval for children to ride to their home. This is necessary to avoid overloaded buses. Each student must have a note from their parent permitting them to go home with the other students. The note must also be signed by the School's Office before boarding.

Half / Early Release Days

Parents should be familiar with the school calendar and plan for supervision for their children on days when the bus arrives early.

Contact Information

Transportation Department.....	989-681-3532
High School.....	989-681-2500
Middle School (TSN).....	989-681-5155
Nikkari (3 rd -5 th).....	989-681-5131
Carrie Knause (K-2 nd).....	989-681-3535

Supervisor of Transportation- Cliff Gamber
Administrative Assistant - Mandy Holton

Transportation Address:
St. Louis Public School
Bus Garage
312 Union St
St. Louis, MI 48880

Office Hours: 6:00 AM to 4:30 PM Mon-Fri

Updated 08/02/2019

St. Louis Public Schools
Transportation Department

Receipt of Handbook

(Remove this page, complete requested information and return to your bus driver)

Dear Parents/Guardians,

We are sending you this handbook in the interest of safety for your children and to familiarize you with our transportation system. Pupil transportation is not a mandated service for regular education students and riding the bus should be viewed as a privilege. Students are expected to exercise proper conduct at all times while on the bus and at the bus stop. Students who misbehave or place the bus or its passengers in jeopardy, will lose their bus privileges. Please review with your students the safety information and proper bus conduct contained in this handbook. Please complete the lower portion of this letter and return it to the Transportation Department or to the driver, on the first day of school, to indicate that you have received the information. Any students without this completed on the first day of school will not be allowed on the bus.

Thank you in advance for your cooperation and support of safe pupil transportation.

Sincerely,

Cliff Gamber -Supervisor of Transportation

We have received and reviewed the St. Louis Public Schools Transportation Handbook.

Parent/Guardian's Signature	Date	Phone	
Street Address	City	State	Zip
Alternate Contact Name and Phone			

Children Names	School	Grade	Bus