

Crown Point Community School Corporation
Transportation
Student Handbook
2019 – 2020



CROWN POINT COMMUNITY SCHOOL CORPORATION

School Bus Transportation
1151 E Summit Street · Crown Point, IN 46307
219-663-1465

Rules and Regulations 2019 - 2020

Table of Contents

Introduction.....	3
Rules and Regulations.....	5
Disciplinary Procedures.....	5
Harassment and Bullying Policy.....	6
Searching Book Bags.....	6
Use of Video and Audio Equipment on School Buses..	6
Student Health.....	7
Guidelines for Determining School Bus Routes and Bus Stops.....	8
Bus Evacuation Procedures	11
Forms	14

Thank you for your cooperation and support. We welcome your input, suggestions, and ideas on how to make your transportation system better. If you have questions, please feel free to talk to your bus driver or call Crown Point Transportation at 662-1465 or email ktoth@cps.k12.in.us.

Disclaimer

The Crown Point Community Schools Transportation Handbook information can and will change without notice. The Crown Point Community School Corporation shall not be liable for any special, incidental, or consequential damages resulting from the use of this information.

Every effort is made to assure that the handbook contains the most accurate and current information. However, inadvertent errors in information may occur. The Crown Point Community School Corporation does not guarantee this handbook is free from typographical errors or inaccurate information.

The Crown Point Community School Corporation makes no representations or warranties of any kind, either expressed or implied regarding the information in the handbook or its suitability for use.

Introduction

The safety of every student and driver on our school buses is of great concern to all of us. Every precaution and care is taken by the School district to see that students arrive at their destination safely. This requires the cooperation of parents, students, bus drivers, and school administrators. Please review the following “Rules and Regulations” and discuss them at home.

Due to the limited number of seats on school buses and the school District’s liability only students eligible for bus transportation will be allowed to ride District bus routes. It is the belief of the District that the safety and welfare of students eligible to ride buses should not be compromised in order to accommodate students who are not eligible for transportation. As a result, bus students will be required to make other arrangements for friends, relatives or other persons who, in the past, may have occasionally been permitted to ride on District bus routes when space was available.

School bus transportation is a privilege and is not guaranteed for you by law. Transportation is available, however it can be taken away if students choose to disobey or violate any of the safety and conduct rules. If transportation privileges are denied, the parent or guardians are responsible for getting their children to and from school.

Rules and Regulations Bus Routes and Activity Trips

The primary objective of the Transportation Department of the Crown Point Community School Corporation is to protect the safety of students, staff, and drivers at all times. Distractions that divert the attention of the driver away from the safe operation of the vehicle can endanger the safety of other students and the safety of the driver and must be avoided. For purposes of these rules and regulations, the term “vehicle” applies to all school buses and special purpose buses.

All kindergarten students must be met at the bus stop by a parent/guardian/older sibling.

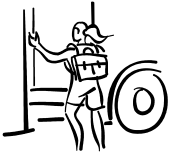
SCHOOL BUS CONDUCT AND SAFETY POLICY

The Bus Conduct and Safety Rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by obeying the rules. The authority of the bus driver, who is in charge of the bus, will be recognized and supported by all. Transportation privileges may be suspended for continuous misbehavior or lack of cooperation with the driver. For everyone's safety, the bus driver must be able to hear traffic sounds such as sirens, and be obeyed by students quickly and efficiently.

School bus transportation is a privilege and is not guaranteed for you by law. Transportation is available, however, it can be taken away if students choose to disobey or violate any of the safety and conduct rules. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school.

TO PROMOTE A SAFE, ORDERLY, EFFICIENT AND ENJOYABLE BUS RIDE TO AND FROM SCHOOL, THESE RULES MUST BE FOLLOWED:

At the Bus Stop



1. Bus riders shall be at the designated loading point 5 minutes before the bus arrival time. It is unlawful to wait for a student who is not at the designated loading point on time.
2. Stay out of the street and away from the road.
3. Help protect surrounding property while waiting for the bus.
4. Wait to enter until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when entering or leaving the bus.
5. Once off, clear the area immediately. If crossing the street, wait for a signal from the driver before crossing in front of the bus. Walk quickly across the street.

On the Bus

1. Students shall be respectful of the bus driver. The driver is in charge of the students and vehicle at all times. Insubordination of students toward the drivers will not be tolerated.
2. Go immediately to assigned seat and remain in the seat for the entire bus trip.
3. Remain seated and facing forward while the bus is in motion. Children who are not capable of remaining seated and facing forward may lose riding privileges.
4. Keep aisle of bus clear of all items, feet, legs, book bags, instruments, etc.
5. Throwing items on the bus will not be tolerated.
6. Talk in a quiet reasonable tone of voice. Loud, boisterous, profane language or indecent conduct will not be tolerated. A **three foot classroom** voice shall be observed.
7. Students will not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
8. Windows are not to be lowered below the designated mark and only with the driver's approval. All body parts must stay inside the bus.
9. Smoking, lighters, matches, drug possession, fighting, weapons and/or damage to school property are not tolerated and prohibited. All hats should be worn with the front facing forward.
10. The use or possession of alcohol, tobacco, or illicit drugs is prohibited on the bus.

11. Food, drink, candy and gum are prohibited on the bus. Deposit trash in the containers at the front of the bus upon leaving.
12. Treat bus seats and equipment with care and respect. If the seat is damaged by the student, the parent/guardian will pay for the repair of the seat.
13. Cell phones are allowed on the bus until they present a safety problem for the driver. Examples of safety problems are students passing the phones back and forth, loud boisterous behavior from the students while using the cell phone, taking pictures or videos. If the phone presents a problem, the driver will ask them to put it away. If the student refuses, the driver will ask the student to hand the device to them. A parent will come to the Transportation Department to pick up the device. Personal communication devices (including computers, tablets, iPads or similar devices, web-enabled devices of any type, gaming devices) are only allowed on the bus with driver permission.
14. Audio speakers or Bluetooth speakers are not allowed to be used at any time on the bus.
15. Students will be released at their designated bus stop only, unless prior written and phone permission has been given by the Transportation Department to exit the bus at another location.
16. Students must be completely quiet when bus stops at all railroad crossings.
17. Skateboards, scooters, etc. are prohibited on buses.
18. Musical instruments are allowed on the school bus but need to be held by the student during the bus trip. Instruments will not be permitted to be stored in the back of the bus or stored in the luggage compartment. Instruments cannot be placed on the seat next to the student or placed in the aisle.

We Care About Our Kids!

Disciplinary Procedures

All students are expected to follow the instructions of the vehicle driver. Riding the bus is an extension of the classroom. Failure to follow instructions or to obey rules set by the driver and/or the District will result in the following:

1. **First Violation:** The bus driver will discuss the infraction with the student.
2. **Second Violation:** The bus driver will write an Incident Report for the building administrator. The building administrator will meet with the student to discuss appropriate bus behavior. The administrator may assign detention or suspension from the bus depending on the severity of the infraction. The student's parents or guardians, and the Transportation department will receive notice of the action taken at this meeting.
3. **Temporary or Permanent Removal of Transportation Privileges** could result at any time that the building Administrator, Transportation Department, and/or the Director of Support Services determines that the seriousness of any violation threatens the safety and well-being of anyone on or off the bus.

Harassment and Bullying Policy

It is the policy of the Crown Point Community School Corporation to maintain an academic environment that is free from harassment, including sexual harassment, and bullying. Bullying behavior toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other times when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function or event; or using property or equipment provided by the school. For further information concerning bullying or harassment, see *School Board Policy 5517.01 Bullying*

Searching Book Bags

Searches of a student's person, handbag, book bag, etc. are permissible in situations where administration has a reasonable suspicion that a student has on their person, or inside personal items mentioned above, any illegal, unauthorized, or contraband items and that such search will produce evidence of such possession. Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. These searches shall be conducted in a private setting with an administrator/adult of the same sex and a same sex witness, unless the health and safety of other persons could be endangered by delaying the search of the student and/or the student's possessions.

Reference: School Board Policy # 5771.

Use of Video/Audio Cameras or Other Recording Equipment on School Buses

The Board supports the use of video cameras as a means to monitor and maintain a safe environment for students and employees, as deemed necessary by administration. The contents of a videotape or its equivalent may be used as evidence in a student disciplinary proceeding.

Reference: School Board Policy # 8660.

Student Health

It is the responsibility of the parent/guardian to provide health information to the school bus drivers. If your child has a life threatening medical condition, (including asthma) that the bus driver should be aware of, please use the medical forms in the appendix; Form #5330 F1 and/or #5330 F1a, and return the completed form to Crown Point Schools Transportation Department at (219) 662-3635. There should be no eating or drinking on all school buses. Eating on the school bus poses a risk of choking and potentially endangers students with food allergies. Parents should notify the CPCSC director of transportation at 219-663-1465 of any specific health needs (asthma, seizures, diabetes, etc.). This information will be kept confidential and shared only with school personnel and transportation personnel if needed.

If a student requires medical treatment while on a bus, the transportation department will contact emergency medical services.

Students with Special Needs

All students riding Crown Point School buses follow the same rules. According to the Individuals with Disabilities Education Act (IDEA) there should be no discrimination to individuals with special needs in regard to making decisions or rules that vary from any and all other students, or that would impede them from receiving a FAPE (free appropriate public education). The district adheres to this concept and expects students with special needs to follow the same set of rules that are listed in the Rules and Regulations chapter of this book.

Because some students have special needs in regard to transportation, we have included guidelines for the parents of these students:

1. **Driver Information and Contact** – Some children will have two drivers; one for the morning (a.m.) and another midday or in the afternoon (p.m.). This must be done in order to deliver and pick up all the students from all the buildings in a timely manner. If you need to change your child/children's pick up or drop off, please fill out the change of location form-special education (see appendix; Form #2) and fax to the transportation department at (219) 662-3635 with at least two days notice before the pickup and/or drop off change will be needed. This will eliminate the possibility that a student will be missed or that we would try to deliver a student to an unsupervised home. This will also benefit our substitute drivers.
2. **Boarding Assistance** - If your child needs assistance in boarding/departing the bus, please come to the bus to assist when we stop. Please inform your day care provider to do the same.
3. **Drop Off** – If the child does not need assistance, the driver should see a

parent or day care provider to ensure the child is able to enter the house. We will not deliver a child if we think no one is home or we do not have written permission from the parent.

4. **Prompt Boarding** – we are asking that you have your child ready for pick up at the appointed time. This means that during the winter your child has their hat, coat, and mittens on and is coming out of the door as the bus arrives. We know that toilet accidents happen. We are asking that should your son/daughter have an accident just before bus time please call the terminal at 219-663-1465, to let us know. We will then be able to give you extra time to change your child without delaying the bus route. Please do not put the child on the bus soiled.

Guidelines for Determining School bus Routes and Bus Stops

In determining school bus routes and school bus stop locations, the following guidelines shall be used by the Crown Point Community School District to the extent possible:

1. **Safety First** – The overriding goal and objective of all bus routes and bus stops planned by the District is to protect the safety of students, staff, and bus drivers at all times. For purposes of these rules and regulations, the term “vehicle” applies to all school buses, and special purpose buses.
2. **Eligibility for Transportation** – In accordance with *School Board Policy 8600*, students living more than one mile from their designated school of attendance are entitled to free transportation provided by the District.
3. **One Pick up/One Drop off Location** – For your student’s safety we will pick up or drop off from the same location every day. The locations cannot change during the week. If your child will be picked up or dropped off at a location other than their home address, please fill out the transportation to another location form, see appendix, form 3.
4. **Distance to Bus Stop** – Any student who is eligible for transportation may be required to meet a school bus on the approved bus route a distance of up to one half a mile from their home without reimbursement.
5. **Measuring the Distance** – The distance to the designated school of attendance or to an approved bus route is measured on a public street or highway only and over the most passable and safest route for the school bus. The measurement starts in the middle of the roadway opposite the entrance to the student’s private residence and ends in the middle of the roadway at the border of the school grounds.
6. **Establishing the Bus Route** – In accordance with state law, bus routes are established by the district each year to give service only to properly designated students who are entitled to free transportation. These routes may be adjusted by the District periodically to utilize the normal seating

capacity of each bus and to maximize the use of each bus as much as possible. In addition, the District is prohibited by state law from extending or otherwise altering specific bus routes for the purpose of accommodating students whose residences are nearer another established bus route that could just as easily and more economically serve those same students.

7. **Establishing the Bus Stop** – The student's home address shall be the primary factor in determining the bus pick-up point for that student. To the extent possible, the District will strive to locate bus stops within a reasonable distance of each student's home so that each student can safely load/unload the bus by approaching in single file at a right angle to the right front entrance of the bus.
8. **Time/Location of Bus Stop** – It shall be the goal of the District to keep each stop to the absolute minimum time required to load/unload all students safely. As a guideline, the maximum time shall be no more than one (1) minute from the time the bus stops to the time it starts to move again after all students are seated. In more congested areas with successive stops, the District shall attempt to locate bus stops so that there is at least three-hundred (300) feet between successive stops for safe operation of the bus and its warning equipment.
9. **Combined Bus Stops** – Where there are two (2) or more families living in close proximity to each other and whose children are entitled to District transportation, it may be necessary for bus stops to be grouped together, with students from several homes that are walking to a central loading/unloading point. The presence or absence of front yard sidewalks may be considered by the District but shall not be an overriding factor in determining the location of bus stops in areas where these sidewalks do not exist for one reason or another.
9. **Use of Public Highways** – In accordance with state law, no school bus shall leave the public highway and enter private roadways and/or private property to receive or discharge pupils, unless their safety is enhanced by doing so or if the private road/property is maintained in the same manner as a public roadway would be. This means that most students may be loaded/unloaded with the bus resting at a complete stop on the traveled portion of the street or highway where it has the protection of its lights, warning devices, size and state-mandated safety construction to protect students boarding and those on board, as well as the driver.
10. **Visibility at the Bus Stop** – Except to the extent that reduced visibility on the street or highway may be caused by fog, snow, or other weather conditions, a school bus shall not stop at a designated pick-up point to receive or discharge pupils unless there is at least three-hundred (300) feet of unobstructed vision in each direction from the designated bus stop. In addition, by state law all District buses are required to have their headlights turned on at all times when carrying passengers.
11. **Loading/Unloading the Bus** – Wherever possible, all bus routes and bus stops shall be planned and established so as to minimize the need for any student to cross a street or highway to load or unload from the bus, with or without parental supervision. All students shall be received and/or

discharged from the right front entrance of the bus. In extreme cases where they must cross a street or highway, students shall be required to pass in front of the bus, look in both directions, and proceed to cross the street or highway only on a signal from the bus driver.

12. **Stopping on a 4-Lane Roadway** – Any District bus, when operating on a highway with four (4) or more lanes, will not stop to load or unload pupils who must cross the highway. The only exception to this will be at designated stops where students who must cross the highway may do so where there are official traffic control devices or crossing guard to assist them.
13. **Leaving the Main Roadway** – To the extent possible, school bus stops shall not be located in areas or neighborhoods where the entrance from the main street or highway has limited visibility or is constructed in such a way that it does not allow the bus to enter or leave a rapidly moving stream of traffic without blocking traffic or crossing the centerline(s) of any street or highway or would require the bus to back up at any point in order to enter or leave without crossing the centerline(s).
14. **Cul-de-sacs or Dead-end Roadways** – To the extent possible, school bus stops shall not be located in any areas such as cul-de-sacs or dead-end streets/roadways where the bus would be forced to back up in order to turn around when the public roadway is blocked or otherwise restricted for any reason or when students may be approaching or departing the bus from many different directions at one time, causing the attention of the driver to be diverted away from the safe operation of the bus while trying to watch for those students. Generally, the only exception to this guideline is if there is no suitable place for the students to stand while waiting for the bus that is away from the traveled portion of the street or highway. In such situations, the District may consider an alternate pick-up point on a case-by-case basis.
15. **State Regulations and Safety Practices** – In all cases, the District must and will abide by the provisions of applicable state laws, codes, and rules/regulations of various state agencies and departments regarding the safe operation of its student transportation system. The District will continually look to these agencies and departments for assistance and guidance in improving the safety of the buses. In addition, the District will actively and continually seek input from all available resources such as parents, students, local law enforcement agencies, and local state highway officials on ways to improve the safety and efficiency of the transportation system.
16. **Issue Regarding Bus Routes/Stops** – Disputes and conflicts regarding the establishment of bus routes and/or bus stops will be handled in accordance with the provisions of the Code of Indiana which allow for progressive steps in the review/appeal process, beginning with the District staff, then to the school board, AEA board and finally the State Department of Education.

Emergency School Bus Evacuation

While students are being transported to and from school and when they are on extracurricular trips, there is the potential for an accident or mechanical breakdown. While an accident or mechanical breakdown in and of itself does not require that the bus be evacuated, other collateral factors could require an emergency exit.

There exists a need to instruct students on how to properly evacuate a school bus in case of an emergency. Without proper instruction and drills, there is the potential for students to panic and jam emergency exits by trying to exit at the same time. Also, there is a possibility of danger when students improperly jump from the rear emergency door exit. All students should be instructed in emergency evacuation drill procedures.

STUDENT EVACUATION INSTRUCTION

Evacuation of your school bus may be required in case of some bus accidents, fire or an emergency where it was important for you to leave the bus quickly.

There are three ways to evacuate the bus:

1. Front door – If there is an emergency and there is no danger in using the front door, you will do a front door evacuation. In a front door evacuation the bus driver will choose one leader to lead you to a safe place 100 feet (3 bus lengths) away from the bus. The driver will unload students by letting seats take turns, going from front to back, side to side.
2. Rear emergency door – If there is an emergency and the front door cannot be used, you will do a rear door evacuation (all rear-engine buses are equipped with a side emergency exit door in lieu of a rear emergency door). In a rear door evacuation, the driver will choose one leader to lead you to a safe place 100 feet (3 bus lengths) away from the bus. They will also choose two helpers to assist you as you go out the back door using the “Sit & Scoot” method. The driver will unload students by letting seats take turns, going from side to side. The emergency door is to be used only at the driver’s or student helper’s direction.
 - Sit & Scoot – When you get to the emergency door you will NOT jump out of the door. You WILL sit down so your bottom is on the floor and your feet are hanging out of the door. Student helpers will assist you as you scoot out of the door and land gently on both feet.
3. Both front door and rear emergency door – If you need to evacuate the bus as fast as possible, you will use both the front and rear doors where the front half of the bus exits through the front door and the rear half exits through the rear emergency door. Leaders will take you to a safe place 100 feet (3 bus lengths) away from the bus.

Buses also have roof hatches and emergency windows that can be used if other exits are blocked or if the bus turns over.

In all types of evacuation it is important that you:

1. Listen to the driver's instructions.
2. Remain calm.
3. Remain quiet.
4. Stay seated until it is your turn to leave the bus. You will unload letting seats take turns, going from side to side.
5. Leave books, lunch boxes and other personal belongings on the bus so you can leave quickly. Those items can be replaced. **YOU CANNOT BE REPLACED!**
6. Walk as you leave the bus. Do not run.
7. Go 100 feet (3 bus lengths) away from the bus.
8. Remain in an orderly group and wait for further instruction from your driver or student helper.

*If you have questions or concerns, please call Crown Point Transportation at
219-662-1465*

This booklet prepared by Crown Point Community Schools Transportation
Department in cooperation with Crown Point Community Schools.

Crown Point Community School Corporation does not discriminate based on race, color creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries and grievances may be directed to the Director of Transportation, Karin Toth, 1151 E. Summit Street, Crown Point, Indiana 46307, 219-662-1465.

AUTHORIZATION FOR PRESCRIBED MEDICATION OR TREATMENT

Name of Student _____

Reason for Medication _____

Medication

Dosage

Times to be given

Side Effects

Anticipated number of days to be given at school _____

Special precautions

Date _____ Signature of Physician _____

I hereby give my permission for _____ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I give the school nurse permission to share this and any other health condition information on my child's health record with school personnel who have a need to know in order to meet the health and safety needs of my child.

Date _____ Parent/Guardian Signature _____

*see back side of medication policy

AUTHORIZATION FOR NONPRESCRIBED MEDICATION OR TREATMENT (SECONDARY VERSION)

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE NONPRESCRIBED MEDICATIONS IN SCHOOL. ALL SPACES MUST BE COMPLETED.

Name of Student

Address

School

Grade

A. I am requesting permission for my child named above to: (Check one or both)

☐ use or receive the following over-the-counter medication(s)

Medication: _____

Dosage: _____

Check Option 1 or 2 below.

☐ self-administer such medication(s) in the presence of an authorized staff member.

☐ keep the medication(s) in his/her possession and self-administer the medication(s) as needed.

B. I will assume responsibility for safe delivery of the medication to school.

C. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.

D. Our physician has instructed that this medication should be administered in the above designated dosage.

E. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

Signature of Parent

Date _____

Home Telephone

Work Telephone

AUTHORIZATION FOR STAFF

The following staff members are authorized to administer the above-nonprescribed

medication(s)/treatment(s): _____

Principal

IMPORTANT
TRANSPORTATION NOTICE FOR SPECIAL NEEDS STUDENTS

Complete this form to arrange for transportation to or from an address different than your home. For any changes made during the school year, please return this form two (2) days before the effective date. We will not be able to make the change the same day the form is returned.

Student Name _____

Home Address _____

Parent Name _____

Phone Number _____ Grade _____

School _____

Effective date _____

If your child will be picked up to go to school from an address that is different from your home address please list below:

Person/place (day care facility, etc.) _____

Address _____

If your child will be dropped off from school at an address that is different from your home address please list below:

Person/place (day care facility, etc.) _____

Address _____

Office personnel: Please fax to Transportation Department 662-3635 or email to bbaker@cps.k12.in.us

IMPORTANT
TRANSPORTATION NOTICE

Complete this form to arrange for transportation to or from an address different than your home. Transportation to a private day care center is provided on am or pm routes only if the location of the facility is within the home elementary boundary. The pick up/drop off location must be on an every day (5 day) basis. For any changes made during the school year, please return this form two (2) days before the effective date. We will not be able to make the change the same day the form is returned.

Student Name _____

Home Address _____

Parent Name _____

Phone Number _____ Grade _____

School _____

Effective date _____

If your child will be picked up to go to school from an address that is different from your home address (must be every day), please list below:

Person/place (day care facility, etc.) _____

Address _____

If your child will be dropped off from school at an address that is different from your home address (must be every day), please list below:

Person/place (day care facility, etc.) _____

Address _____

Office personnel: Please fax to Transportation Department 662-3635 or email to bbaker@cps.k12.in.us