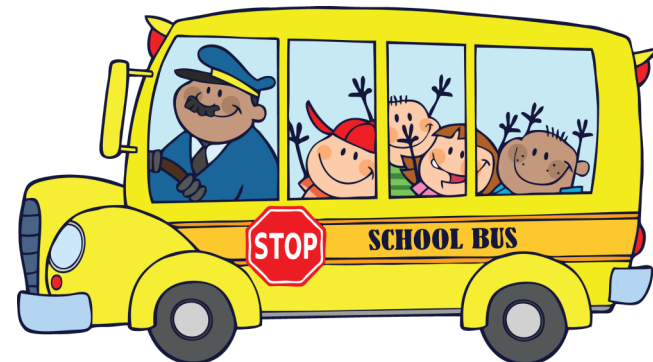




**USD 501
TOPEKA PUBLIC SCHOOLS**

PARENT-STUDENT TRANSPORTATION HANDBOOK



Prepared by:

**USD 501 Transportation
Department
125 SE 27th Street
Topeka, KS 66605
785-295-3910**

Transportation Agreement

After reviewing this Parent-Student Transportation Handbook, please sign and return this page to your child's school.

I have received a copy of the USD 501 Transportation Bus Riding Rules and I have read and reviewed these rules with my children).

Parent/Guardian Signature _____ Date _____

School(s) _____

Student(s) Name(s) _____



CUT
HERE

Schools & Specialty Buildings

HIGH SCHOOLS	PHONE
HIGHLAND PARK, 2424 SE California, 66605-1797	274-6000
TOPEKA HIGH, 800 SW 10th, 66612-1687	295-3150
TOPEKA WEST, 2001 SW Fairlawn, 66604-3598	438-4000
CAPITAL CITY SCHOOLS, 500 SW Tuffy Kellogg Dr., 66606	295-3600
HOPE STREET ACADEMY, 1900 SW Hope St., 66604-3599	438-4280
MIDDLE SCHOOLS	PHONE
CHASE, 2250 NE State St., 66616-1390	295-3840
EISENHOWER, 3305 SE Minnesota, 66605-2500	274-6160
FRENCH, 5257 SW 33rd., 66614-4099	438-4150
JARDINE, 2600 SW 33rd., 66611-1883	274-6330
LANDON, 731 SW Fairlawn, 66606-2336	438-4220
ROBINSON, 1125 SW 14th, 66604-2996	295-3770
ELEMENTARY SCHOOLS	PHONE
AVONDALE WEST, 3229 SW Westview, 66611-2597	274-6400
BISHOP, 3601 SW 31st, 66614-2889	438-4390
HIGHLAND PARK CENTRAL, 2717 SE Illinois, 66605	235-7000
LOWMAN HILL, 1101 SW Garfield, 66604-1349	235-7060
LUNDGREN, 1020 NE Forest, 66616-1490	235-7110
McCARTER, 5512 SW 16th, 66604-2271	438-4660
McCLURE, 2529 SW Chelsea Dr., 66614-1600	438-4340
McEACHRON, 4433 SW 29th Terr., 66614-3199	438-4430
MEADOWS, 201 SW Clay, 66606-1194	235-7150
QUINCY, 1500 NE Quincy, 66608-1264	235-7420
QUINTON HEIGHTS, 2331 SW Topeka Blvd., 66611-1258	295-3960
RANDOLPH, 1400 SW Randolph, 66604-2600	438-4480
ROSS, 1400 SE 34th, 66605-2684	274-6280
SCOTT, 401 SE Market, 66607-2076	235-7480
SHANER, 1600 SW 34th, 66611-2599	438-4620
STATE STREET, 500 NE Sumner, 66616-1391	235-7280
STOUT, 2303 SW College, 66611-1405	438-4710
WHITSON, 1725 SW Arnold, 66604-3300	438-4570
WILLIAMS, 1301 SE Monroe, 66612-1161	235-7330
SPECIALTY BUILDINGS	PHONE
BURNETT CENTER, 624 SW 24th St., 66611-1294	295-3000
KATS (Kaw Area Technical School), 5724 SW Huntoon, 66604-2199	273-7140
SHELDON CHILD DEV. CTR., 1155 SW Seabrook, 66604-1878	438-4530

SCHOOL BUS PROCEDURES

Riding a school bus to and from school is a privilege and not a right. The privilege of riding a school bus is contingent upon a student's good behavior and observance of established rules and procedures for student conduct and safety, both at the stop and on board the bus. Students who do not abide by the bus rules will progress through the school disciplinary system that is in place to support and protect the welfare and safety of all passengers.

Rules while Waiting for the Bus

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops.
4. Do not move toward the bus until the bus has made a complete stop.

Bus Rules and Procedures

1. The Bus is an extension of the classroom
2. Follow directions
3. Keep voices down
4. Be seated and face forward
5. Keep hands, head and feet inside Bus
6. Be respectful
7. Share your seat
8. Use appropriate language
9. No eating or drinking is allowed on the Bus
10. Do not vandalize
11. Do not threaten the safety of others including:
Bullying, Throwing Objects, Hitting, Punching, Kicking
11. All School District Policies apply

Rules for Exiting the Bus

1. Do not run or push while unloading from the bus
2. When crossing in front of the bus, always watch for the driver to signal before crossing
3. Students should go directly from their bus stop to their home



SAFETY ALERT

***Make sure this kind of accident
does not happen to your child!***

**The National Highway Traffic Safety
Administration (NHTSA) warns about
risk from snagged clothing on school bus handrails.**

School bus handrails can catch loose clothing, jackets, jacket string, or book bags while children disembark, and this can result in serious injury or death to a child being dragged by the bus as it drives away.

The handrails, also called grab rails, are located inside school buses, on both sides of the stepwell. Snagging occurs when a clothing part, such as the toggle on the end of a drawstring, gets wedged and caught between the wall of the bus and the lower, angled end of the handrail.

Please be aware of this danger and help us protect your children. When shopping for your child, avoid jacket and sweatshirt drawstrings, long backpack straps, and long scarves, or other loose clothing.



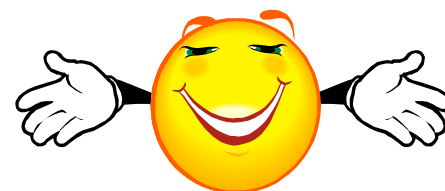
SAFETY ALERT

Continuation of Students With Special Needs

ADDRESS CHANGES

No student will be taken to an address other than the one designated by the parent/guardian. A two (2) school-day waiting period is required when a change of address occurs. Address changes must be called into the USD 501 Transportation Office or Durham School Services. **THE DRIVER DOES NOT HAVE THE AUTHORITY TO ACCEPT THESE CHANGES.** Pickup and drop addresses can be different but each must be consistent.

All children are expected to follow the bus rules. Please go over the rules with them.



PLEASE REMEMBER

**The first two (2) weeks of
school are very confusing
for children.**

**Please be patient with us and
have your child ready 45
minutes before the start of
school.**

Continuation of *Students With Special Needs*

BUS STOP

Bus stops will be **house-to-house pickup**. Students must be ready **15 minutes** before their designated pickup time. **The bus will wait one (1) minute and honk one (1) time.**

There will not be any return trips if a child misses their bus.

All special needs children must have designated pickup and drop addresses that are consistent daily.

CANCELLATION POLICY

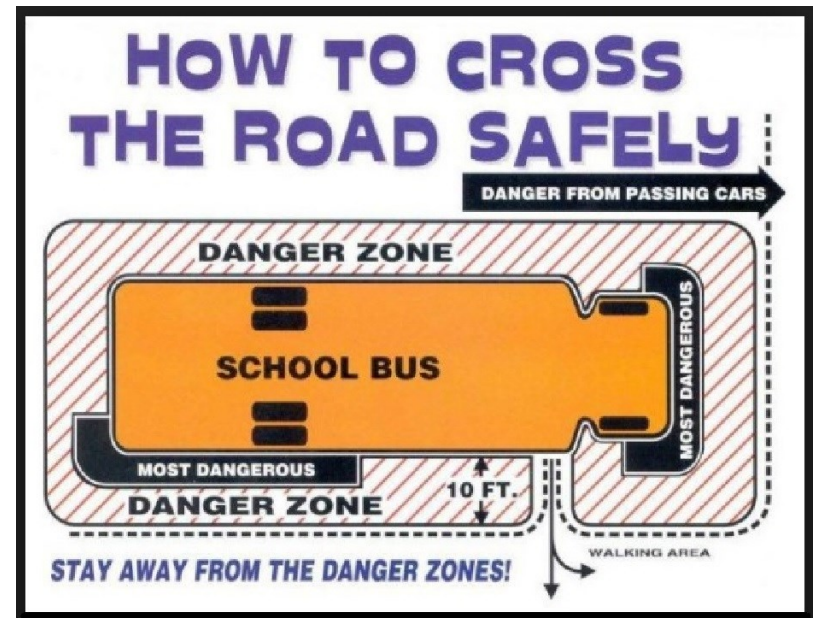
If the child does not need the bus for **one (1) or more days**, please call this office or the contractor to cancel the bus at least **45 minutes before** the normal pickup. If a parent/guardian fails to cancel the bus **for three (3) consecutive days**, the students will be removed from transportation services. It will be the parent's responsibility to transport their child.

To reinstate, the parent/guardian must call the USD 501 Transportation Department or Durham School Services. It takes **two (2) school days** to reinstate the student.

PARENT AT HOME



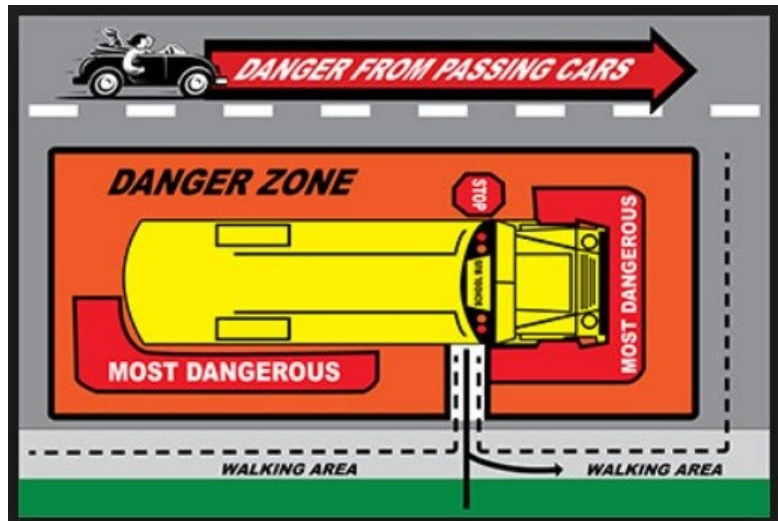
A parent/guardian must be home to receive their child. If redelivery is necessary, the parent/guardian will be responsible for transporting their child the next day. At the parents request, if an adult is not needed to be at home than a letter needs to be submitted stating that.



Follow these tips for getting on the bus:

- Wait 5 large steps back from the edge of the road
- Wait until the bus stops and the **RED** alternating flashing lights and stop sign are out.
- Before crossing the road, look for the bus driver's hand signal that will tell you when it is safe to cross the road. When the hand signal is given look left, right and left again before stepping on to the road; when safe to cross walk (don't run) across the road to the front of the bus. Walk out far enough in front of the bus so that you can see the bus driver's head and shoulders; this helps the bus driver to see you.
- Get on the bus using the handrail; find your seat and quickly sit down facing forward with your feet on the floor and your book bag or backpack on your lap.

Stay out of the Danger Zone!!!



Follow these tips when getting off the school bus:

- Use the handrail
- When you get to the door of the bus look right, left and right again to ensure it is safe to exit the bus
- Walk out to the front of the bus; make sure you can see the bus driver's head and shoulders. Stop and wait for the bus driver's hand signal to cross.
- When the bus driver signals to cross look left, right and left again before stepping on to the road to cross. Walk (don't run) across the road.
- Never cross behind the school bus because it is dangerous.

If you hear the school bus horn, quickly move back to the side of the road you came from. This means a car or truck is approaching and may not stop. The bus driver will provide you with another hand signal when it is safe to cross again.

Request for Transportation (Stock No. 8063-00)

Special Ed. Approval _____

Topeka Public Schools
Transportation Contract
Special Needs Students
School Year 20__ to 20__

Grade _____

PIF # _____

Regulations for Transportation:

1. All blanks on the form below must be completed to assure that your student will receive transportation.
2. No student will be taken to an address other than the one-designated by the parent/guardian. Please call the district transportation office with the changes 295-3910 or Durham School Services 233-2009.
3. Student will be suspended from transportation when involved in creating a distraction that could endanger the safe operation of the vehicle, or pose a continuing danger to persons or property. Length of suspension will be determined by principal.
4. When the pickup time is established it will be the parents/students responsibility to be ready and waiting **10 minutes before** the transporting vehicle arrives.
5. We request the parents/guardian to be there **15 minutes before** their child arrives home. Return trips will result in a **one-day suspension** the following day to and from school. It will be the parent/guardian responsibility to transport.
6. The parent/guardian must call 233-2009 Durham School Services to cancel a pickup at least 30 minutes before the scheduled pickup time.

We must have the information below to assure that your student will receive prompt emergency care in case of necessity. USD #501 will attempt to notify parent/guardian whenever possible before any emergency treatment is carried out.

Student Name _____

School _____

Beginning Date _____

Home Address _____

Teacher _____

Program _____

Pickup Point if different than home _____

Home Phone _____

Emergency Phone _____

Return Address if different than home _____

Family Physician _____

Family Hospital _____

Describe any physical, emotional and/or behavioral conditions which would affect **SAFE** transportation.

Please mark box according to IEP

Wheelchair ☐ Harness' ☐ Seat Belt ☐ Para ☐ Air Conditioning ☐ Other ☐ _____

Child can be dropped without adult present

Signature of Parent/Guardian _____

Signature of Parent/Guardian _____

☐ Hours different from school,

What are the hours _____

Phone approval School official _____

White and Yellow copies to Transportation Office

Pink copy to School

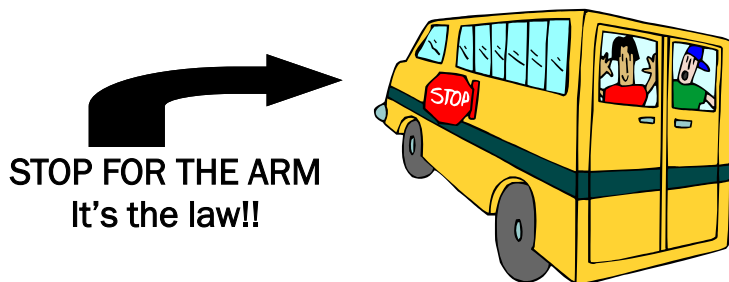
Gold copy to Parent/Guardian

For Office use only _____

Stock #8063-00

STOP ARM LAW

Please remember to **STOP** when the school bus driver puts out the **Bus Stop Arm**. Failure to stop could result in injury or death to a child crossing the street.



Students With Special Needs

ELIGIBILITY

All Special Needs students **MUST** complete a Request for Transportation Contract (Stock No. 8063-00, see following page) each and every year that services will be received.



If a Special is assigned to school, they will be assigned to a regular education **corner-to-corner stop** unless otherwise approved the Special Services Department.

Needs student their home

SCHOOL BUS PROCEDURES



PHILOSOPHY: Topeka Public Schools U.S.D. #501 is committed to excellence in its transportation program and considers appropriate bus conduct essential to the safe transportation of students to and from school and on activity trips.

The district believes that all students can behave on the bus, and have a responsibility to behave in a manner which allows the driver to concentrate on operating the bus in the safest possible manner.

The district believes student conduct should be maintained with procedures which will advance the purposes of safety while remaining consistent with applicable state law and established Board of Education school policy.

Parents can assist a great deal in maintaining proper discipline on the school bus by insisting that their children seat themselves promptly in their assigned seat, stay seated while on the bus and conduct themselves in such a manner that the school bus driver can devote his or her time to the task of driving a bus.

Bus Misconduct

THE BUS IS CONSIDERED AN EXTENSION OF THE SCHOOL AND THE CLASSROOM.

Our goal is to get all students to and from school safely.

The same rules of discipline will apply with added emphasis of even stricter behavior needed for safety as defined in the State School Bus Regulations.

Depending upon the severity and frequency of misbehavior, a student may be suspended for any incident of bus misconduct. It will be up to the school Administrator to make the determination on the number of suspension days.

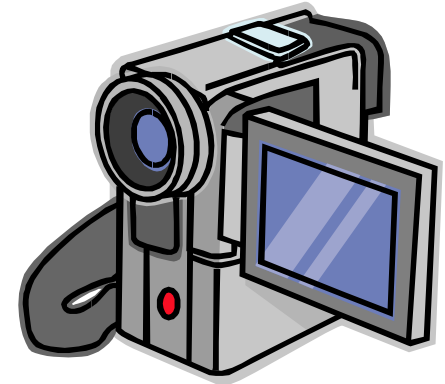
STOP SAFETY COMMITTEE

If a parent feels a school bus stop is unsafe or hazardous, they may submit the reasons to the District Stop Safety Committee for review. To submit the request, you may call the District Transportation Office at 295-3910.

You will need to provide the student name, current stop location, the school your child is attending and the reasons for the review. The committee will review the request and send you, in writing, the outcome of their decision. **Safety is our number one priority.**

DIGITAL CAMERAS

It is the intent of USD 501 to maintain a safe environment onboard school buses for the benefit of students, drivers, and motoring public. The main focus of the school bus driver must be the safe transportation of these passengers. For their part, students are required to present minimal distractions. The use of digital and audio surveillance is a tool that will supplement other programs and activities designed to maintain control during the bus ride to and from school.



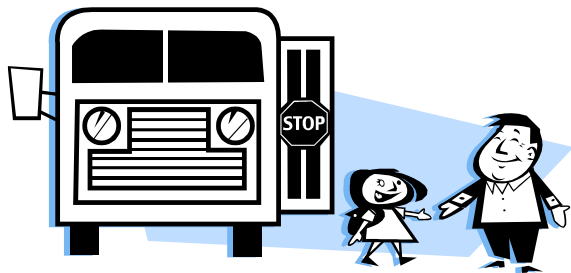
PARENTS PAYING FOR TRANSPORTATION SERVICES

If your child is not eligible for transportation service, you may purchase this service by calling 233-2009. Durham School Services will provide bus transportation for district students. Questions or concerns about bus routes or transportation fees should be directed to Durham at 233-2009.

UNDELIVERABLE STUDENT

Early Childhood and Special Education students with a house stop must be met at their take-home stop by a responsible adult. If no one meets the students, the student is considered undeliverable. We will make a second attempt at a later time. If the student has an emergency contact and phone number on file, the number will be called. If the contact person agrees to accept the child, we will deliver. If there is not an emergency number on file or if the contact person refuses to accept the child, the child will be turned over to USD 501 School Police.

*In all cases, there will be no transportation service the next day.



DESIGNATED BUS STOPS

Designated bus stops are established by the District taking into account the various factors among all students, including safety, distance, and efficiency. Students will need to plan to walk to their assigned bus stops. **Generally, no student** will have to walk farther than one-fourth (1/4) mile from home to bus stop.

Corner Bus Stops: Stops are generated from the home address of the child not the **daycare** address. We will use the closest existing corner stop for daycare. Students should be at their designated corner stop ten (10) minutes before their schedule times. As children are added, times need to be adjusted. If the adjustment is MORE than ten (10) minutes, then new pickup times will be sent home with the student.

School Bus Safety Regulations:

- No balloons or flower arrangements.
- No weapons of any kind are permitted.
- No spraying of perfume, hair spray or deodorant.
- Book bags need to be no larger than your student can carry up and down the bus steps and hold on their lap.
- If musical instruments or sports equipment are too large for your student to hold, they need to be transported by the parent.
- Flags, golf bags and skateboards are not allowed on the bus.
- Parents please check your students clothes and book bags and remove any drawstrings and straps that could get tangled around legs or caught on items in the bus. (see Safety Alert from NHTSA, pg. __)
- All school buses leaving school sites at dismissal have the right of way.
- When transporting assigned school projects—Glass containers are dangerous and not permitted on school buses. Students should make prior arrangements with their teacher before bringing projects to school. Every project or article shall be transported in a suitable container or package; and small enough the student can hold on his/her lap. Anything larger should be transported by the parent.

School Bus Safety Tips to Help Save Your Child's Life



SCHOOL BUS SAFETY FACTS

70x

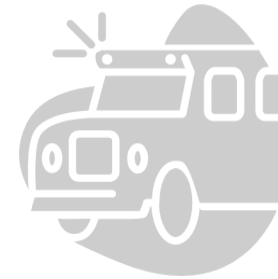
STUDENTS ARE ABOUT 70 TIMES
MORE LIKELY TO GET TO
SCHOOL SAFELY WHEN TAKING
A SCHOOL BUS INSTEAD OF
TRAVELING BY CAR.

According to the NHTSA, riding in a school bus is the safest way for your child to travel to and from school. However, the "danger zone" when approaching or leaving the bus poses the greatest risk for children. They should be especially careful in the area's in front, or on either side of the bus.

Children should also respect the bus driver and follow the rules while riding the bus and stay quietly seated on the ride to school. Here are a few school bus safety tips you can teach your child if he or she will be riding the bus to school this year:

ADDRESS CHANGE

All address changes will have a two (2) school-day waiting period before we can start transportation at the new address. This is so proper routing can be done. All **regular education** address changes should be reported to the student's **home school**. The **home school** can give you the assigned stop information or you can call the Transportation Office at 295-3910.



TRAVEL ON PRIVATE PROPERTY

Drivers, to the extent possible, will avoid operation of school buses on private property.

INCLEMENT WEATHER

The superintendent will determine if school will be closed due to adverse weather conditions. The announcement to close school will be made to the media, no later than 6:30 a.m., on the day of the emergency school closing.

When schools are closed, it is only for one (1) day at a time. A new announcement will be made for each additional day of school closure.



If USD 501 closes, there will be no transportation provided to any out-of-district programs, including special education.

Transportation Eligibility



ELEMENTARY SCHOOL TRANSPORTATION

Elementary and Middle school transportation will be determined by the district based on CDC guidelines

M-TO-M & ESL

Minority to Majority and English Language Learned are considered regular education and will receive corner-to-corner stops. Eligibility will be determined by Demographic and Teaching and Learning Offices.

PASSENGERS OTHER THAN SCHOOL PUPILS

No one, other than the students assigned to a bus route are allowed to ride the school bus to school or from school.

When Getting Off Your Bus...

Here's How To

**CROSS THE
ROAD SAFELY**



School Bus Rules & Regulations



Please review these rules for bus riding with your children. Remember, these rules are for their safety and must be followed by all!

1. To insure safety, the driver must be totally in charge. Passengers must respond promptly to the instructions given.
2. The use of tobacco, food, or drink on the bus is prohibited. Animals and oversize objects, as well as glass containers are not permitted.
3. Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gesture is unacceptable.
4. Keep aisles and stepwell clear at all times.
5. Never extend any portion of your body out bus windows.
6. Do not attempt to get off or move about while the bus is in motion. Always remain seated until the bus stops.
7. If you cause damage to the bus, you or your parents must pay for the damage.
8. Regular schedules must be observed. The bus cannot wait for tardy passengers. Pupils must be on time.
9. Wait at the proper stop. Never stand in the roadway.
10. If you cross the street or road, wait for the driver's signal. Cross well in front of the bus.
11. Observe the driver's instructions when you unload. If you cross the street or road, wait for the signal from the driver and cross in front of the bus.
12. Drivers will not unload passengers at places other than the regular stops near their home or at school without proper authorization from the parent or school officials.
13. Failure to follow these regulations may result in suspension from transportation services.

