

**CONVERSE COUNTY SCHOOL
DISTRICT #2
TRANSPORTATION DEPARTMENT**



**PARENT & STUDENT HANDBOOK
2023-2024**

PURPOSE & RESPONSIBILITIES

The purpose of this handbook is to provide information of Transportation Policies and student rules. Parents, we ask that you review this handbook with your child as we need your help to make this year just as efficient and effective as last year. Please become familiar with the handbook; if you have any questions, please contact the bus garage.

Pupil transportation is a *privilege* and not a right; and, therefore, carries with it certain pupil responsibilities and as such the bus pass use is a requirement and needs to be followed.

As you are aware, mandatory use of the Zpass+ Bus cards went into effect on 10/24/2016. We have seen an unacceptable amount of non-use of cards by the student riders since the mandatory start date. Please be advised that if your child does not have their bus pass they will not be allowed on the bus until their card has been located or the Bus Garage has received a request for a new one to be made.

As stated in our previous communications, the school district will purchase the first card. If your child loses; whether it be lost or broke, their first card we will replace it for free one time, but each additional card will cost you \$20, so please make sure your child has their card at all times.

The Transportation Department will no longer take requests from students for alternate drop off locations unless we are notified by a parent or guardian by 2:00 pm the day of the change. If the bus garage and/or school is not notified of this change your child will be dropped off at the location that the bus garage has on file.

STAFF & DRIVERS

Transportation Director

Geoff Zeiger

Transportation Secretary/Dispatch

Patricia Thompson-Ladd

Shop Manager/Mechanic

Jason Ladd

Minion – Bus #14

Owen Frank

Spongebob – Bus #46

Jason Ladd/Patricia Thompson-Ladd

Olaf – Bus #50

Glenda (Alex) Lockhart

Sid the Sloth – Bus #52

Joanne Desmarais

Bumblebee – Bus #54

Christina Kambestad

Activity Driver

Ron Yates

EMERGENCY CLOSING OF SCHOOLS

School is rarely closed. If closing becomes necessary, the following stations will be notified:

KTWO TV (Channel 2), KFNB TV (Channel 6), KGWC TV (Channel 14), KCWY TV (Channel 13)

Casper Radio Stations: KTWO (1030 AM), STAR (96.7 FM), KTALK (1400 AM), KWY (95.5 FM), KISS (104.7 FM), RIVER (107.9 FM), MELODY (97.3 FM), KQLT (106.9 FM), HEART (102.5 FM)

Douglas Radio Stations: KKTY (1470 AM or 99.3 FM)

The Glenrock Police Department will also broadcast an announcement over the emergency broadcast system on cable TV.

If the decision is to run Emergency Bus Routes only, that information will be given to the Police Department and TV/Radio Stations as well.

STUDENT CONDUCT ON SCHOOL BUSES

The school bus fleet is operated by the school district for the primary purpose of transporting pupils to and from school safely and in an atmosphere of mutual respect cooperation.

Pupil and Parent Responsibilities – Boarding or Unloading

Pupil transportation is a *privilege* and not a right; and, therefore, carries with it certain pupil responsibilities. Some of these responsibilities are listed below to further understanding on the part of the passengers. It is the responsibility of each passenger to insure that his/her actions or behavior will do nothing to endanger the safety and welfare of self, other passengers and driver, or cause damage to the bus or property on the bus.

If a student violates school bus behavior rules, the violation is to be reported by the driver to the parent using an approved district disciplinary report form. Disciplinary action will be determined by the driver as provided in the “consequences section” of this regulation. Failure to comply with rules and regulations may result in suspension or denial of the privilege of using school pupil transportation.

1. Be at your designated bus stop 5 – 10 minutes prior to your scheduled loading time.
2. Be ready to board with your Z-pass Bus Pass.
3. If the pupil does not have their bus pass, they will not be allowed on the bus until the card has been located or the parent/guardian has requested a replacement.
4. Remain off the road at all times and behave in a safe manner while waiting for the bus.
5. At the bus stop, stay off the road until the bus is completely stopped before attempting to enter, and when leaving, remain seated until the bus is stopped.
6. Bring no friend or relative onto the bus without prior written/verbal permission of the individual(s) parent.
7. Do not bring onto a bus or use knives, shooter or weapons of any kind.
8. Do not bring onto a bus or use alcoholic beverages or controlled substances, and do not try to ride a bus after having used such beverages or substances.
9. Eat at home or at school, but not on the bus. Clean up any trash or litter you create.
10. Cross the road in front of the bus. Cross 5’ – 10’ in front of the bus so you can be seen by the driver.
11. Depart and load only at your regular stop unless prior approval has been obtained in advance to do otherwise.
12. Help look after the safety of younger children.

13. Any electronic device that can send or transmit video, audio or text is not permitted to be used on a route bus without prior approval of the bus driver.

EEACC-R2

Page 2

Pupil Responsibilities While on the Bus

1. Leave windows closed unless permission is granted otherwise. If you open it, close it upon leaving. No arms or the head are to be extended from a window, nor any object thrown out a window.
2. Sit where assigned and stay there. Never walk inside a moving bus.
3. Outside of ordinary conversation, classroom conduct is always to be observed and an inside voice is encouraged.
4. Keep aisles free and passable.
5. Hands off safety devices, any mechanical part, or door closers.
6. No littering, spitting, writing on the bus or vandalizing the bus in any way.
7. Profanity, swearing, abuse or bullying of others, rowdiness; horseplay; teasing; and shouting are not allowed.
8. Obey the driver and be courteous to pupils and to the driver.
9. In emergencies, assist where possible, obey the driver, and stay with the bus unless instructed otherwise, or unless the driver is incapacitated and the bus is on the road where it seems unsafe to remain.
10. New school buses now come with factory installed seat belts. Students occupying one of these seats must wear the seat belt at all times while the bus is in motion.

Causes to Exclude Students from Riding the Bus

1. Endangering safe bus conditions by refusal to obey orders; threats of any sort; physical violence, loss of self-control; fighting; exhibiting a knife or weapon; throwing any objects; vandalism to the bus or school property or property of other passengers.
2. Harassing, hazing, threatening, abusing verbally or physically, initiating, or in any way tormenting another pupil, the driver, or a chaperon.
3. Use of tobacco or controlled substances.
4. Insolence, refusal to obey requests or rules, refusal to leave a bus if committing any policy violations.
5. Refusal to compensate for vandalism, destruction of property, or malicious mischief.
6. Indecent exposure.
7. Creation of undue noise, shouting, loud whistling.
8. Bringing any animal, firearm or unsafe object onto a bus without permission.
9. Continued willful disobedience or open defiance of authority of the school. An accumulation of minor infractions will be considered continued willful disobedience and / or open defiance.
10. Willful destruction or defacing of school property.

11. Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or driver with physical violence.
12. Any behavior which in the judgment of the local Board of Trustees is detrimental to the education, welfare, safety, or morals of other pupils.

EEACC-R1

Page 3

Discipline Problems on the School Buses

The bus driver will either assign an action plan or use the Transportation Department's discipline plan, depending upon the severity of the offense. The bus driver will write up the student for a violation of bus rules and give the accused student the write up sheet to be signed by the student's parent or legal guardian before the student shall ride the school bus again.

Ranges of Consequences for Violation of Policy

1. REPORTED FIRST OFFENSE – Student will receive one week riding in the front of the bus unless it was a serious enough violation to warrant further action.
2. REPORTED SECOND OFFENSE – Three days suspension from bus privileges.
3. REPORTED THIRD OFFENSE – Ten days suspension from bus privileges
4. REPORTED FOURTH OFFENSE – One semester suspension of bus privileges.
5. If in the event there is physical abuse, i.e. Fighting; the disciplinary action for the student(s) involved will skip the first 3 offenses and is an immediate 4th Offense and will be denied bus privileges for a duration decided upon by the Transportation Director.

The Transportation Department will have the right to follow the consequences in order to make changes as necessary according to the severity of the violation.

Driver Responsibilities

1. Drive the bus in a safe legal manner at all times while protecting the safety and welfare of pupils. Stop the bus in a safe place and do not continue until pupils are orderly and under control.
2. Obey laws, time schedules, consider weather condition delays, be in control of the bus and its passengers at all times, and enforce these policies.
3. Stop only at regular stops and discharge or board only authorized pupils.
4. Provide a clean, sanitary bus.
5. Report all infractions of policies to the transportation director as soon as possible.

6. Remove physically in any practical manner at any time and at any place a pupil or other person who threatens the health and safety of others or who refuses to obey reasonable requests.
7. Complete pre-trip inspections of the bus and its special equipment.
8. Complete required reports in the matter prescribed by the administration.

Change of Bus Plan
Request to Ride a Bus

Parents / Guardians who wish their child / children:

- a. To be let off the school bus at a different stop on the regular bus run; or
- b. To ride a different bus than the assigned bus; or
- c. To ride a bus (for those who are not regular passengers),

Must submit a request in writing to the Bus Garage with as much lead time as possible.

Requests will be honored if:

1. A written request is submitted to the bus driver on or before the effective date;
2. A verbal request is submitted to the Bus Garage on or before the effective date;
3. The requested stop is an authorized stop;
4. All bus behavior rules as per the School Board Policy are adhered to by the student(s);
5. The change is temporary in nature (5 days or less); and
6. The note must be from a parent / guardian of the child.

ADOPTED:	May 10, 1979	REVISED:	August, 1992
REVISED:	August, 1985	REVISED:	August 15, 2005
REVISED:	July, 1986	REVISED:	July 21, 2010
REVISED:	April, 1987	REVISED:	August 10, 2017
REVISED:	September 12, 1991	REVISED:	August 9, 2021

Converse County School District No. 2, Glenrock WY

Notification of Having Read Policies

The Board of Trustees has established that every pupil who rides a route bus and the pupil's parents shall read these policies and sign the statement of having done so before the children shall ride any District bus more than two school days. If the child cannot read, parents are requested to read the policies to the pupil. All children in a family may sign the same form.

The undersigned parents and pupils hereby state that we have read the policies that were attached to this statement:

_____	_____	_____
Parent or Guardian	Pupil, Bus # _____	Pupil, Bus # _____
	Grade _____	Grade _____

_____	_____	_____
Parent or Guardian	Pupil, Bus # _____	Pupil, Bus # _____
	Grade _____	Grade _____

_____	_____	_____
Date	Pupil, Bus # _____	Pupil, Bus # _____
	Grade _____	Grade _____

Parent or Guardian Signature

Phone Number(s): Home _____ Cell _____ Work _____

Street Address: _____

Mailing Address: _____

Other person to contact in an emergency: _____

Emergency Telephone Number: _____