

# TRANSPORTATION HANDBOOK

## 2020-21 School Year



# SCHOOL DISTRICT OF CRIVITZ

400 South Avenue Crivitz, Wisconsin 54114  
(715) 854-2721



## *SCHOOL BUS SAFETY RULES*

1. Obey the driver at all times
2. Stay in your assigned seat
3. Keep the bus clean
4. Keep head, hands, and arms inside the bus
5. No smoking, eating, or drinking on the bus
6. Be courteous and respectful to everyone
7. Keep the aisles clear
8. Talk quietly – inappropriate language will not be tolerated

Any violation of these rules could result in one being removed from the bus. Our major concern is the safety and well-being of the students riding the bus.

**SCHOOL DISTRICT OF CRIVITZ**

**BUS DRIVERS with CONTACT NUMBERS**

Bus #	Bus Driver	Contact
1	Jeff Kwiatkowski	715-927-2960 715-927-1459 715-854-2413 (Home)
2	(Lamers)	715-856-6060
3	Steve Houston	715-701-2982
4	(Lamers)	715-856-6060
5	Sherry Kwiatkowski	715-927-1184 715-854-2413 (Home)
6	Dana Walters	715-927-4079
7	Paul Hicks	920-241-2655
8	Rich Starzer	715-927-3598
9	Pat Swick	715-927-4451



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## STATE OF WISCONSIN REGULATIONS

The Crivitz School District is bound by and adheres to Wisconsin state school bus regulations. To review these regulations, visit <http://wisconsindot.gov/Pages/safety/equipment/sch-bus/default.aspx>.

## POLICIES AND PROCEDURES

The policies that govern the transportation procedures of the Crivitz School District are set forth by the board of education and are available online through the District Policy link on our website. Copies of these policies are also available upon request through the administrative offices.

The safety of students is the basic element underlying aspect of school district transportation policies. Consistent with these policies, all students who attend the Crivitz Schools shall be obligated to walk to school unless:

1. Such students live beyond the definition of State Statues requiring transportation,
2. Students are physically or mentally disabled and require transportation as a result for their safety.

\*\* In computing any distance, which a child must walk, the computation distance shall begin from the edge of the nearest public roadway adjacent to the student's home to the designated school bus stop. It is recognized that some students live in homes located some distance from the edge of the nearest public roadway and the distance from the student's home to the edge of the nearest public roadway shall not be considered as part of the student's walking distance.

The School Board or its designated representatives shall give due consideration to requests for extension of transportation service subject to the above conditions.

In unusual safety condition(s) or due to specialized needs, consideration may be given to parent/guardian requests for change of pickup and drop points.

To assure the safety of all students, student transportation will not be provided upon any roadway which is not regularly plowed or maintained and any roadway, whether a public or private roadway which is not plowed or maintained by the appropriate authority having responsibility to do the same will not be considered a "public roadway" for purposes of determining distances that students must walk in order to be eligible for transportation services.

## STUDENT TRANSPORTATION PROCEDURES

1. Only students assigned to a bus may ride that bus.
2. Students may only be picked up and dropped off at their residence or designated pickup and drop-off point, except those students who have satisfied the district policy for transportation to a babysitter's residence. Approval for transportation to a babysitter's residence must meet the following criteria:
  - a. Parent must make all requests to the building principal's office. Requests must include:
  - b.
    - babysitter's name
    - babysitter's address
    - babysitter's phone number
  - c. There shall be no additional cost to the district.
  - d. There shall be no modification or change in any route to accommodate the request.
  - e. A change of bus assignment will be allowed only if seating is available on the bus.
  - f. The request must identify one bus stop for the entire school year. (That is, the student will be picked up and dropped off at the same location for the entire school year without change.)
3. A parent/guardian may request that a student be picked up or dropped off at a location other than the student's residence, babysitter's residence, a student's place of employment, or in an emergency. Such request must follow this procedure:
  - a. The parent must make the request by phone or note to the building principal. The building principal will contact the transportation office to determine that the request meets the district's requirements that a seat is available and that the location is on an existing bus route.
  - b. A bus pass signed by the principal giving permission for the change is issued to the student for presentation to the bus driver. The following information must be on the pass:
    - bus number approved to ride on
    - place to be picked up or dropped off
    - day and date this will take place and
    - principal's signature

## SCHOOL BUS RULES

1. Previous to Loading (On the road and at school):
  - a. Be at least 5 minutes early to your designated school bus stop; keep the bus on schedule.
  - b. Stay off the road at all times while waiting for the bus. Be alert!
  - c. Wait until the bus comes to a complete stop before attempting to enter the school bus.
  - d. Be careful in approaching bus stops.
  - e. Do not move towards the bus at the school-loading zone until the buses have been brought to a complete stop.
2. While On the Bus:
  - a. Keep hands and head inside the bus at all times after entering and until leaving the bus.
  - b. Assist in keeping the bus safe and sanitary at all times.
  - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  - d. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be

paid for by the offender.

- e. Never tamper with the bus or any of its equipment.
  - f. Leave no books, boots, lunches, or other articles on the bus.
  - g. Keep books, packages, coats, and all other objects out of the aisles.
  - h. Help look after the safety and comfort of small children.
  - i. Do not throw anything out of the bus window.
  - j. Do not leave your seat while the bus is in motion except when going to the door.
  - k. Horse play is not permitted around or on the school bus.
  - l. Be courteous to fellow students and the bus driver.
  - m. ***ABSOLUTE QUIET*** when approaching a railroad-crossing stop is required.
  - n. In case of a road emergency, remain on the bus.
  - o. The possession or use of tobacco products is prohibited.
  - p. There are no food or drinks allowed on the bus!
  - q. The possession or use of alcohol or other drugs is not permitted on the bus.
  - r. Possession of a weapon is not permitted on a bus.
3. After Leaving the Bus:
- a. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure no traffic is approaching from either direction and then only upon the driver's signal. It is suggested that students do not return across the road for any reason such as mail. Go directly to your house.
  - b. Help look after the safety and comfort of small children.
  - c. Be alert to the danger signal from the driver.
  - d. The driver will not discharge riders at other places than the regular bus stops at the home or at school, unless by proper authorization from school officials.
4. Discipline:
- a. Property damage to the school bus will have to be paid by the individual or individuals causing same. This includes seats, broken windows, etc.
  - b. The driver has authority to assign school bus seats.
  - c. Riding privileges may be revoked for the violation of school bus rules.
  - d. The school bus driver is in complete authority at all times.
  - e. Violations of the rules shall be reported to both the principal and parents.
5. **Student Conduct On Buses To and From Extra-Curricular Activities Shall Follow Same Rules As On Regular Bus Runs:**
- a. Students shall ride the same bus to and from any activity.
  - b. Respect the instructions of the bus driver and chaperones.
  - c. There shall be a qualified chaperone on each bus.
  - d. The chaperone will have a list of students riding the bus and shall take roll.
6. Student Conduct includes all bus waiting and drop off points. Students are responsible for their behavior at bus pick up and drop off zones as well as actual travel on the bus.

## MISSING CHILD – BUS DRIVER PROCEDURES

### **What the driver should do if a child does not get on the bus:**

If a child that is supposed to be riding does not board the bus, or if it is reported that a child that should be riding is not on the bus, the bus driver shall immediately attempt to call the office. If the office cannot be reached, he/she should try to contact the transportation director, building principal, or the district administrator (in that order). The office or administrative staff will contact the parents, and if necessary, local authorities.

## EMERGENCY – BUS DRIVER PROCEDURES

1. Move bus off the highway as far as possible, set out reflectors or red cones 200 feet in front and back of the bus and place one on the roadside by the bus.
2. Phone the transportation director who will get help and see that parents are informed, via the school messenger system, that their children will be delayed. If the transportation director cannot be reached, attempt to contact the Principal or the District Administrator.
3. Keep the safety of your passengers uppermost in your mind at all times.
4. Use your best judgment in sending children to call for assistance. If at all possible, never send a child alone.
5. Extreme caution should be used in the event of an accident to see that no injured person is moved from his position until competent medical authorities have arrived. Exception: If the person's life is endangered by remaining in his/her present position.

## BUS ACCIDENT – DRIVER PROCEDURES

1. If the driver is conscious and capable, they should call 911 immediately.
2. Marinette County Dispatch will notify emergency services as well as the District Administrator, the School Principals, and the Transportation Director.
3. If there is imminent danger, students should exit the bus and move as far away from the scene as is necessary. However, if there is no immediate danger, the driver and students should remain on the bus.
4. School administration will attempt to send another bus to the scene for shelter and to transport the uninjured.
5. No one is to leave the scene until checked by EMT's and then released by law enforcement.
6. School officials will notify parents and staff members as soon as possible once student safety is accounted for.

Students transported back to school will be held on the bus until a school official releases them to a designated area. They will remain in this area until they have been seen by the school nurse and released by school officials.

## INCLEMENT WEATHER

1. Whenever possible, bus drivers are asked to notify the superintendent of hazardous conditions, present or building up.
2. Parents, highway personnel, county, and local police, town chairmen, principals, and teachers are urged to notify the superintendent when serious road conditions are building up in a particular area.
3. The superintendent will combine all reports and make an evaluation on how the buses should operate. He will then make a decision as to the bus operation.
4. The superintendent will decide on the proper procedure for bus operation.
5. The superintendent will notify, or cause to be notified, the principal at each school concerned as well as radio and TV stations.
6. The superintendent will check road conditions by six o'clock on mornings when the roads are hazardous.
7. ~~The superintendent would like your calls BEFORE 5:30 a.m. if the roads are impassable.~~
8. If school must be called off, we would like to do this as close to 6:00 a.m. as possible.
9. We shall endeavor to pick up every child on passable roads every day that school is in session.
10. If the weather is inclement, bus drivers, parents, teachers, and other school employees are urged to listen to Radio Stations WRVM, WMAM, WLST, WHYB, WSFQ, WAGN, WOCO, WIXX, WNCY, WOZZ, WROE & TV Stations 2, 5, 11 & 26 for an announcement concerning the operation of buses and school. **Calls, texts and emails will be sent via the school messenger system.**
11. In the case of a delay or closure, an attempt will be made to notify parents and guardians via the school messaging system.

## DISCIPLINARY REFERRAL

A "Disciplinary Referral" will be sent home to the parents of any child who, through his misbehavior, endangers his life as well as the lives of those students on the bus.

### Bus Discipline Procedures:

The following procedures apply to all students, both public and private, who ride school buses. They are designed to provide a fair and responsible system in dealing effectively with unacceptable bus rider behavior and violation of bus rider rules.

The primary objectives include correcting unacceptable behavior on the bus, providing for the best interests of all parties, and affording an individual and his/her parents due process should it be necessary to temporarily suspend or more permanently deny transportation services.

All school administrative staff and bus transportation staff shall be expected to be fair and consistent in the administration of these established procedures.

1. Initial phase of discipline for non-critical situation shall be between the bus driver and the rider.
2. If the bus driver is unsuccessful on a one-to-one basis with the rider, he/she shall be instructed to fill out a school bus discipline report on the rider. This report will allow for and obligate the driver or the contractor to make a personal contact with the parent/guardian. This parent/guardian contact shall be documented on the discipline report and filed for possible future use.
3. If the discipline problem persists, the driver shall be required to fill out a second report, which is attached



to the initial report containing the results of the parent/guardian contact. Both reports shall then be immediately forwarded to the building principal who will review the report for appropriate action.

4. When the principal receives the report, he/she has the following options:

- a. Reprimand.
- b. Parent/guardian conference.
- c. Temporary suspension of bus services up to three days.
- d. One or all of the above with a warning of more serious action if the problem persists and a third report is filed.

The principal shall be required to fully document all communications and actions for the record.

5. A third referral from the bus driver shall result in a required parent/guardian conference called by the principal. The principal has the option of taking a suspension action or issuing a final warning of consideration of a recommendation to the superintendent for expulsion from transportation services.

6. A fourth referral shall result in a formal hearing chaired by the superintendent for the specific purpose of considering whether or not the evidence justifies a recommendation to the board for expulsion from transportation services.

7. If it is determined that expulsion is appropriate, the board shall be notified and a date set for the hearing. The individual involved will be suspended from transportation services until the date of the hearing. If it is determined that not enough evidence exists to justify an expulsion hearing, the superintendent will review a variety of other courses of action and issue a final warning that any additional referrals will result in a recommendation being forwarded to the board with the student suspended from bus riding privileges pending a hearing before the board.

8. A single incident of a very serious nature, which threatens the health, safety, and welfare of other individuals on the bus or a school district employee may be referred directly to the superintendent for action and/or hearing.

The discipline report shall be in four parts. The rider will be asked to sign the report, the bus driver will sign it and the administrator will sign it and date it. One copy is sent to the parents/guardian, one is kept on file by the principal, and one is returned to the bus contractor.

An expulsion action by the board may be for the duration of a semester or the school year. Any student who is expelled from bus rider services will be given an opportunity to ride the buses following the term of expulsion and will again be subject to the discipline procedure.

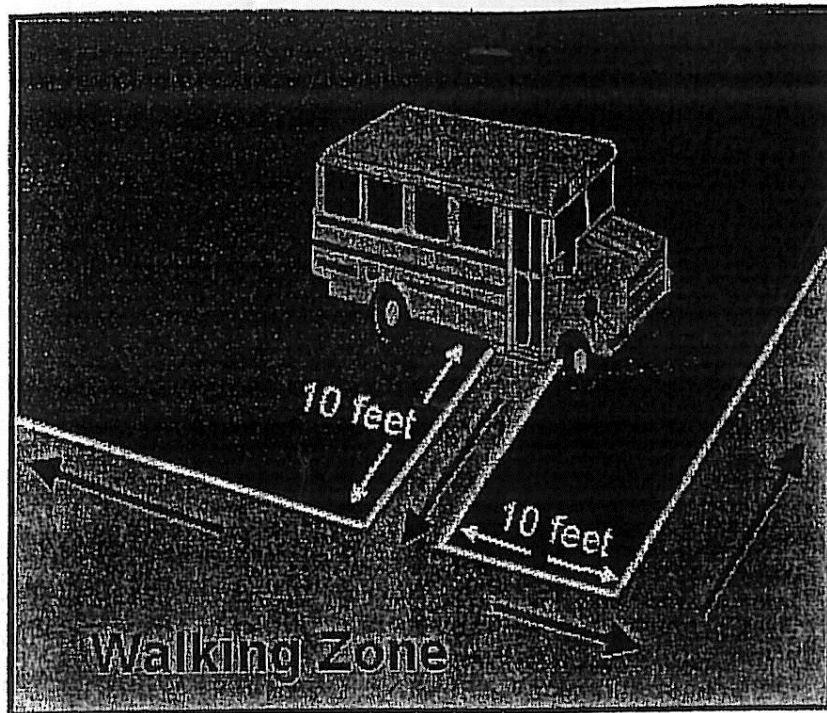
The discipline procedure is designed to reasonably assure that the problems involved should be solved at the lowest possible level. Any report or complaint filed by parents/guardians should be made directly to their child's principal who will attempt to investigate the situation and initiate the discipline procedure as may be appropriate.

## BULLYING

Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

The policies that deal with bullying are set forth by the board of education and are available online through the District Policy link on our website. Copies of these policies are also available upon request through the administrative offices.

## SCHOOL BUS DANGER ZONES



## THE BUS DRIVER'S ROLE

The bus driver is in the unique position of knowing the problems related to the Danger Zone area around the bus and also of seeing how effective a rider safety program can be when properly implemented. Bus drivers are also motivated to contribute directly to the rider safety program and are qualified to do so by virtue of the training they have received.

Selecting a bus driver who can effectively communicate with the primary age group is the key to bus driver involvement. Many bus drivers are anxious to be involved in this program.

## THE PARENT'S ROLE

Parents are concerned about the safety of their children and should be involved in the rider safety program.

Parents can assist by:

1. Being aware of what the Danger Zone is and reinforcing the instruction regarding it.
2. Seeing that their children are on time (at least five [5] minutes prior to the scheduled arrival of the school bus).
3. Instructing their children on proper behavior expected on the school bus and how misbehavior can distract the bus driver at a critical time.
4. Seeing to it that their children are dressed appropriately for winter weather conditions, i.e., boots,

hats, gloves, or mittens along with warm jackets. Should a bus stall in cold wintry weather along with some very remote bus routes; warm clothing may save a child from serious injury.

### THE PUPIL'S ROLE

Pupils, once their level of safety awareness has been increased, should be given a degree of responsibility for their behavior based on their maturity. Pupils in K-3 will be able to accept only a small part of the responsibility and thus need more help. While the K-3 pupils need to become aware of the Danger Zone, the older primary students need to be made aware that misbehavior (pushing, jumping on the bus, etc.) *distracts* the bus driver and can contribute to fatal injuries outside the bus.

### NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The policies that deal with non-discrimination and equal opportunity are set forth by the board of education and are available online through the District Policy link on our website. Copies of these policies are also available upon request through the administrative offices.

### SUMMARY

The Crivitz School District covers an area of approximately 290 square miles, with buses totaling over 1000 miles per day.

Proper bus safety and conduct must be provided and emphasized when a predominantly rural school district like Crivitz travels over 182,000 miles a year.

Cooperation by parents, in support of their child's bus driver, is essential for the protection of all students bused to and from school. Therefore, it is the intent of the Crivitz School District, to assure pupils and parents a safe, dependable, and efficient transportation program.

To maintain such a program, rules and regulations have to be adopted and enforced to maintain our high standards of safety.

SCHOOL TRANSPORTATION OFFICIALS

Patrick Mans  
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Approved by the Board of Education, July 15<sup>th</sup>, 2020