

Gaylord Community Schools

An NCA Accredited School District

TRANSPORTATION DEPARTMENT – ADMINISTRATIVE GUIDELINES #8620a

“Our Mission: To transport students safely and in a timely manner to their destination, helping to make sure they are physically and emotionally ready to learn.”

It is important to remember that the school’s rules apply to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school for infractions of school bus rules. If a student is suspended from the regular bus, they will not be able to ride an activity bus.

Student Transportation Rules for Parents

- Students must be out and waiting for the bus five (5) minutes before the bus arrives.
- **DO NOT** attempt to catch up to the bus in your car, OR have your child run after the bus, OR drop your children off at any place except their designated stop.
- Students will ride to and from school on their assigned buses only. Your child will have ONE pick-up and ONE drop-off location. This must be a Monday through Friday schedule. If you have an emergency, you will need to make other arrangements for the transit of your student. No student will be allowed to ride another student’s bus.
- Please do not attempt to take or send someone to take your child off the bus at either their school or the GIS transfer parking lot. This is for the protection of your child. If you are picking up your child, please plan to do this at their school, in the designated pick-up location. If your child’s school is not notified with a change in transportation instructions, your child will be taken to his or her designated drop-off point via the afternoon bus route, or will be transported to the bus garage for parent pick-up at the discretion of the Transportation Director/Staff.
- Please notify both the school **AND** the Transportation Department before 2:00 p.m. if your child is being picked up after school. If you have more than one child attending different schools and you are picking up only ONE of your students/kids, please let your other child(ren) know this so that they are not panicked because a brother or sister is not on the bus. *Remember*, it is your responsibility as a parent/guardian to alert the school and **AND** the Transportation Department. Our bus drivers cannot take instructions from a student to change a bus schedule for any reason.
- Once the buses have been given the directive that the parking lot is clear, they will proceed to the next stop. No students will be taken off the bus once they have left their own school.
- At Gaylord Intermediate School in the afternoon, the parent/student pick-up location is on the east side of the GIS building. This is the side of the building where the athletic fields are located. Students that are not riding the p.m. buses must be picked up at the school building where they attend. Please use the designated drop-off and pick-up points as defined by each individual school. For safety, **DO NOT** ask or allow your child to walk between buses at any time.
- Students not riding for more than 3 days will need to contact the Transportation Office to resume pick-up.
- School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while your child is being transported.

Transportation Rules for Students

Here are the basic bus rules that your child should be following:

- Obey the bus driver at all times. Bus drivers are authorized to, and may, assign seats.
- Cooperate with the driver and be courteous. No harassment, profanity, obscene gestures, disrespectful language or bullying will be tolerated.
- Do not be destructive, throw objects or litter on the bus.
- Stay in your seat, facing front and keeping aisle clear.

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Transportation Rules for Students (cont.)

- Do not throw objects out windows. Windows may be opened with driver's permission.
- Keep head, hands, and feet inside bus.
- Talk quietly, no loud outbursts, and be quiet when crossing railroad tracks.
- Students will always cross in front of the bus when loading and unloading. Watch for the bus driver to signal to cross over. Use the handrail when departing.
- Arrive at bus stop 5 minutes before pickup. Dress for weather and wait for the bus a safe distance from roadway.
- The possession of tobacco, inhalants, or any controlled substances will be dealt with accordingly.

Disciplinary Procedures:

When a serious rule violation has occurred or a child doesn't respond to repeated efforts of the driver, or a pattern seems to have developed, a school bus driver will complete an Incident Report. The intent is to maintain good order and a safe environment for students riding buses to and from school or school sponsored events, and/or to notify parents of the misconduct of their children. The following are standard actions that will be applied uniformly in response to documenting incidents. The Transportation Director, in coordination with the GCS Administrators when necessary, will adjudicate all behavior problems and resulting discipline.

1st Step – Student verbally warning, driver documents on daily Memory Log

2nd Step – Document on Incident Report, submit to Transportation Director for review with driver, student/parents, and school administration, if applicable. Severity of incident will be taken into account when determining the length of the discipline. Incident Report will be routed to appropriate parties by Transportation Director for further review/follow-up as needed.

3rd Step – Repeat offenders will follow the 2nd Step process which may include a more severe level of discipline.

Extreme Behavior/Severe Disruptions: Extreme behavior &/or severe disruptions will be dealt with on a case by case basis by the Transportation Director and GCS Administrators. Severe conduct may result in loss of transportation privileges for the remainder of the school year.

Property Damage: The student or students responsible will lose bus transportation privileges until the total cost of the damage is paid.

“Gaylord Community Schools - Bus Facts”

31 School/Trip Buses in our fleet

26 Routes transport 2,600 students each day

1,500 miles per day = 7,500 miles per week = 323,000 miles per year

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