



**Collinsville CUSD # 10  
Transportation and Student Conduct Guide**



**Transportation Provider:  
First Student, Inc.  
Kim Pugh, Director**

**618/346-8605**

**District Transportation Contact:  
Director of Student Services  
Kelly Carpenter**

**618/346-6350**

# **TABLE OF CONTENTS**

## **Section I – Eligibility for Students Transportation**

- Distance Requirements
- Unusually Hazardous Transportation Areas
- Private School Students
- Day-Care Providers

## **Section II – Bus Conduct Rules**

- Student Instructions
- Driver Responsibility

## **Section III – Discipline Process**

- Driver Action
- Progressive Discipline

## **Section IV – Route Restrictions**

- Assignment of Bus Stops
- Route Modification

## **Section V – Transportation FAQ**

# Collinsville Community Unit School District #10 Transportation Handbook

## Section I: Eligibility for Student Transportation

**Note:** Distance is measured from the student's home to the assigned school.

### Pre-Kindergarten Students

Parents are required to provide transportation for students eligible for the Pre-Kindergarten Program.

### Kindergarten through High School Students

All students in grades Kindergarten through twelfth grade **residing a distance of 1.5 miles or greater** from the school which they are assigned to attend or in an unusually hazardous area will be provided transportation (see further detailed information below). ***Parents of kindergarteners and first graders are responsible to meet their child's bus each day or designate a responsible individual to be with their child during pick up and drop off times.***

### Special Education/Physically Challenged Required Transportation

Special Education students will be eligible for transportation services **as provided by law**. They are expected to adhere to student policies, rules and procedures established by the District.

### ALL STUDENTS

If there is reasonable doubt that a student cannot reach their home safely, the student will be kept on the bus and brought back to school. The school or administration office will be informed of the circumstances. Once the student is returned to the school, the school will contact the parents or emergency contact.

### Unusually Hazardous Transportation Areas

The Department of Public Instruction provides guidelines for determining if an area is unusually hazardous. This designation must be approved by the Illinois Department of Transportation. Students residing in areas **that have been designation as unusually hazardous** will be provided transportation services if identified in the Districts' *Unusually Hazardous Transportation Plan*.



### Private School Students

The District is obligated as specified in state statutes, to provide transportation for students who reside within district boundaries attending private schools within district boundaries. It is the intent of the District to accommodate the needs of these students and their families as much as possible; however, such accommodations will not supersede existing bus routes or the schedules of District students.

## Day Care Providers

It is the intent of the Board that the Administration and its transportation provider(s) make all reasonable attempts to provide transportation for students to or from school and to locations other than their homes when the purpose of these alternative locations is **before or after school childcare**. Other than the student's home, one alternative location may be requested. It is understood that all such arrangements are subject to restrictions based on budgetary limitations, route structure and bus capacity.

The following are the accompanying procedures and limitations under this policy:

- A childcare provider must be **located on or near an established bus route**; the childcare provider will be looked at similar to a student residence for eligibility purposes except that routes will not be altered to accommodate requests for services under this policy.
- Written requests are submitted to the Director of Student Services and will be handled on a first come, first served basis. There must be sufficient space on the bus.
- Childcare arrangements must be consistent on a weekly basis; only a limited number of provider changes will be accepted during the year. Each change will require submission in the form of a written request.
- **PLEASE NOTE:** After approval, if the bus were to become full with students that live within that area, your child may be removed due to overcrowding issues.
- The written request for transportation to and from childcare providers must be submitted, approved and renewed each school year.
- Students who are not eligible for transportation are **not** eligible to be transported to a daycare provider.

## **Section II: Bus Conduct Rules**

All students, regardless of age, are subject to the rules and regulations of the School District while riding the bus. When a student's bus riding privileges are suspended the suspension may include field trips and extra-curricular activities. For the safety of all bus riders, students shall follow the following *Student Bus Conduct Rules*:

### **Prior to loading** (both at your bus stop and at the schools):

- Be at the bus stop five minutes prior to bus arrival time. This is mandatory. Delays on the schedule affect the rest of the bus stops and arrival times.
- Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- Do not move toward the bus or attempt to enter it until the bus has come to a complete stop.
- Loading should be done in an orderly fashion, without pushing or shoving.

### **While on the bus:**

- Students shall keep hands and head inside the bus at all times after entering and until leaving the bus.
- No loud talking, rough housing or unnecessary confusion that could divert the driver's attention and cause a serious accident.
- No smoking or chewing of tobacco will be allowed on the bus.
- No dangerous objects or pets will be allowed on the bus.
- Cell phones are not permitted for use on the school bus.
- Bus riders are not to be permitted to stand or leave their seats when the bus is in motion.
- There must be absolute silence when approaching a railroad crossing and until the bus is safely across the tracks.
- While on the bus you must remain courteous to fellow riders, bus drivers and chaperones. Profane or indecent language will not be tolerated.
- All books, packages, coats and other large objects will be held on the rider's lap. The aisles, entrance door and emergency doors cannot be blocked.
- Treat bus equipment as you would valuable possessions in your home. Damage to seats, windows or equipment must be paid for by the offenders.
- Trash and/or debris are not to be thrown on the bus or from the bus windows.
- Each student rider is responsible for the general condition of his/her seat assignments.
- Remain on the bus until the bus reaches the designated bus stop or shuttle transfer bus, unless authorized by the school bus driver, transportation provider's office, school official or parent written request.

### **After leaving the bus:**

- Move directly away from the bus. Do not walk along the side of the bus or go to the mailbox until the bus has left the stop.
- When it is necessary to cross the road, students must cross in front of the bus only after the crossing arm and stop arm are out. The student should also check traffic conditions before crossing the road.

**Drivers' Responsibilities:**

- Drivers and/or school officials may assign seating arrangements.
- The bus driver is responsible for the safety and welfare of the child and must therefore adhere to statutory provisions and regulations.
- The driver is responsible to see that the bus shall not be overloaded at any time.
- The driver under no circumstance shall ask a student to leave the bus while in route unless the student is returned to school staff, law enforcement, transferred to another First Student vehicle or taken to the First Student or District office. The parent is to be contacted. Except for serious violation, which would be handled above, the driver has the obligation to complete the route with the violator on board, discharge the violator at the normal stop, and report the incident, in writing, to the First Student office at the completion of the route.
- The school bus driver has the authority to discipline the student if any of the rider rules are broken. Authority to discipline is construed to mean taking appropriate action to rectify the problem in accordance with school board policy.
- If there is reasonable doubt that a student cannot reach their home safely, the student will be kept on the bus and brought back to the school. The school or administration office will be informed of the circumstances. Once the student is returned to school, the school will contact the parents.
- Driver will not allow animals or pets to be on the school bus unless required by law.
- Drivers will not allow any object to be placed in the aisle, or allow any objects to block the entrance or emergency doors.

### **Section III: Discipline Process**

All students, regardless of age, are subject to the rules and regulations of the School District when riding a bus. When a student's bus riding privileges are suspended, the suspension includes field trips and extra curricular activities.

#### **Driver Action**

The bus driver will be responsible for the safety of the student riders and for enforcing bus rider rules under the direction of the transportation provider and the School Administration. The driver has the responsibility to address and correct misbehavior on the bus. Depending on the severity of the situation, a driver may handle the misconduct offense by taking appropriate action on the bus such as assigning seats. The bus drivers will complete a Bus Conduct Report at the completion of the route.

The severity of the offense may cause the progressive disciplinary procedure to begin. Examples would be throwing objects, swearing, fighting and damage to the school bus.

#### **Progressive Discipline**

School bus transportation is a privilege, not a right. Students who refuse to accept and follow necessary rules and regulations relating to safe and comfortable transportation will be subject to a progressive ladder of discipline. Minor infractions will be handled by the bus driver when necessary. For example, seat assignment changes or warnings.

When further incidents occur while being transported on the bus, and warnings by the bus driver have failed, or when the rule infraction is of a serious nature, the incident will be referred to a principal at the student's school for investigation and action. Upon receipt of a bus conduct referral, the principal will meet with the student to discuss the infraction. A copy of the referral will be sent to the parent/guardian and entered into the discipline section of the student's record. The level of discipline imposed by the principal will be in proportion to the: 1) seriousness of the offense, and 2) previous disciplinary record of the student, the age of the student and other relevant factors. Below are descriptions of each level and corresponding consequences.

- **Level I**  
Level I discipline is used for minor acts of misconduct that interfere with providing a safe and comfortable ride on the bus. Consequences may include, but are not limited to written warning, seat assignment, restitution, parent/student/principal conference or restorative solution.
- **Level II**  
Level II discipline is used for repeated minor acts of misconduct or intermediate acts of misconduct such as misbehaviors directed against persons or property that do not seriously endanger the health or safety of others. Consequences may include, but are not limited to restitution, detentions or suspension from riding the bus for up to five days\*. If a student is suspended from the bus, the principal may suspend the student's bus riding privileges for field trips and other extra-curricular activities.

- **Level III**  
Level III discipline is used for repeated minor acts of misconduct or serious disruptions of the bus environment or threats to personal health, safety and property. The consequences may include, but are not limited to restitution, detention or suspension from riding the bus for up to ten days\*. The principal will communicate the student's bus referrals with the Director of Student Services.
- **Level IV**  
Level IV discipline is used for acts of an illegal nature that may include, but are not limited to bringing drugs or weapons on the bus and causing serious physical harm to another. This level may also be used for students who have had several interventions through the school year in the previous three levels and little change in their misbehavior. The principal will make a discipline recommendation to the Director of Student Services. Consequences may include a period of suspension time more than ten days or the student may be referred to the Board of Education for expulsion from the bus for up to the remainder of the school year\*. During the expulsion process, the student will be suspended from riding the bus for all activities.

*\*When a suspension or expulsion from the bus occurs, parents or guardians are responsible for transporting their student to and from school. If the student does not attend school because of bus behavior the student is truant and will be disciplined as such.*

## **Section IV: Route Restrictions**

### **Assignment of Bus Stops**

First Student has the responsibility, with the help of the District, to establish bus stops. The bus stops will be established first with the safety of the students in mind. The second factor that affects the establishment of bus stops is route efficiency. Grouping students at a bus stop provides for a safer and more efficient method of picking up and dropping off students.

### **Walking Distance to Bus Stops**

Every effort shall be made to establish bus stops within 1.2 miles from the homes of students.

### **Dead End Streets**

It is the policy of the District not to assign bus stops on dead end streets/roads. Exceptions to this policy may be made when acceptable bus turnarounds are available.

### **Route Modification**

Routes are adjusted throughout the school year as students move into and out of the District and into and out of a bus route. When route modifications are necessary, First Student and/or the District will contact the parents through notes sent home with the student.

### **Temporary Riding Eligible/Not eligible on another Route**

In the event of an emergency, students **may** be allowed to ride a different bus or get off the bus at a different stop, provided:

- A written note from their parent and approval by a school official.
- Space is available
- Route is not modified
- District approval from First Student office is obtained.

## **Transportation FAQ**

Transportation needs are constantly changing. The Student Services Department pledges to continually review and improve services for District 10 students within the constraints of our resources.

Please contact your school administration with all bus concerns, questions or requests for changes. They will review the request and make their recommendations to the District office for review and adjustments.

### **Frequently Asked Questions**

**Q.** The bus drives right past my house. Why can't it stop at my house?

The higher frequency of stops makes the motoring public impatient. This results in people driving around the bus which creates a dangerous situation. It also delays the bus by increasing the number of stops and makes the student ride time longer. Stops are placed to be convenient for groups of students in the subdivision.

**Q.** I can't see the bus stop from my house.

First Student Transportation provides transportation for over 6,500 students. We are not able to position bus stops so that all parents are able to see the stop from their home.

**Q.** We live on a cul-de-sac. Will the bus come down our street?

Except for special education circumstances, buses are not routed into a cul-de-sac. Cul-de-sac stops are considered unwise for the following reasons:

- Cul-de-sac stops create blind spots often causing students to enter or exit in a danger zone around the bus (at a corner stop or street curb stop, they enter/exit outside the danger zone)
- Different styles and sizes of buses make maneuvering in a cul-de-sac difficult
- The rear of the bus has potential to swing around close to the sidewalk
- Parked cars and other obstacles create road hazards that may not be seen until entering the cul-de-sac and at a point of no return
- Potential property damage to mailboxes and landscaping

**Q.** Why do some children have to cross the street to board the bus?

We are not able to route buses so that all children can board the bus on the door side. We recommend that children wait on the side of the street where they reside. The bus will stop traffic in all directions to accommodate students that need to cross the street.

**Q.** My child carries a large musical instrument and/or heavy backpack. He is the only student using the stop. It needs to be closer to home.

Bus stops are centrally located for all students along a route. Bus stops are not changed to accommodate one or more students because that may displace other students further from their home.

**Q.** I leave for work early and can't watch my child get on the bus. Can't the stop be at my home?

In order to be consistent and fair in placement of bus stops, District 10 is not able to establish stops based on personal circumstances.

Q. Why is my child's bus late?

Weather, traffic, driver absenteeism, maintenance difficulties and unforeseen incidents are responsible for delays in arrival of school buses. Please know that we do everything humanly possible to have all buses running on schedule each and every day. In the event your bus does not arrive as scheduled, contact First Student at 346-8605. **Please allow 10-20 minutes before calling.**

Q. Why can't you call when you know the bus will be late?

There are as many as 50-60 students on each bus. It would be impossible to contact everyone in such a short time frame and many parents are not home or waiting at the stop for their child.

Q. Why can't you come further into my subdivision or cul-de-sac?

Buses come in varying lengths, widths, heights and weights. The length is what limits the school bus to be maneuvered in cul-de-sacs and tight places. Most subdivisions are not designed with school bus transportation in mind.

Q. My child is starting kindergarten. Will the bus pick my child up in front of the house?

There are no special laws or requirements for transporting students enrolled in kindergarten. Kindergarten students are eligible for transportation services if they live more than 1.5 miles from school. Parents of kindergarteners and first graders are responsible to meet their child's bus each day or designate a responsible individual to be with their child during pick up and drop off times.

Q. Why is there an address stop on the route if buses don't make home stops?

Address stops may occur for a special education student on a regular route, mid-point on a long street or on a four-lane road.

Q. How far can a bus stop be from a student's home?

Bus stops may be up to 1.2 miles from the student's residence. Stops in District 10 are generally far less than 1.2 miles from students' residences.