

Zachary Community School District

2017– 2018 School Year

TRANSPORTATION PROCEDURES

School transportation will be provided to all students living within the Zachary Community School District. First Student will comply with all Zachary Community School Board policies and procedures, state and federal laws and regulations pertaining to school bus transportation.

Buses transporting school children will be considered extensions of the school district. All students using school bus transportation will abide by the code of conduct posted on each bus and issued by the Zachary Community School District. Violations of the code, as well as other conduct that is improper or jeopardizes the safety of other students, will not be tolerated. Violations will be reported to the principal and violators may be denied use of school transportation. Please be advised that District buses are equipped with video/audio recording devices that may be used as an investigation tool to monitor activities of students, drivers, aides, and anyone who may board the bus. This video/audio can be used by the School District/First Student to discipline ANYONE that is a passenger on that bus. Viewing of any tape is only authorized by the School District or its designee. The bus driver will be responsible for the bus at all times from departure until return. The driver will not participate in any activity that might impair their driving ability.

Be reminded that any unauthorized person boarding a school bus in the State of Louisiana to confront a Driver, Aide or Student is prohibited by law and will be punishable by the laws of Federal and State Courts.

Transportation Guidelines

The following transportation guidelines are provided to ensure safe, consistent home-to-school transportation for the students of the Zachary Community Schools. School bus transportation is a privilege and parents are encouraged to review proper conduct with their children.

Student Safety- A Shared Responsibility

The safety of students remain a shared responsibility. It is the responsibility of the parent to get students safely on and off the bus. ***Parents are encouraged to have their child at the bus stop 10 minutes BEFORE the designated pickup time.*** Parents must consider the prevailing climate and location of the neighborhood in which they live. If parents believe that certain aspects of the student's bus stop is, "unsafe", they must take the necessary precautions to ensure the safety of their children while walking to and from bus stops and while waiting for the bus to arrive.

Bus Stop Change Forms

All routes are planned from the home address on record to school and from school to the home address on record. Students may have bus stops based upon the address of a day care provider, childcare center, or relative's home. Bus stop change forms are required from parents when their child needs to board the school

bus at a stop other than their home. If the change is only for one route (AM or PM), a note signed by the principal is required. All bus stop change forms are to be signed by the principal. Parents will only be allowed to change their child's stop two (2) times during the school year. Please note that bus stop times may change throughout the school year due to additions and/or deletion of students to the bus route. All approved bus stop change forms or Transportation Request will be completed in **3 business days**.

THERE WILL BE NO CHANGES MADE TO BUS ROUTES THE FIRST TWO WEEKS OF THE SCHOOL YEAR.

General Guidelines

- The bus driver is responsible for all passengers while they are riding, loading or unloading from the bus.
- The bus driver will assign seating to each passenger.
- Bus routes are designed to minimize the number of minutes students ride the bus each trip.
- Students may have bus stops based upon the address of a day care provider, childcare center, or relative's home, with the proper documentation, within Zachary Community School Boundaries.
- Students are not permitted to use the school bus to ride home with friends without a written authorization from a parent and signed by the principal.
- Students WILL NOT be dropped off for parent scheduled events such as Swimming Lessons, Golf/Tennis Practice, Music Lessons, Personal Baby Sitters, Work, etc.
- School buses are NOT allowed to enter apartment complexes, cul-de-sacs, dead ends, mobile home courts, or private streets or driveways.
- During rainy days, students will be dropped off as close to the home as reasonably possible, without affecting the bus arrival time for their second tier route.

Transportation for Pre K- 2nd Grade

- All lower elementary students (Pre K- 2nd Grade) **MUST** be accompanied to the bus Stop/or door stop. On the return trip, a responsible party must also **BE WAITING** at the designated stop/or at the door to accept the student when the bus arrives.
- Drivers are strictly prohibited from abandoning the other students on the bus to get a student to their door.
- In the event a responsible party is not at the **bus stop/or home** to accept these students, an attempt will be made to contact the parent, by the phone number on record, and a suitable **designated stop** for the child will be agreed upon. In the event that we are unable to contact a parent, the child will be brought to First Student Offices located at 4922 Rankin Rd, Zachary, LA. After normal business hours, the child will be brought to the Zachary Police Department & reported to Child Protection Services.
- The parent or guardian will be required to show proper ID before they are allowed to leave with the child.
- Drivers are not to drive around the neighborhood or repeatedly double back to the stop looking for someone to take the child.
- Drivers will notify dispatch and every effort will be made to contact the parents.
- Parents who repeatedly cause students to be taken back to the School, First Student Offices, or local authorities, risk losing transportation privileges for the student and will be reported to Child Social Services.

Transportation for 3rd- 6th Grade

- Whenever practical, bus routes should be planned so that upper elementary grade students (3rd-6th grade) can have a walk zone up to two-tenths (.2) of a mile to board the school bus at a safe bus stop.

Transportation for 7th - 12th Grade

- Middle and High School students (7th- 12th grade) can have a walk zone up to five-tenths (.5) of a mile to board the bus at a safe bus stop.

Bus Stop Changes Due To Hazards or Distance

- All requests for bus stop changes, due to hazards, should be completed on a ***Transportation Service Request Form***. These forms are located at the First Student office and each Zachary Community School. All requests will be considered on a case-by-case basis.
- If granted, bus stop changes may take up to three (3) business days to implement. Parents/Guardians will be contacted by phone and mail of the decision.

Service Complaints against School Bus Transportation

- Service complaints are to be called into the Transportation Office (225-654-9729). Upon receipt, the complaint is forwarded to the appropriate individual. First Student will investigate all complaints, and if necessary, progressive disciplinary action will be taken.

Special Education Routes

- Parents of all Special Education students are required to contact the Transportation Department each day their student is not going to ride the bus, for any reason, during the AM or PM route.
- These students must have IEP Records on file with the school and/or assigned by ZCSB to ride Special Education Vehicles.

SCHOOL BUS DISCIPLINE

All Zachary Community School students are required to follow each of the bus rules that have been established to ensure safe transportation to and from school. The bus is an extension of the classroom with similar rules of behavior. Bus rules are posted on each bus and explained by the driver. Failure of a student to obey these rules puts the driver, other students, the motoring public, and the child at risk. Statistically, the vast majority of school bus accidents occur when drivers are distracted from their driving duties by unruly students.

Conduct for all Students

- Students shall follow all rules and regulations of the Zachary Community School System.
- Students shall not stand in the traveled portion of a roadway while waiting for a bus.
- Students shall not extend any part of their body out of bus windows.
- Students will not throw objects on or out of the bus.
- Students shall not get on or off the bus or move about while the bus is in motion.
- Eating or drinking is not allowed on the bus.
- Animals shall not be transported on a bus.
- No weapons of any type shall be transported on a bus.
- No electronic devices (i.e. cell phones, iPods, etc.) are allowed to be used on the bus. They are not allowed to be in sight at any time.

Student Misconduct

- The bus driver will contact parents concerning the behavior issues.
- If the student's behavior is still disruptive to the point of creating a hazardous situation, the bus driver will write a referral and turn it in to the school.
- The principal will investigate the incident and make a decision on the bus infraction.
- Parents will be notified by phone or in writing of the infraction and penalty.
- During any period in which the transportation privilege is lost due to the misconduct of a student, transportation to and from school becomes the sole responsibility of the parent.