

North Cape School District

Pupil Transportation Handbook

For 1st-8th Graders



Transportation Provided by:

Dousman Transport Co., Inc.

WE TRANSPORT THE WORLD'S MOST PRECIOUS CARGO

Student Transportation & Buses For Charter Trips

www.dtcbus.com

The School Board of the North Cape School District provides transportation as permitted or required by Wisconsin Statute. The School Board carries out the transportation responsibility by:

1. Contracting with a private carrier, which provides service as detailed in the contract.
2. Employing an Administrator who will plan safe, efficient and economical school bus routing with the bus contractor.
3. Approving rules of behavior for all transported pupils and designating the Administrator responsible for the enforcement of such rules.
4. Providing for cancellation of bus service in emergency weather situations by announcing cancellations over radio and television stations.

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Because primary responsibility for various aspects of the transportation operation are delegated to the bus contractor, the Administrator, parent or citizens seeking information will receive better service by proceeding as follows:

1. Information or complaints about late buses, bus safety, bus drivers or emergencies, should be directed to the contractor (262-534-2191) or the school office. Two-way radio communication is available at the school bus terminal for information or complaints received.
2. Information or complaints concerning bus routes or bus stops, safety standards or contract requirements, should be directed to the bus contractor.
3. Information or complaints concerning student behavior while on the bus or while loading the bus should be directed to the school Administrator.

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School buses transport a most precious cargo. To insure a safe school bus ride requires the complete cooperation of pupils, parents, the school and the bus contractor. Students and parents should realize that school bus transportation is a PRIVILEGE, NOT A RIGHT. A safe school bus ride and better service will result if everyone abides by the following rules and regulations. Improper behavior will not be tolerated. Pupils who misbehave can be denied the privilege of riding the bus.

Introduction: All students living in the district will be transported to and from school on the regular school bus, unless parents are driving the child to school. An irresponsible student should not be permitted to endanger the lives of others. The safety of the students is paramount. The bus driver is given responsibility for the safety of the children in their charge and has complete authority while the children are on the bus. Riding the bus is both a privilege and a responsibility, so please obey promptly and without argument. Thank you for your cooperation in keeping our buses safe.

Driver Requirements

1. The driver shall be responsible for maintenance of order for school bus riders without physical or verbal assault. Misconduct considered serious by the driver shall be in written form to the Administrator for disciplinary action. If immediate disciplinary action is needed, the driver shall use the two-way radio to dispatch needed assistance by other authorities.
2. The driver shall not smoke or permit smoking when any school bus riders are aboard the bus. Drivers should refrain from smoking when on school property even when school bus riders are not aboard the bus.
3. The driver shall not allow any articles to be transported within the bus body if there is or may be interference with pupils or driver, or if aisle, well or steps are obstructed.

General Rules:

1. All students are required to ride the bus. Walking or bike riding is discouraged due to the main roads and the high-speed traffic.
2. At this time children may only ride their assigned bus. Children may be dropped off at another address on the **same** route only. In order for this to occur, the office and the bus driver must receive a written notice from the parent or guardian with a signature.
3. Students will only be picked up at one (1) address and dropped off at one (1) address all year long. Parents will have to provide their own transportation if they want them to go somewhere else. Day-care/babysitter or home all year – NO EXCEPTIONS!
4. It is to your advantage to find a babysitter on your home address bus. If a bus fills up with home address students, day care/babysitter children will be the first removed – sometimes with only a day's notice.
5. Day care/babysitter notices must be on file by August 15th of the start of the new school year. You may be denied changes after that date.
6. In case of emergency, you will need to call **Dousman Transport at: 262-534-2191**, if your child needs a different transportation schedule for that day.
7. Failure to follow these rules may result in loss of privileges of being transported to/from a day care/babysitter.
8. All buses are now equipped with cameras for the safety of all children. Viewing of videos depends on the severity of the infraction (suspension, not a discipline slip) and if any other students are implicated (privacy acts).
9. Students are responsible for their behavior on the school bus and at the bus stop.
10. Bus drivers reserve the right to assign seats on the bus.

Previous to Loading (on the road and at school)

1. Be on time at the bus stop (at least 5 minutes before boarding).
2. Stay off the road while you wait for the bus to arrive.
3. Wait until the bus stops completely before attempting to board or exit the bus.
4. Wait for the bus driver's hand signal before crossing the street (cross 10' in front of the bus).
5. No objects are to be thrown while waiting for the bus – this includes snowballs, ice and stones.

While on the Bus

1. Be seated as soon as possible to avoid traffic delay on the highway.
2. Keep hands and head inside the bus at all times.
3. No throwing of papers, eating, gum chewing, smoking or chewing of tobacco. Keep the bus clean and safe.
4. Be polite, talk quietly and use proper language and gestures.
5. Keep books, packages, instruments and coats out of the aisle (on lap or under the seat).
6. No moving from one seat to another while the bus is in motion.
7. The use of electronic equipment and cell phones is prohibited while on the bus.
8. Windows to be lowered half-way down only with the permission of the driver.
9. Absolute quiet at railroad crossings.

10. No tampering with or defacing equipment. Damage to the bus is to be paid by the person responsible for the damage. Parents will be held financially responsible for damage caused by their child(ren).
11. No transporting of animals, skateboards, or objects that may cause harm to another student.
12. Help look after the safety and comfort of small children.
13. In case of an emergency, children are to remain in the bus or evacuate the bus as directed by the driver. Do not leave by the rear door, except in case of an emergency.
14. Report any injury to the driver.

After Leaving the Bus

1. Cross the road, when necessary, after getting off the bus (at least 10' in **FRONT** of the bus, **NEVER BEHIND**) only after getting the signal from the driver and after looking to be sure no traffic is approaching from either direction.
2. Be alert to the danger signal from the driver.

During Extra-curricular or Field Trips

1. Any of the applicable rules or regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of competent chaperones appointed by the school officials to accompany the student bus riders.
3. Teachers, chaperones and the bus driver shall confer before and after the trip on matters concerning the violation of the rules and regulations. The teacher or chaperone should verbally explain to the students the disciplinary action which could result from misconduct. Any violations should be in written form to the Administrator, by the teacher, chaperone or driver.

Consequences for Violations While on the Bus

First Infraction: Discipline slip and conference with bus driver and/or District Administrator.

Second Infraction: Discipline slip and conference with bus driver and District Administrator. Principal notifies parent by letter or a telephone call that a third infraction will result in a suspension of bus-riding privileges for 3 school days.

Third Infraction: Loss of bus privileges for 3 school days – starting the next school day following parent notification. Letter and/or phone call to parent(s).

Fourth Infraction: Loss of bus privileges for 5 school days. The parents and student will have a conference with the District Administrator and the bus driver.

Fifth Infraction: Parents will be required to meet with the District Administrator to determine further action, possibly loss of privileges for the rest of the school year, no less than 7 school days

After reviewing these rules and regulations with your child(ren), please sign the Signature Page and return it to school no later than the second week of September. Thank you for your cooperation.