

KANSAS CENTRAL SCHOOL BUS 2011-2012

BUS TRANSPORTATION REQUEST

Phone: 913-294-9610

After hours Emergency: 913-220-3555

Fax: 913-294-9670

Address: 1010 N Pearl, Paola, KS 66071

ALL STUDENTS AT THE SAME ADDRESS MAY BE LISTED ON THE SAME FORM

Student(s) Name	Grade Level	School <i>(Circle for each student)</i>	Miles to School <i>(lowest tenth, 2.8)</i>	Official Use Only-Miles	
				District	State Auditor
		CE-SE-PMS-PHS-PACP HT-BE-TE-GY-LM-PV			
		CE-SE-PMS-PHS-PACP HT-BE-TE-GY-LM-PV			
		CE-SE-PMS-PHS-PACP HT-BE-TE-GY-LM-PV			
		CE-SE-PMS-PHS-PACP HT-BE-TE-GY-LM-PV			
		CE-SE-PMS-PHS-PACP HT-BE-TE-GY-LM-PV			
		CE-SE-PMS-PHS-PACP HT-BE-TE-GY-LM-PV			

Student(s) Address: _____
 (Or approved stop) _____

1st Phone # to Contact: () - _____
 2nd Phone # to Contact: () - _____

Allow only one approved stop per student, 2.5 miles or further from school (no second stops or taxi service)

Official Use Only
Assigned Route Number
Assigned In-District Route Number & Stop for Out-Of-District Student(s)

***SPECIAL CONCERNS/INFORMATION REGARDING YOUR STUDENT(S); MEDICAL CONCERNS; ALLERGIES; RESPIRATORY PROBLEMS; OTHER INFORMATION:**

PARENT INFORMATION:

Name: _____ Work Phone: _____ Cell: _____ Evening #: _____

Name: _____ Work Phone: _____ Cell: _____ Evening #: _____

Other Emergency Number: (Not home or work) _____

I HAVE REVIEWED THE BUS REQUIREMENTS (backside) I AGREE TO THE TERMS INCLUDING PARENT RESPONSIBILITY FOR STUDENT CONDUCT.

PARENT SIGNATURE _____ DATE: _____
 PRINTED NAME _____

Kansas Central School Bus and USD 368 School District

Dear Parents and Students:

Paola USD 368 contracts with Kansas Central School Bus to provide bus service to and from school daily. If you wish to request bus services, changes or to resolve a bus problem, contact Kansas Central School Bus at 1010 N Pearl, Paola, KS or by phone at (913) 294-9610. The after hours **emergency** number for Kansas Central School Bus is (913) 220-3555.

Transportation Guidelines:

The safety of district students remains a shared responsibility. It is the parents' responsibility to get students safely on the bus and then Transportation assumes primary responsibility. Parents must consider the prevailing climate and neighborhood in which they live. If parents believe that certain aspects are "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 regulations for safe, orderly, and efficient transportation services:

1. Follow the driver's instructions at all time.
2. No eating, chewing gum, drinking, or use of tobacco, alcohol or illegal drugs on the bus.
3. Keep all body parts and objects to yourself and inside the bus.
4. Classroom voices, no foul language or gestures; be quiet when approaching & traveling over railroad tracks.
5. Electronic equipment must not be disruptive. Not responsible for damage or loss to equipment or any student articles.
6. Cell phones are allowed, but may not be shared or used to take or distribute pictures, text messages, or recordings. Headphones must be used to reduce noise. Student to student calls are not allowed on the bus. Students may be requested to cease cell phone use if it causes a distraction.
7. Keep aisles clear of clutter, arms, legs, feet, etc. The aisles are to be accessible for use during loading, unloading or emergencies.
8. Do not tamper with any emergency equipment; respect bus property.
9. Sit in assigned seat; must remain seated when the bus is in motion. Violations will result in automatic suspension of bus privileges.
10. Be at bus stop five (5) minutes early. Driver will stop, wait 1 minute, open door, look, close the door and then proceed. Driver is not allowed to wait for more than 1 minute for students or to make unauthorized stops. Buses are equipped with GPS which will track the bus stops made during route.
11. Not allowed on the bus: illegal drugs, alcohol, tobacco, weapons, explosives of any kind, animals, bugs, reptiles/amphibians, baseballs, baseball bats, basketballs, soccer balls, footballs, skateboards, water guns, pellet guns, water balloons, glass containers, firecrackers, lighters, matches, etc.
12. Allowed, with prior approval: special projects and equipment, books, approved class/projects, suitcases, sleeping bags, uniforms.
13. Early Childhood, Kindergarten, and selected Special Education students must be met at the bus stop by a pre-approved person of responsibility or the student will be returned to the Kansas Central School Bus Office. (1010 N Pearl, Paola, 294-294-9610)
14. If students that are returned to the KCSB location are not picked up or arrangements made by 5:00pm. They will be turned over to the police.

Buses are equipped with surveillance via audio/video security monitors. The surveillance systems are in operation when students are on board for route & all activity trips.

Bus Discipline: Students are expected to follow Bus Regulations. Disobedience will result in consequences up to & including possible termination of bus privileges. Disobedient students will be returned to bus barn for parent pick-up or to police.

Assigned Bus Stop: *See Bus Transportation Request Form.* Transportation from/to home is provided only to students living 2.5 miles or further from their assigned school--all students in the family will be transported if one student qualifies 2.5 miles or further from his/her school. Under "Special Concerns/Information", a parent may request a different stop 2.5 miles or further to replace the home stop (**only one stop allowed, no second stops or taxi service**).

Emergency Evacuation Procedures:

Emergency evacuation drills will be conducted at least two times per year for each student attending Paola USD 368 during the 2011-2012 school year.

Field Trips:

1. Parents are responsible for and should make prior arrangements to transport students to and from school for field trips that leave or return outside the regular school day. Students who miss their regular bus route due to a late field trip are to contact their parents for transportation.
2. All bus rules apply including driver responsibility for safe, orderly transportation.
3. Every student will return on the bus, unless written permission is received from their parent/guardian or authorized by a district official.
4. District approved chaperones will insure bus regulations are followed and will maintain order. Drivers are ultimately responsible for the safety of the passengers by Kansas Law. If needed the driver will step in for safety violations.
5. Students may be allowed to consume food/drinks on the bus. The chaperones will insure the students leave the bus clean of all trash, personal items, etc.

Sincerely,

Kansas Central School Bus and Paola USD 368