

KANSAS CENTRAL SCHOOL BUS / 2018-2019

BUS TRANSPORTATION REQUEST

Phone: 913-294-9610

After hours Emergency: 785-893-0916

Fax: 913-294-9670

Address: 1705 Industrial Park Drive, Paola, KS 66071

Manager: Dan Krause – d.krause@illinois-central.com

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

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

Student(s) will ride: AM only () PM only () Both AM & PM () Will Call if Riding ()

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) AND BUS INCIDENT REPORT AND 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, route change or to resolve a bus problem, contact Kansas Central School Bus at 1705 Industrial Park Drive, Paola, KS or by phone at (913) 294-9610. The after hours **emergency** number for Kansas Central School Bus is **785-893-0916**.

Transportation Guidelines:

The safety of district students remains a shared responsibility. It is the parents' responsibility to get students safely on the bus, 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 railroad tracks and intersections.
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, legs, feet, etc.
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, open door, look, close the door and then proceed. Driver not allowed to wait for students or to make unauthorized stops.
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/special 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, 294-294-4425)
If student has an emergency contact person on file (within immediate vicinity of student's home) that person will be asked to accept the student. If the person declines, the student will be taken back to the Kansas Central School Bus Office.

Activities on buses are under surveillance via audio/video security monitors and/or Kansas Central School Bus employees.

Bus Discipline: *See attached USD 368 School Bus Incident Report for details.* Students are expected to follow Bus Regulations. Disobedience will result in consequences as outlined in the incident report, including 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 regularly transported to and from school in accordance with Kansas School Transportation Regulations.

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.
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

USD 368 School Bus Incident Report

Student _____ **Route #** _____ **School** (*circle*): CE-SE-PMS-PH-PACP-HT

- Bus Routes are operated for the convenience of our students and students not following the bus regulations can lose their privilege to ride. Safe and orderly transportation is achieved when a mutual respect is shown for the regulations, riders and the driver. Not all rules can be listed and anything that distracts from this safe and orderly transportation is considered a violation of the regulations.
- The driver is in charge of the bus and will try to handle minor problems first, using this collective incident report, with copies distributed as noted. Most students will receive no reports or will make necessary adjustments as actions increase for minor infractions. Parents and principals are encouraged to help their student comply with the rules from the first report sent to them. Incident reports start over each semester.
- For serious infractions &/or numerous incidents, the Transportation Manager/Principal can administer more severe actions, including temporary &/or permanent loss of a student's privilege to ride the bus. The rights of the other riders and driver to safe and orderly transportation will not be sacrificed because of the lack of responsible behavior of one or more riders.

1st Incident Driver: _____ Date: _____

Describe Incident: _____

Driver Warning Given (*Note any other prior verbal warnings given*): _____

Copies to circle & send: Student Parent Director Transportation Principal

2nd Incident Driver: _____ Date: _____

Describe Incident: _____

Driver moved student to front seat or list new assigned seat: _____

Copies to circle & send: Student Parent Director Transportation Principal

3rd Incident Driver: _____ Date: _____

Describe Incident: _____

Driver calls parent; assigned seat, other relevant action approved by Transportation Manager
(*list time/date called parent & other action*): _____

Copies to circle & send: Student Parent Director Transportation Principal

4th Incident Driver: _____ Date: _____

Describe Incident: _____

Transportation Manager calls parent, 1-3 day suspension from bus-student still required to attend school
(list time/date called parent & dates of suspension): _____

Copies to circle & send: Student Parent Director Transportation Principal

5th Incident Driver: _____ Date: _____

Describe Incident: _____

Parent conference with Transportation Manager, Driver and Principal; 1-5 day suspension from bus-student
still required to attend school:(Note conference time/date, dates of suspension, corrective action plan and
future consequences): _____

Copies to circle & send: Student Parent Director Transportation Principal

6th+ Incidents Driver: _____ Date(s): _____

Describe Incident (add sheets for each incident and refer to corrective action plan): _____

Transportation Manager/Principal call/conference to modify corrective action plan and increasingly move
toward permanent removal of privilege to ride the bus. Involving legal authorities should be considered for
serious infractions/behavior, as necessary.) (Maintain written record of incidents and actions with
distribution of copies): _____

Copies to circle & send: Student Parent Director Transportation Principal