

Brown County Schools Transportation Policies and Procedures



Brown County Schools
Board of School Trustees Approved: Sept 5, 2023
Effective Date: Sept 5, 2023

**Brown County Schools
Transportation Department
812-988-5412**

Transportation Policies and Procedures:

1. Transportation may be provided for eligible students. Behavior consequences may limit or eliminate bus riding privileges. Parent(s) or guardian(s) will then be responsible for transportation to and from school.
2. Stop placement is approved by the transportation department based on safety considerations, route construction and school area. Stops may not be available for all addresses. Alternate stop locations may be necessary. Bus stops on state highways require door side pick up and delivery.
3. Special Education student and pre-k student transportation may be determined by the student's Individual Education Plan.
4. Parent(s) or guardian(s) are responsible for transportation of student(s) that live outside the home school geographical area.
5. A maximum total of two total pick up and drop off addresses can be used provided the location, days and am/pm choices are consistent. Addresses must be geographically located in the same elementary school area assigned to that address.
6. Student(s) must ride only their assigned bus and shuttle bus to and from school. Please contact Transportation 812-988-5412 before 1pm on the requested day to obtain permission for a guest rider. Permission may be limited due to bus capacity.
7. Students younger than third grade must be received at home by a parent or approved adult. Visual verification is required. All special education students require a parent or approved adult be present unless approved otherwise in the Individual Education Plan.
8. Student(s) that are required to have a parent or adult receive them and there is nobody at the stop may be returned to the school and placed with after care. Costs of the care can be passed along to the parent(s) or guardian(s).
9. Student Management/Discipline can result in any of the following consequences depending on the situation. Criminal referral may also be a consequence. Special Education student discipline plans may become part of the Individual Education Plan.
 - a. Verbal Warning: Verbal correction and parental contact.
 - b. First Written Warning: Discipline form forwarded to Principal.
 - c. Second Written Warning: Possible one day removal by driver with additional penalty assessed by Principal. Parental notification of bus removal.
 - d. Third Written Warning: Removal from one to three days by the Principal or Asst. Principal.
 - e. Fourth Offense: Transportation Director and school Principal determine consequence and the length of that consequence.
10. School buses are equipped with video/audio surveillance equipment. Videos are the property of Brown County Schools. Videos can not be viewed by parents.
11. Please contact the Transportation Department at 812-988-5412 or your driver to communicate any behavioral, medical or other concern. The driver can only be reached by telephone after the route. Do not enter the bus.

Preparing to ride the bus:

- Be at the assigned bus stop five (5) minutes before the scheduled stop time. If late, do not chase the bus or try to board the bus at another stop.
- Do not attempt to retrieve a dropped item without driver permission.

- Stay at least 10 feet from the roadway and do not approach the bus until directed to by the driver. If you must cross the street to enter the bus:
 - Do not begin to cross without checking traffic, seeing that the red flashing student bus lights are on, the stop arm is extended and the driver signals you to cross..
 - Cross the street so that you are at least 10 feet in front of the bus.
 - Walk completely across the street to the sidewalk or roadway edge and then walk to the bus door.
- If the bus stop is at a turnaround, enter the bus as directed by the driver before the bus begins the turnaround process. Do not walk behind the bus.
- Enter the bus in single file using the hand rails. Locate a seat immediately and properly sit in it. Driver may assign seats or seating areas. Seatbelts if present shall be fastened.
- Large instruments or carry-on objects must be held on the rider's lap or placed on the floor directly in front of and between the knees of the rider. Items may not block any emergency window, aisle or door. Cargo bay may not be used to store items.
- Weapons or objects that can be used as weapons are not permitted on the bus. Animals other than approved service animals are not allowed. Dangerous or unsanitary objects are not permitted on the bus.
- No food or drink on the bus other than water.

During the bus ride:

- Remain properly seated while the bus is in motion. Student back to seat back, facing forward with feet on or towards the floor. No body part or object in the aisle.
- Seat belt use is required if the bus is equipped with them.
- Talk with student(s) nearby by using a quiet inside voice. No loud or profane voices. Quiet is required at railroad crossings.
- Respect other students. Do not push, hit, kick or have physical contact with another student. Do not bully by committing overt, repeated acts or gestures, including verbal or written communications transmitted: physical acts committed or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.
- Maintain possession/security of your property such as phone, bookbag, project, etc.
- Playing music is allowed with the use of headphones with a low volume. No headphone use while entering or leaving the bus.
- Pictures/recordings of other students by students is not allowed.
- Phone distractions such as flashlight options, strobe actions or inappropriate ringtones are not allowed. Distractions such as toys, games, etc are not allowed.
- Lower windows only with driver approval and only to the approved level. Keep all body parts and property inside the bus.
- Do not use or possess tobacco products, lighters or electronic vaping devices.
- Destruction of property may result in disciplinary action and/or criminal charges.
- Observe the same conduct/behavior on the bus as in the classroom.

Ending the bus ride:

- Prepare to exit the bus by gathering property and remaining in your seat until the bus has stopped.
- Use the handrail going down the steps.
- If you do not cross the street, walk straight away from the bus. Do not return for dropped or forgotten items. Walk directly to your house.
- If you must cross the street:

- Walk 10 steps forward of the bus on the side of the roadway or sidewalk, and remain there until directed by the driver to begin crossing.
- Begin to cross and stop even with the left corner of the bus. Look and listen for traffic. Driver will direct when to complete crossing the street.
- Continue to walk away from the bus. Do not return for dropped or forgotten items. Walk directly to your house.
- If drop off is at the turnaround site: Bus will back into the turnaround, place the bus in neutral and set the parking brake and then release the student. Do not walk behind the bus.

Special Circumstances

- Accident information will be forwarded to parents as soon as possible. Additional instructions may be given as needed.
- Evacuation
 - Evacuations may utilize the front door, rear door, window exit or roof hatch exit or any combination depending on the circumstances. All exit options are reviewed.
- Evacuation drills will provide instructions and practice on emergency procedures. Drills require student participation and cooperation.
 - Front door: Know how to use the door release switch. Use the handrail when orderly exiting.
 - Rear door: Know how to open and secure the rear door. Sit and slide out of the rear door. Do not jump.
 - Assistants may be assigned to the front and rear door to assist students exiting.
 - Report to the designated rally point and remain there.
 - Additional instruction concerning seat belt use, seat belt cutter, radio location and use, parking brake location and use and window and roof emergency exits. Location of first aid kit and fire extinguisher.