

Date: July 2018

RE: Transportation of Students Information

Parent / Guardian Actions: Review the enclosed documents and complete and return the requested "Transportation Information Sheet" by Friday, August 17, 2018.

Dear Parents/Guardians,

The West Branch Community School District would like to share the following communications with all parents who have requested bussing. The following information has been enclosed:

- 1. Current Pick-up and Drop-off times of students**
- 2. Requested Information Sheet to be Returned**
- 3. Bus Routes for 2018-19 School Year**
- 4. Bus Riding Privileges (rules, regulations and policies)**
- 5. Communications with the Transportation Director, Tammy Oaks**
- 6. Hard Surface Routes (Weather-related topics)**

The West Branch Community School District has an outstanding record for keeping our students safe during transporting times. Parent, student and community cooperation is critical in this effort. Please remember to stop for all school buses that are pick-up or drop-off students and to go travel slowly around buildings or in our school parking lots. We appreciate your cooperation.

Current Pick-up and Drop-off Information:

As you know, bus route have a set order for pick-up and drop-off students to ensure efficiencies. According to our records, here is your current information:

- Route #
- Bus #
- Bus Driver's Name
- Pick-up at *
- Drop-off at *

*As new students or families are added, these times are subject to slight changes. As you know, weather-related issues might cause slight delays due to road conditions.

Please Note: Please be respectful of school start times. Students should at their designated "bus stops" **5 minutes in advance** of the established pick-up time. **If students are not at their designed "bus stop," drivers will give a visual review of the area and continue on for the sake of all learners. Please be sure students are dressed appropriately for the weather conditions.*

Requested Transportation Information to Be Returned

(Please complete and return this sheet)

To ensure that the District has the most current information regarding your student(s) transportation needs, *please complete and return this form in the envelope provided.*

Parent / Guardian's Name(s): _____

Address: _____

_____ This is a new address since the end of the 2017 – 2018 school year.

Phone Numbers:

(H) _____

(C) _____

2018 – 2019 Student(s) Information:

Name: _____ Grade _____

Name: _____ Grade _____

Name: _____ Grade _____

Name: _____ Grade _____

Name: _____ Grade _____

_____ Check here if you no longer need transportation / busing

_____ My child(ren) will be riding the bus on a regular basis (M-F) in both the morning and afternoon.

_____ My child(ren) will only ride in the morning (A.M.)

_____ My child(ren) will only ride in the afternoon (P.M.)

_____ My child(ren) will only ride if I notify the Transportation Office (Tammy Oaks) ahead of time.

Special Riding Requests (i.e. only certain days of week, extra-curricular participation, etc...):

Bus Routes for 2018-19 School Year

Anyone needing a route assignment that is new to the district or has moved should call 319-643-5325 and speak with Transportation Director Tammy Oaks. Anyone who was on a route who does not plan to use bus service should indicate such in the e-registration process.

We will be mailing out a letter indicating your route assignment and approximate pick up and drop off times. We will also include additional information pertinent to riding a bus.

Bus #13 – Bob Cahill, driver

This route begins southeast of Rochester then proceeds to west Rochester, KOA, Springdale and West Branch.

Bus #1 – Randy Robertson, driver

This route begins northeast of West Branch and proceeds to Cedar Valley south to 280th St.

Bus #12 – Tim Crew, driver

This route operates in the Mobile Home Park and just north of town on Baker.

Bus #21 – Dave Rozinek, driver

This route operates in the northwest area of the district and includes Rapid Creek Rd. This route will also include Bickford Dr..

The bus will stop at 109 Bickford Dr., 133 Bickford Dr., and 166 Bickford Dr.

Bus #2 – Bob Hoffman, driver

This route includes the southwest section of the district that includes Diltsville, Herbert Hoover Hwy., Oasis, and 400th St., Wapsi Ave., Lower West Branch Rd. and Greenview.

Bus #4 – Jeff Arp, driver

This route covers the area south of I-80, Centerdale, Scattergood, Downey and 420th Street areas.

Bus # 5 – Bambi Simpson, driver

This route covers one stop in Oasis, Greenview Circle, 290th St., Oliphant St., the Mobile Home Park, and one stop on Wapsi Ave.

Bus Privileges, Requirements, Rules and Safety Considerations

See Attached Policies.

In addition, in order for students to ride a bus to another student's home, parents / guardians must provide:

- 1) Written and / or verbal permission to the school office at least two hours before the end of a school day.
- 2) Upon approval, the school office will provide the classroom teacher with a signed permission slip to be handed to the student(s) to give to the bus driver with pertinent safety information.

Communications with the Transportation Director, Tammy Oaks

Please communicate any questions or concerns to the Transportation Director, Mrs. Tammy Oaks.

- **Tammy's District Cellular: 319-330-7084**
- **Transportation Department: 319-643-5325**

IMPORTANT: The District is very concerned about student safety. The use of cellular phones by drivers **while** transporting students is prohibited. Direct communication by parents to bus drivers through the use of cellular phones (during transporting times) is prohibited. *Pertinent information regarding your student(s) riding should be communicated with the Transportation Director who will then forward the information to the drivers via the bus radio system.* The use of cellular phones by our drivers is for emergency communications only.

Hard Surface Routes (Weather-Related Topics)

We appreciate the parents helping us out when gravel roads become dangerous for buses. There will be specific stops along these safety routes where parents can meet the buses. Buses will pause for several minutes at each stop to ensure parents can get their children to the designated stops. This information will be communicated via our School Connects information system for all weather needs. In the event that we need to use Hard Surface Routes, please reference this list. (See the list provided)

2018 – 2019 Hard Surface Routes

Bus #13 – Bob Cahill, driver

This route begins southeast of Rochester then proceeds to west Rochester, KOA, Springdale and West Branch.

Bus #1 – Randy Robertson, driver

This route begins northeast of West Branch and proceeds to Cedar Valley south to 280th St.

Bus #12 – Tim Crew, driver

This route operates in the Mobile Home Park and just north of town on Baker.

Bus #21 – Dave Rozinek, driver

This route operates in the northwest area of the district and includes Rapid Creek Rd. This route will also include Bickford Dr..

The bus will stop at 109 Bickford Dr., 133 Bickford Dr., and 166 Bickford Dr.

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This route includes the southwest section of the district that includes Diltsville, Herbert Hoover Hwy., Oasis, and 400th St., Wapsi Ave., Lower West Branch Rd. and Greenview.

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This route covers the area south of I-80, Centerdale, Scattergood, Downey and 420th Street areas.

Bus # 5 – Bambi Simpson, driver

This route covers one stop in Oasis, Greenview Circle, 290th St., Oliphant St., the Mobile Home Park, and one stop on Wapsi Ave.

If you have any questions, please call Mrs. Tammy Oaks 319-643-5325.

Thank you for your support!

August 2018

MEMORANDUM

To: School Bus Passengers & Parents of School Bus Passengers
Subject: Bus Riding Privileges and Rider's Responsibilities

The following policies and rules are in effect at the West Branch Schools. We want student riders and their parents to have a great school year. This information is furnished so that all may know our policies and what is expected. Your help and cooperation is requested and appreciated. Questions should be directed to the Bus Barn at 643-5325.

Board Policies:

702.02 Eligibility for Bus Service

. . . A student's right to be transported on the public school bus may be denied if the student's conduct is unacceptable to the bus driver and administration.

702.07 Student Conduct on School Transportation

Bus transportation for students enrolled in the school district is one of the requirements set forth by the Iowa Department of Education. In complying with this requirement, the Board is authorized to establish policies and regulations that will ensure safe transportation for all students.

Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day and are responsible to help school officials enforce rules for a safe and orderly environment on bus. Nor does it relieve students from the responsibility to behave in an orderly and safe manner on the bus. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. Violation of bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

Rules for Continued Use of School Transportation Privilege

The bus driver shall have complete control of the bus and the students he/she is transporting for the duration of the bus ride. To eliminate discipline problems and vandalism on the bus fleet, the following rules will be strictly enforced:

All students will conduct themselves in an orderly manner. ***Minor behavior violations include: hitting, spitting, profanity, out of seat, throwing objects, improper boarding/unloading from bus, failure to follow directions of driver, obstructing aisles, making loud noises, hanging out windows, food & beverage violation, disrespect for driver and improper discarding of trash.***

If any of the above minor violations occur, the following discipline will result:

1. A written notice will be sent to the parents after the first (1st) offense.
2. After the second (2nd) offense, the student will be taken off the bus for three (3) days.
3. After the third (3rd) offense, the student will be removed from the bus for a minimum of one week and will be asked to meet with the transportation director and building principal.
4. If removal from the bus would result in the student not attending school, an alternate consequence will be assigned by the principal; however, bus behavior must improve in order to maintain the privilege of riding.
5. For students with behavioral disabilities, an individual plan will be developed.
6. It is expected that prior to written warnings, or in addition to, drivers will have administered bus discipline such as assigned seats.

The following offenses will result in immediate removal from the bus:

1. ***Vandalism***
2. ***Fighting***
3. ***Insubordination***
4. ***Possession of dangerous object***
5. ***Possession of tobacco, alcohol or other drugs***
6. ***Founded bullying behaviors or patterns of bullying other students***

702.10 Bus Stops

Student should be at their designated bus / transportation pick-up location 5 minutes before their listed / regularly scheduled pick-up time.

No bus shall leave the public highway to receive or discharge students unless using a private drive or road as a turn-around enhances safety. The bus drivers are expected to use their bus judgment to ensure the safety of the children and the bus in inclement weather.

A bus shall not stop to load or unload students unless the driver has an unobstructed view of at least 300 feet in each direction under normal weather conditions.

It shall be the responsibility of the parent or guardian to provide an all-weather turn-around for a bus, if necessary for efficiency or safety.

Note:

Please let us know if your son or daughter will not be riding the bus. If transportation is needed at a later date, your need will be met. This cooperative effort will help save time and energy.