

Date: July 2025

RE: Transportation of Students Information

Parent/Guardian Actions: Review the enclosed documents and complete the WBCSD Student Online Bus Request form <https://tinyurl.com/25-26StudentBusRequest> for your student(s) by Wednesday, August 15, 2025. This form is also for students needing to ride between MS/HS and elementary school. ALL STUDENTS RIDING THE BUS WILL NEED TO COMPLETE THIS FORM AND WILL BE GIVEN A BUS TAG TO SHOW THE DRIVER EACH TIME THEY RIDE.

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 Information**
- 2. Bus Routes for 2025-2026 School Year**
- 3. Bus Privileges, Requirements, Rules and Safety Considerations**
- 4. Communications with the Transportation Director, Tammy Oaks**
- 5. Hard Surface Routes (Weather-Related Topics)**
- 6. Hard Surface Routes for 2025-2026 School Year**
- 7. Bus Riding Privileges and Rider's Responsibilities**

WBCSD has multiple buses that are fully equipped with lap shoulder belts (seatbelts). **ALL** passengers are required to wear them. Please take a minute to talk with your children. Even if they do not normally ride the bus they will probably ride one for field trips.

Current Pick-up and Drop-off Information

You will be receiving an email indicating your route assignment and approximate pick-up and drop-off times by August 20th.

Bus routes have a set order for pick-up and drop-off of students to ensure efficiencies. 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.*

Bus Routes for 2025-2026 School Year

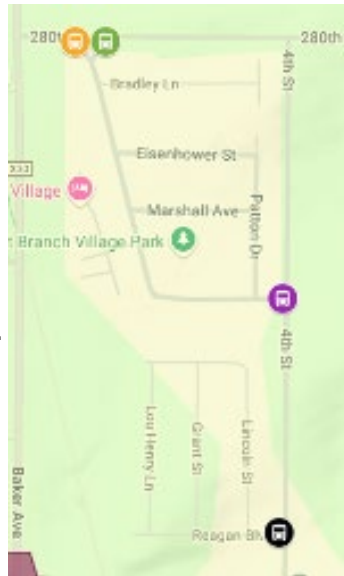
Please fill out the **WBCSD Student Online Bus Request** for your student(s).

We will be emailing a letter indicating your route assignment and approximate pick-up and drop-off times by August 20th. We will also include additional information pertinent to riding a bus.

Bear Bus– Bob Cahill, driver
Frog Bus– Deb Lund, driver
Giraffe Bus– Dave Rozinek, driver
Shark Bus– Bob Hoffmann, driver
Elephant Bus– Jeff Arp, driver
Butterfly Bus– Jennifer Long, driver
Bunny Bus– Bambi Simpson, driver

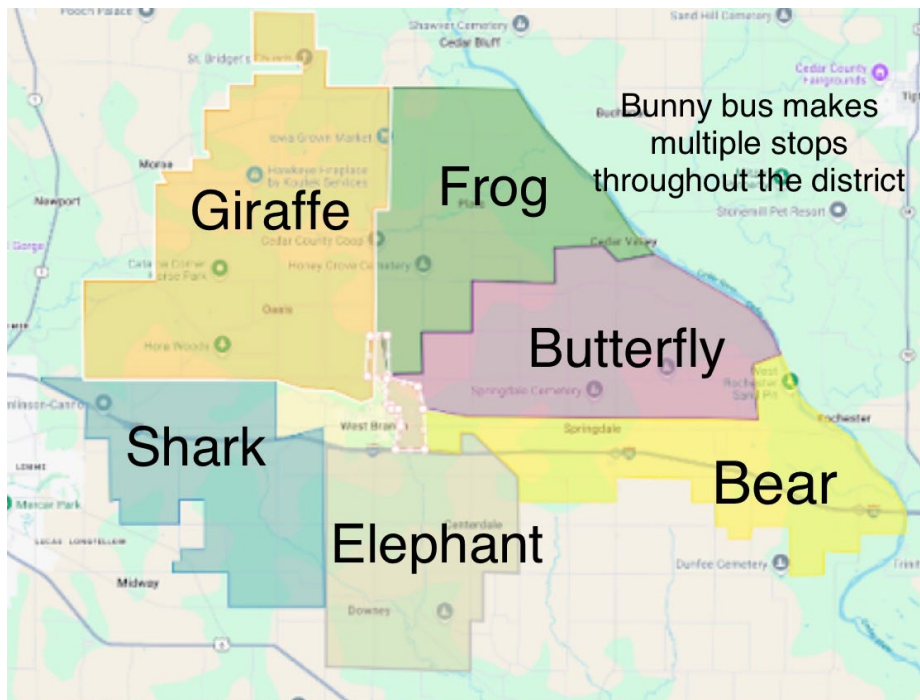
MIDDLE SCHOOL AND HIGH SCHOOL SHUTTLE ASSIGNMENTS

5TH- Elephant
6TH- Bear
7TH- Shark
8TH- Frog
HIGH SCHOOL- Giraffe



- ☒ West Branch Village
- [Individual styles](#)
- Frog Bus Stop
- Butterfly Bus Stop
- Elephant Bus Stop
- Giraffe Bus Stop

(Bus stop assignments subject to change)



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)

2025-2026

To: Bus Riders
From: Tammy Oaks, Transportation Director
Re: Hard Surface Safety Routes

Winter can become a factor as we transport students to and from school. During these months, Iowa weather can be very uncooperative. More storms with snow and ice are inevitable in the next few months and will raise our level of concern for bus travel.

We appreciate parents helping us out when gravel roads become dangerous for buses. We know some roads are better than others. For consistency if we are on hard surface roads ALL buses will not be permitted to travel on the gravel roads. Please meet the bus at the nearest intersection to the highway/hard surface road. We do not want kids crossing the highway. **Some students will ride a different bus based on their nearest hard surface intersections. Please go to the closest/safest route.**

Bear Bus - Bob Cahill, driver: Leave WB at 7:15 am/3:30 pm Atalissa Truck Stop, West Liberty Truck stop, Springdale as normal

Frog Bus - Deb Lund, driver: Leave WB at 7:05 am/3:30 pm proceed to Cedar Valley (7:20 am/4:00 pm), and back, West Branch Village (regular times)

Butterfly Bus - Jen Long, driver: Leave WB at 7:05 am/3:30 pm proceed on 290th to Rochester (7:25 am/4:05 pm) (West side of Cedar River), and back, West Branch Village (regular times)

Giraffe Bus - Dave Rozinek, driver: Leave WB at 7:05 am/3:30 pm will proceed north on Baker to Morris and back (7:25 am/4:10 pm), West Branch Village (regular times)

Shark Bus - Robert Hoffman, driver: Leave WB at 7:05 am/3:30 pm will proceed to American Legion Rd, Wildwood and Herbert Hoover Hwy, Bickford and Greenview (regular times)

Elephant Bus - Jeff Arp, driver: Leave WB at 7:15 am/3:30 pm proceed to Downey (7:25 am/3:50 pm) and West Branch Village southern part (regular times)

Bunny Bus - Bambi Simpson, driver: Route will run as normal.

These times are approximate. Weather conditions/student ridership can make this very hard to predict. Please be patient with the driver.

If you have any questions, please call Mrs. Tammy Oaks 319-643-5325 or 319-330-7084.

Thank you for your support!

2025-2026

To: School Bus Passengers & Parents of School Bus Passengers
From: Tammy Oaks, Transportation Director
Re: 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 319-643-5325.

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

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the transportation supervisor, and then to the administrator.

Parents are responsible for 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 the bus.

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 best 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 child(ren) 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.