

HONDO VALLEY PUBLIC SCHOOLS



STUDENT TRANSPORTATION HANDBOOK

Welcome Back!!! Hope everyone had a great summer. Transporting our students safely to and from school is very important to us. On occasion, behavior problems do occur as students are transported to and from school. We strongly urge the parents/legal guardians to become involved in the correcting of the problem by working with the building principal and bus driver. Our goal is not to remove students from the bus. However, when this happens, the following steps will be followed in relation to minor bus problems.

- 1. A driver-student conference will take place to ensure the student understands the rules and what is expected.**
- 2. If problems continue, a school bus incident report will be completed and given to the superintendent. The matter will then be dealt with according to school disciplinary policy.**
- 3. If behavior problems continue, additional forms will be completed. The end result is the student losing the privilege of riding the school bus to and from school.**

If a single incident or an accumulation of behavior problems occur which results in a student being suspended from the school bus for a period of longer than ten (10) consecutive school days, due process rules as established by the Hondo Board of Education will be used as a guideline. In cases where transportation is a related service for a student with disabilities, the convening of the IEP committee will precede the process.

RIDER ELIGIBILITY

Each eligible student must register on the proper form provided in the booklet giving full name, physical address, bus number, teacher (elementary only), grade, and phone numbers (parents home and work number and emergency phone number). Parent or legal guardian must sign this form. Failure to complete and return this form will mean a forfeiture of riding privileges.

Closing School During the Day Due to Weather

On those rare occasions when weather conditions change significantly enough during the course of the day to warrant closing school early, the media listed below under Inclement Weather will be notified. Additionally, the bus drivers will inform as many parents as possible by phone. If the teacher is unable to contact the parent, the student will go home on his/her regular school bus route. The Kindergarten Teacher will have priority to call parents first.

In case of bad weather, tune into the following radio stations or television stations for announcements:

Radio - Ruidoso
KBUY 93.5FM

Roswell
KMOU 104.7FM
KCKN 1020AM
KOAT

Television - Roswell
KBIM
KOBR

Please DO NOT call school officials, as they will be on the telephones coordinating the communications with the radio and the television stations. You may expect an announcement

sometime between 6:00 to 7:00 a.m. If school is called off, no buses will run and there will be no classes that day. However, if a delay is determined, the buses will run and students may expect to arrive at school around 10:00 a.m. for the start of classes at that time. If school is cancelled, plan to make up the day the following Friday after the week of the missed day.

SCHOOL BUS REGULATIONS

These rules and regulations were developed to ensure the safest and best transportation for our most precious commodity, our children.

- 1. The driver is in full charge of pupils when they are riding the bus. The pupils must obey the driver. Refusal to obey the rules will make the student liable to be reported to school officials, and perhaps lose transportation privileges.**
- 2. The driver shall have authority to temporarily suspend a student's transportation privilege, after the student has arrived at the assigned stop or school, up to a maximum of one trip for a serious discipline problem. If this action is taken, an immediate report to the Superintendent.**
- 3. Pupils are not to talk unnecessarily to the driver while the bus is in motion.**
- 4. Pupils shall not get on or off the bus or move about within the bus while it is in motion.**
- 5. Pupils must occupy the seats assigned to them by school officials or the bus driver.**
- 6. Pupils must not extend their hands, arms head or bodies through the bus windows.**
- 7. Pupils are not permitted to throw or grab caps, hats, books, backpacks, ball, etc. when riding in the bus.**
- 8. Pupils shall stay out of the driver's seat.**
- 9. Any damage to the bus from any cause shall be reported to the driver who in turn will report the damage to the Superintendent.**
- 10. Pupils will not be permitted to leave the bus on the way to and from school, other than at the pupil's assigned stop without the permission of the driver.**
- 11. Pupils must provide the driver with a note from parent/legal guardian and endorsed by the Superintendent if they wish to board/exit at any place other than the pupil's assigned stop.**
- 12. Pupils should never be in the road while waiting for the bus.**
- 13. Pupils who must cross the road after exiting from the bus shall pass in front of the bus far enough that the driver can see them (approx. 10 ft.) and are not allowed to walk behind the bus. Pupils shall cross the road only when the driver signals all is clear.**

- 14. Pupils should look both ways before crossing to the opposite side of the road.**
- 15. Pupils must be on time, as the bus must run on schedule.**
- 16. Pupils must cooperate in keeping the bus clean.**
- 17. No eating or drinking is allowed on the school bus because of the possibility of choking accidents.**
- 18. The use of tobacco in any form, alcohol or drug abuse shall not be permitted.**
- 19. Profane language or obscene gestures are not allowed.**
- 20. Pupils shall be courteous to the driver and follow the rules. Pupils must obey the driver as they would a teacher.**
- 21. Pupils shall remember that to be careless or to take a chance not only endangers their own safety but the safety of others.**
- 22. If insects, animals, large objects (such as fishing poles, large wood pieces, musical instruments, etc.) need to be taken to or from school, the parent should make arrangements to transport these articles.**
- 23. Dogs and other animals are not permitted on the bus unless they provide a service for a disabled student.**
- 24. Firearms and other dangerous objects shall not be carried in the bus.**
- 25. Pupils shall not be permitted to be in front of established seating area while the bus is in motion.**

**Hondo Valley Public Schools
2010-2011 Transportation Student Form**

It is necessary for the following information to be on file for each student who will use a bus to travel to and from school, even if it is on an occasional basis.

Please complete the form below and return to administration office within three (3) days.

Student's Name: _____ **Grade:** _____

Bus # _____ **Bus Driver** _____ **Teacher:** _____

<p>Parent's Name: _____</p> <p>Parent's Home Phone: _____ Work #: _____</p> <p>Emergency Phone Number: _____</p> <p>Alternative Number: _____</p>
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Physical Address: (please include mile marker and description of stop (left or right) where your child will be picked up from the bus stop): Example (US Hwy 70 MM? blue house South side of road)

Please list any special/physical needs your child has: _____

If the parent cannot be at the assigned bus stop to pick up the child, the parents are required to make other arrangements prior to the child boarding the bus.

I certify that I have read the school bus information booklet and the rules listed.

_____ **Parent/Legal Guardian Signature** _____ **Date**