



Quincy School District Transportation

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SCHOOL BUS INFORMATION FOR PARENTS

Do All Special Education Students Ride On Special Buses?

- Special transportation will be provided for students because of their disability or the location of their program as determined by the IEP team. Otherwise they will ride the regular school bus or walk to school. Bus service is arranged by the Transportation Department for students who need this service. School bus safety standards are always followed.

When Will My Child's Bus Ride Start?

- Every effort is made to arrange transportation as quickly as possible. When the Special Programs Department assigns a student a program two weeks or less before school starts, a bus route may not be arranged by the start of school. It takes an average of 3 days for transportation to be arranged. Parents may be asked to transport their child for a few days.

If We Move, Will My Child Ride The Same Bus?

- An address change may require a bus change. Parents should call their school or the Transportation Department in advance to give the date of the move, the new address, and new phone number. Bus route changes take an average of 3 days to implement. Please plan ahead.

What If My Student Is Picked Up And Dropped Off At An Address Other Than Home?

- Bus routes allow for one address for pick-up and one address for drop-off, five days a week. Bus stops must be within the Quincy School District. It is helpful to have the child care address close to home, if possible. Same day requests for alternate pick-up/drop-offs are not allowed. If someone is not available to receive K-3 grade students from the bus, students will be returned to the school, and parents will be called to pick up the student.

Will Pick-Up And Drop-Off Times Change From Day To Day?

- School bus routes vary, serving the needs of the students on board each day. Please allow for a 5-10 minute leeway both morning and afternoon. Be ready and watching for the school bus at least 5 minutes prior to estimated pick-up and drop-off time. Please have your student ready on time.

What If My Child Needs a Change To Being Bussed In A Wheel Chair Or With Special Equipment?

- Contact the School Office and Transportation Department so necessary arrangements can be made. A bus change may be necessary.

SCHOOL BUS DRIVER AND BUS ASSISTANT RESPONSIBILITIES

What Are The Bus Driver Responsibilities?

- School Bus Drivers are professional drivers with special training. They work directly for the school district and have passed a variety of background check. They are responsible for driving the bus safely, transporting the students and staying on time. If there is no bus assistant, the driver is responsible for student safety on board the bus. Drivers are told not to blow the horn at bus stops. Drivers will not ask dispatch to call your home if your student is not ready and waiting for the bus. Students need to be ready 5 minutes prior to the estimated pick-up time.

What Are The Bus Assistants' Responsibilities?

- The school bus assistant works with the driver to be sure all the students are safe on the bus. They secure seat belts, wheelchairs, necessary supports, etc. The assistant maintains discipline, sees that students stay in their seats, and reports problems to the driver and to the school. They seek emergency medical help when needed. Bus assistants are provided where they are most needed.

Can A Bus Assistant Come To The Door To Pick Up Or Drop Off My Student?

- The bus assistant's responsibility is to aide students on and around the bus. Parents must accompany their students to and from the bus if the students cannot make it on their own. Parents should refrain from boarding the bus.

PARENT/GUARDIAN RESPONSIBILITIES

What Are The Parents' Responsibilities?

- Have your child fully clothed, toileted and ready at the bus stop 5 minutes before the estimated pick-up time. Accompany your student to the bus in the morning and meet your child at the bus after school.
- If your child does not ride the bus for 3 consecutive days without prior arrangement, the bus will discontinue bus service for your student. You must call to request reinstatement of bus service. It could take 3 days from date of request to restart. Notify the school office and the Transportation Department office in advance if address, phone number, or childcare arrangements change.

If My Child Misses The Bus, Can It Come Back?

- The driver cannot come back because of traffic and route connections. Please transport your student to school as soon as possible.

What Are The Parents' Responsibilities At Drop-off?

- Be at the bus stop waiting to receive your student before the bus arrives. Meet your student at the curb so that the driver can make custodial transfer as quickly as possible. K-3 students who are not met at the bus stop will be returned to their school, and the parent or guardian will be called to pick them up.

How Can Parents Help Make The School Bus Ride Safer?

- Teach your student the school bus safety rules and appropriate bus riding behavior.

WHAT BEHAVIOR IS EXPECTED WHILE RIDING THE SCHOOL BUS?

- We expect all students to follow the bus safety rules for everyone's safety. Each student will receive a copy of the rules and consequences at the beginning of each year. School Bus Rules include:

1) The driver is in charge. 2) Students must quickly obey the bus driver and follow all bus safety rules. 3) Students must not argue or engage in rude, disrespectful, or disruptive behavior. 4) Students must use classroom voices only and must use headphones when listening to audio electronic devices (radios, tape players, MP3 players, laptops, etc. 5) No fighting. 6) Students must not use loud or abusive language, gestures, or engage in crude behavior. 7) Students must remain seated at all times unless or until directed by the driver. 8) Students must keep hands, feet, arms and head inside the bus and must request permission to raise or lower windows. 9) Absolutely no eating, chewing (gum/candy), or drinking on the bus without obtaining special permission during unique circumstances. 10) Absolutely no matches, lighters, illegal drugs, alcohol, tobacco, straight pins, weapons of any kind, sticks, glass (bottles), animals (except as permitted by law), or any other item that may cause personal injury, especially in the event of an accident; drumsticks, pens, pencils, books, food items, loose objects, etc. must be secured in duffle bag or backpack. 11) Students must help keep their bus clean and must not throw items inside the bus (paper, spit wads, rubber bands, pencils, books, darts, or other potentially dangerous items). 12) Bus aisles are to be kept clean and free of obstruction; no personal belongings, books, bags, feet, sports equipment, etc. 13) Students must arrive at their bus stop five minutes prior to the scheduled bus stop time. 14) Students must get on and off the bus in an orderly manner; no shoving, pushing, or scuffling while boarding the bus. 15) Students must wait 12-15 feet back from roadway when waiting for the bus to arrive and should immediately walk completely away from the bus when arriving at their stop after school to go home (never touch the outside of the bus). 16) Students must not play in roadway or damage public or private property while waiting for their bus. 17) Students should walk directly home after getting off the bus to go home; no picking up the mail until after the bus has left the area. 18) Students must have a written "bus pass" (available at all schools) or note to get on or off the bus at other than their regular, preauthorized stop. 19) Students must walk 12-15 feet in front of bus when crossing roadways, stop, look at driver, wait for driver's signal to cross, look both ways, cross to middle of roadway, stop and look both ways again, complete the crossing when safe; NEVER RUN – NEVER CROSS BEHIND THE BUS. 20) Backpacks must not be worn, but should be carried, while loading or unloading the bus and should be held in student's lap while seated on the bus. 21) Students must not damage or vandalize the bus, bus equipment, or private or public property. 22) Students are to remain quiet (no talking) while the bus is in the process of crossing a railroad track(s). 23) Parents (not siblings) must check in with the school to remove a student from the bus and obtain school validation and authorization for driver. 24) Drivers are allowed to assign seating on their buses in order to obtain optimal safety and passenger control. 25) Quincy School District is not responsible for items left on the bus.

WHAT IF A STUDENT DOES NOT FOLLOW THE BUS SAFETY RULES?

In order to ensure optimal bus safety, any student who cannot or will not follow the bus safety rules will be suspended or subjected to other discipline.