



Quincy School District Transportation Department

SUPERVISOR
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Welcome to the Transportation Department

We are committed to the safety of all students and our drivers. The Quincy School District Transportation Maintenance Program has received numerous safety awards from the Washington State Patrol, having passed the twice yearly inspection for the past 15 years. We perform emergency evacuation drills with students twice each year. Drivers participate in regular training and safety refreshers and are required to inspect their buses prior to the start of every shift.

Transportation Department Facts

On a regular school day, we run 19 buses on 16 regular and 3 special education routes. We transport 2,172 students each day including both morning and afternoon runs. We have 19 bus drivers, 3 bus driver aids and 7 substitute drivers. Our buses travel over 325,000 miles per year, and we provide bus transportation for over 400 extra-curricular trips each year, including field trips and athletic events.

Bus Service Eligibility

Where it has been determined that safe walking routes are available, all students are required to walk up to a one radius mile from their school. Where safe walking routes have not been established, younger students (Grades K-6) will be transported by bus within the one-mile radius. Bus service is provided beyond the one radius mile for all grades.

If a student does not ride the bus for three (3) consecutive days without prior arrangement, the bus will discontinue service. The parent must call to request reinstatement of bus service. It could take up to three (3) days from the date of the request to restart. Please notify the school office and the Transportation Department in advance if address, phone number or child care arrangements change.

At the Bus Stop and Boarding the Bus

Bus passengers should arrive at the bus stop no sooner or later than five (5) minutes before the bus is scheduled to arrive. While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others. When the bus approaches, students must observe and follow the instructions of the driver. Students are expected to respect others' property.

Younger students are seated toward the front of the bus. Older brothers or sisters wishing to be seated next to their younger siblings must also sit near the front. Buses will promptly depart all schools ten minutes after dismissal times. For safety, once the bus doors are closed, drivers will not stop for late arriving students.

Winter Road Conditions

Transportation Department employees check district roads and weather conditions beginning at 3 a.m. or before when severe weather or dangerous road conditions are anticipated. If district officials make a decision to close or delay school, a message will be sent to local TV and radio stations by approximately 5:30 a.m. If no announcement has been broadcast by 6:00 a.m., it should be assumed that school will operate on the regular schedule. Information will also be posted prominently on the front page of the school district website (www.qsd.wednet.edu) as "Urgent News." When possible, we will also use our automated phone calling system to notify parents and staff members. (See district website for more information on school closures or delays.)

Bus Rules

Message from the Superintendent: *A comprehensive approach for ensuring safe student conduct will be used for handling all student management problems on buses. This approach includes actions such as verbal warnings by the bus driver as well as written warnings or bus suspensions handled by the principal or designee. At various steps in the process parents will be informed.*

Parents, please discuss the Bus Rules and procedures with your child. Your child should appreciate the important part he or she plays in accomplishing safe and efficient district transportation. Each child should understand that riding a school bus is a privilege conditioned on appropriate, safe and respectful behavior. Inappropriate conduct is a very real risk to the safe operation of a school bus.

Your cooperation in communicating this very important message would be most appreciated.

Burton Dickerson, Superintendent

The following Rules for riding school buses have been approved by the Quincy School Board:

1. Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If an aide is assigned to the bus by the district, he/she shall be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff member.
2. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by the principal/designee.
3. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
4. Students assigned seats shall use only that seat unless permission to change is authorized by the driver.
5. Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures.
6. Students shall not smoke or ignite lighters or matches on buses.
7. Students shall not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach or other staff member. Buses shall be kept clean.
8. Students shall not open bus windows without the driver's permission.
9. Students shall not extend any part of their body out of bus windows at any time.
10. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings shall be kept out of aisles.
11. Students shall not have animals on buses, except a dog providing assistance to a disabled student.
12. Students shall not sit in the driver's seat or to the immediate right or left of the driver.
13. Students shall refrain from talking to the driver unless necessary.
14. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
15. Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrolmen on duty. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.

Bus Rules (continued)

16. Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
17. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.
18. Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
19. Students shall use lap belts on buses when available.
20. Students shall follow emergency exit drill procedures as prescribed by the driver.
21. Students shall not tamper with emergency doors or equipment.
22. Students shall remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices at highway rail grade crossings.
23. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
24. Student misconduct shall constitute sufficient reason for suspending transportation privileges.