



# Transportation Handbook

The information contained herein serves as a general overview for all parents and students to acquaint themselves with school policies concerning transportation of students.

The Dickinson Public Schools believes that riding the school van/bus is a privilege. Therefore, every bus rider shall abide by the rules, as set by policy, or be deprived of the privilege of riding on the school buses.

**The school bus is an extension of the classroom.** The driver is entitled to the same respect as given a classroom teacher.

**\*\*IMPORTANT reminder for STUDENTS and PARENTS/GUARDIAN:**

Student transportation is an extension of the school day; any student may be suspended or expelled for behavior exhibited in any school building, school grounds, in any vehicle (which applies to school buses either belonging to the district or on contract) or affecting any school activity. Examples of conduct that might subject students to immediate suspension or expulsion; but are not limited to:

1. Causing or attempting to cause physical injury to another person;
2. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
3. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
4. Possessing, handling, carrying or transmitting any weapons as defined in Policy FFD;
5. Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Continued disobedience or persistent defiance of proper authority.

**TRANSPORTATION BOUNDARIES**

Dickinson Public School District provides rural route busing and limited in-town busing for a fee. In-Town busing is restricted by boundaries set by the District. Bus routes will be established by Harlow's School Bus Service and approved by the District Transportation Director.

Buses transporting special education, disabled and preschool students will transport from home to school, in most cases. Family transportation may be paid for students who live more than two miles from their bus route according to guidelines set forth in the North Dakota Century Code.

Families who live within their schools Walk-Zone are not eligible for busing.

## **QUESTIONS:**

All general education busing questions should be handled as follows:

- Call Harlow's School Bus service at **701-456-0003** or email Burton Lewton at [burton.lewton@harlowsschoolbus.com](mailto:burton.lewton@harlowsschoolbus.com).
- If you have **specific registration questions for general education busing**, or you have not received a reply to your question or issue within 48 hours then call Dickinson Public Schools at 701-456-0002 (Option #2) or email [nmuffley@dpsnd.org](mailto:nmuffley@dpsnd.org)

All Special Education busing questions should be handled as follows:

- Call Dickinson Public Schools (Student Services) at **701-456-0002, (Option 1)** or email [Imyran@dpsnd.org](mailto:Imyran@dpsnd.org)

All student athletic/activity busing questions or comments should be directed to:

- Mr. Guy Fridley, Activities Director at **701-456-0030** or contact him by email at [gfridley@dpsnd.org](mailto:gfridley@dpsnd.org).

## **PARENT RESPONSIBILITIES:**

The parents/guardians of all students being transported by the DPS Transportation Department should:

1. Make certain their child is ready and at the bus stop 5 minutes before the scheduled bus arrival time. The bus cannot wait more than 1 minute at each stop for students.
2. During the winter season, it is the responsibility of the parents to see that their children are appropriately dressed. In the event that a loaded bus is stalled in cold or stormy weather, students will usually be kept on the bus. Some discretion is left to the bus driver. The distance from the stalled bus to shelter is to be considered. Bus riders must wear or carry weather appropriate clothing. Bus service may be denied to students who are not dressed for weather conditions.
3. Monitoring of students shall be the responsibility of the parent/guardian until the student boards the bus at the beginning of the day as well as when students exit the bus at the end of the day. It is expected that parents/guardian will support DPS high standards of student behavior while students are on the bus and work with the Transportation Department to solve any problems.
4. Bus badges will be issued to all students who ride the bus. The students must be able to show the badge when asked. The first badge will be free to students. There will be a \$5 fee for each replacement or address change. If student is not able to produce the badge, he/she may not be allowed to ride. No Bus Refunds.
5. Drivers cannot accept instructions for busing changes from children or parents. If children will not be riding the bus, whether AM or PM or both, the Bus Shop must be notified. **Parents must work through the Bus Shop at 701-456-0003.**
6. Due to food allergies that some students may have, students are not to eat on the bus. Water ONLY is allowed as long as the student is responsible. Student will lose this privilege if they purposely squirt or dump their water on the bus.
7. Parents/guardians are not allowed to enter the bus without the consent of the bus driver.
8. Parents must notify the Transportation Office **at least 5 days** before any change of address in order to assure continuous service. New Bussers begin on Mondays.
9. No student showing need of immediate first aide will be allowed on the bus. This includes bloody noses, scrapes, etc. This must be taken care of before the student enters the bus and must be tended to by parent.

10. **Temporary Bus Pass:** Parents of all students must call the student's school of attendance and request a temporary bus pass if there is to be a change in the student's daily bus schedule, i.e. student needs to go to grandmas for the night instead of home. The bus pass must be presented to the bus driver in order for the change to be granted. Additional information regarding a temporary bus Pass can be found on the DPS Website.

**Additional requirements apply for parents of Special Education students:**

1. An adult must be present at the point of pick-up and drop-off each day, unless written permission to the contrary has been given by the parent.
2. If the child needs assistance boarding or leaving the bus, the parent should assist the van/bus driver or aide.
3. Parents or guardians are responsible for getting their disabled child to the drive or curbside and for meeting the vehicle at the end of the school day at the drop-off point.
4. No student showing need of immediate first aid will be allowed on the bus. This includes bloody noses, scrapes, etc. This must be taken care of before the student enters the bus and must be tended to by parent.
5. Drivers and/or monitors and aides DO NOT enter a student's home.

**VIDEO RECORDING**

The Transportation Department monitors behavior on route school buses that it deems necessary through the use of video cameras and audio recording. The Transportation Department does not archive video/audio unless it is considered to be useful for the school district or law enforcement. Access to bus video is limited to appropriate school district staff and law enforcement. Parents may have access when deemed appropriate by the Superintendent of Schools.

**REGULATIONS FOR STUDENTS**

It is the driver's responsibility to enforce transportation regulations concerning students, and to maintain discipline for the safety of all aboard. Drivers and Monitors know that the following rules have been issued for all students:

A. General, bus riders will:

1. Ride on assigned buses.
2. Have their bus badge available to get on and off the bus.
3. Board and disembark from assigned bus at the selected destination unless written permission and a phone call to the Bus Shop from parent/guardian is granted to be left off at other than the regular stop. We will **NOT** transport any student who is not registered to ride the bus, with the exception of emergency situations. If prior arrangements are made by note and phone call to the bus shop, we will transport friends. All requests must be made by parents directly to the Bus Shop.

B. While on the bus, riders will:

1. Students are forbidden from throwing anything in, at, or from the vehicle.
2. All bus riders shall remain seated facing forward in their assigned seats at all times. Leaving the seat or standing without permission will result in a conduct report being filed.
3. All bus riders shall keep their head, hands, and arms inside the bus and must keep their feet on the floor.

4. Scuffling, fighting, obscene language or gestures is not permitted in or around the school bus.
5. School bus riders shall not litter the bus with food or other debris. Eating food is not allowed on the bus including peanuts or sunflower seeds which are prohibited on the bus.
6. Spitting at anyone while on the bus will be subject to immediate suspension from the bus.
7. School bus riders shall not tamper with the bus or any of its equipment. Damage to seats, etc., shall be paid for by the offender.
8. The school bus rider shall not leave books, lunches, or other articles on the bus.
9. The bus rider shall keep all books, packages, coats, and other objects out of the aisle.
10. Articles such as bean shooters, water pistols, laser pens, and cap guns will be taken away by the bus driver and turned over to the Transportation Department.
11. Riders shall bring no pets except service animals, firearms, explosives, or anything of a dangerous or objectionable nature on the bus.
12. Conversation shall be carried on quietly while on the bus except when approaching a railroad crossing when quiet must be maintained.
13. School bus riders are expected to be courteous to bus drivers, monitors, chaperones, and fellow students.
14. Use or possession of tobacco products, drugs, alcohol, striking matches, or lighting cigarette lighters are prohibited. "Tobacco products" includes any product that contains tobacco, is derived from tobacco or contains nicotine (or lobelia), that is intended for human consumption, or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, or ingested by any other means. The term "tobacco products" includes e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence.
15. Any form of harassment directed toward other students, the driver, or bus monitor is forbidden.
16. Unauthorized entering or leaving a bus through the emergency exit is forbidden.
17. Cell phone use by students on the school bus shall follow Dickinson Public School's policy FFI-Staff and Student acceptable use of Technology. If rider is listening to music or playing games on cell phones, headphones/ear plugs must be used. If volume is so loud that it creates a disturbance for those around, conduct report will be filed.
18. Using cell phones to take pictures and videos on the bus is prohibited. Conduct report will be filed.
19. Riding or attempting to ride the bus during a suspension is prohibited.

All bus discipline concerns should be addressed with the Transportation Director of Dickinson Public Schools at 456-0002. The Dickinson Public Schools is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, disability, age, marital status, or other status protected by law.

1. School bus drivers are a vital link in the education system. They are responsible for securing maximum transportation safety for all student riders. In order to do this they must have your support.
2. The bus drivers are in complete charge of the bus and students are expected to comply with their requests at all times.
3. The school bus is an extension of the school, and all school rules and regulations that pertain to student conduct in the schools is applicable to student conduct on a school bus.

**If a student creates a safety hazard or causes a discipline problem, the following steps will be taken:**

- 1<sup>st</sup> Offense: Parents will be notified in writing or by telephone that the student's behavior is not appropriate. Student may be moved to different assigned seat or another consequence may be given.
- 2<sup>nd</sup> Offense: Student rider will be suspended from bus service for three days. A conference will be held with the student, administration/designee and/or Transportation Director.
- 3<sup>rd</sup> Offense: Student rider will be suspended from bus service for 5 days and will serve 3 days of after school detention. A conference will be held to include the student, administration and/or Transportation Director, parent and driver. Parent will be responsible for picking up the student on the days of after school detention.
- 4<sup>th</sup> Offense: Student rider will be suspended from bus service for the remainder of the school year. Any Student who directs profanity or threats toward a Dickinson Public School employee or Harlow's School Bus Service employee may be suspended from the bus immediately. Law Enforcement may be contacted and a citation may be issued.

**Administration reserves the right to initiate any level of suspension based on severity of student offense.**

**ITEMS LEFT ON THE BUS**

The School District is not responsible for items left on the bus. Either pick up items on the next trip or check out the lost and found box at the bus shop.

**CONTACT INFORMATION**

Central Administration Office /Transportation  
444 4<sup>th</sup> St. W  
Dickinson, ND 58601  
701-456-0002

Burton Lewton  
Harlow's School Bus Service Manager  
701-456-0003  
burton.lewton@harlowsschoolbus.com