



A Safe Ride to School

Clover Park School District
Transportation Department





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General Information

Getting started

You can find out which school your child will attend by accessing the Clover Park School District website and selecting School Site Locator in the General School Information tab or by calling the Student Services office at **(253) 583-5000**. After determining the school, either Student Services or the Transportation Department can tell you if your child qualifies for bus service and if so, which route your child will use.

Eligibility

Students are eligible to ride the bus if they:

- reside more than one road mile from school
- need transportation based on special programs (i.e., gifted, ESL, special needs, McKinney-Vento or special circumstances)

Students who have special circumstances may qualify to ride the bus, even if they don't meet the above criteria, if:

- hazards that create unsafe walking conditions for a student that cannot be mitigated; i.e., no sidewalks
- a medical or physical condition prohibits a student from walking
- before or after school a student goes to a child care or place other than the residence and this alternate address is used for enrollment and receives bus service

If a student attends a school outside of the resident boundary of their school, the parents are responsible for transportation.

Kindergarten

Students will **not be allowed** to get off the bus **unless** the parent/guardian has requested in writing through the Transportation Department. Special Needs student will **not be allowed** to get off the bus without an adult being present, or request in writing.

ECEAP & Head Start

During the first week of school, half-day students should wear tags with their name and bus stop. Bus routes are developed based on student data submitted by the schools during the prior school year. All students must be met by someone that is on the approved list and have ID every day, to receive the student from school, this list also needs to be on the medical form you can get from the driver.

Bus routes and stops

General

School bus routes are planned to provide the safest, most efficient and cost-effective service under all weather and road conditions. Students typically ride the bus 30 to 60 minutes each way. Riding times may occasionally be longer due to traffic jams, breakdowns or inclement weather.

Students should utilize the bus stop closest to their residence. Those who need to be dropped off at a location other than their original stop must have special permission, which may be granted after the parent/guardian has notified the school office in writing.

Students who must go to another designated bus stop must give the bus driver a note signed by a parent/guardian **and** by the school administration. These notes are valid for one day or a specific period of time that is listed on the permission slip.

Bus stops

Stops may be as far from home as:

- Four blocks or .25 mile for kindergarten through fifth grade students
- Six blocks or .5 mile for sixth through eighth grade students
- Eight blocks or .75 mile for ninth through twelfth grade students

Boarding the bus

In the morning

Students need to be at their designated bus stop no later than five minutes **before** the scheduled pick-up time. When they see the bus coming, students need to form a line starting well back from the curb. Unfortunately, buses cannot wait for students who are not at the bus stop.

After school

Students need to go to their buses quickly. Buses leave:

Five minutes after elementary school dismissal

Seven minutes after secondary school dismissal

*Students who miss their regular bus **must be picked up by a parent.***

Activity/Program Bus

Middle and high school students who participate in after-school activities (i.e. sports, clubs) may ride the school's activity bus (with school approval). Secondary school students must present their ride ticket for the appropriate time to the driver when boarding. Each school will determine departure times for its activity bus. *Please note that activity buses do not stop at every stop scheduled for A.M. and P.M. routes but will primarily utilize neighboring elementary schools.*

Elementary school students who participate in after-school programs may ride the school's program bus (with school approval). Each school will determine departure times for its after-school program bus. *Please note that after school program buses do not stop at every stop scheduled for A.M. and P.M. routes but will primarily utilize neighborhood stops.*

Student Management

Student management procedures are designed to help change student behavior. Involving parents at the start of a discipline issue helps decrease the chance of more serious disciplinary problems, which may result in suspension from transportation services. Therefore, updated phone numbers and parental involvement are critical to providing a safe bus ride for our students.

Rules and Regulations

Students are expected to follow the same rules at bus stops and on buses as they are in the classroom. Students who misbehave may lose their bus riding privileges.

The following rules apply to all district buses and bus stops:

- At bus stops, wait in a line that starts well back from the curb, off the street.
- When crossing a street to or from a school bus, cross in front of the stopped bus, and only when the "stop" paddle is out, red lights are flashing and when the driver has signaled that it is safe to cross.
- Students may not cross any roadway having 3 or more marked traffic lanes.
- At an intersection with a traffic signal, cross only on the green light and "WALK" signal.
- Get on or off the bus only when it is fully stopped and the driver has directed boarding or disembarking.
- Give your name to the driver or monitor when they ask for it.
- Obey drivers and/or bus monitors.
- Animals are not allowed on buses without prior written approval from the Director of Transportation (**service animals must be approved**).
- Sit in only one seat and do not save a seat for anyone.
- Stay seated at all times until the bus has arrived at your destination.
- Seat belts must be worn, when available.

- Keep aisles clear.
- Keep hands to yourself.
- Alcohol, tobacco, flammable items and incendiary devices are prohibited.
- Perfume, cologne and body spray are prohibited
- Ask the driver's permission before opening a window. Windows may not be opened lower than designated line.
- Keep head, hands and arms inside bus windows.
- Do not damage or deface bus seats or equipment.
- Do not throw anything from the bus.
- Fighting is prohibited.
- Students that have zpass card must have this card with them at all times and use the zpass on and off the school bus.

The parent or guardian must communicate, **in writing for special needs students**, their request to the transportation department if they wish to change whether or not their child is to be released with or without an adult present.

- AM half-day students delivered to bus stop at noon: Students will be retained on the bus if no one is at the bus stop to receive them and will be returned to school.
- PM half-day and all day students delivered to bus stop in the evening: Half day (ECEAP/HEADSTART) students will be retained on the bus if no one is at the bus stop to receive them and will be returned to school, Special needs students will be returned to Clover Park School District Transportation Department at 9219 Lakewood Dr. SW. *If students are not picked up in a reasonable time, law enforcement will be called.* Anyone other than a parent/guardian must have written permission or be on the student's card and picture identification must be presented before they can pick up the child.

Bus Service during Bad Weather

Parents/guardians need to plan for changes in bus schedules and routes during snowy/icy conditions.

Changes in district operating hours or bus service are announced on the Public Schools Emergency Communication System website at www.flashalert.net between 5-8 a.m. and be on all major radio/TV stations.

Announcements are for **one day** only.

No announcement about the Clover Park School District means that schools are open and buses are operating on regular routes and schedules. Be sure to listen for Clover Park School District NOT Lakewood SD, which is a small town north of Seattle.

During bad weather, the Clover Park School District sometimes operates on a "limited transportation" schedule, which could mean:

1. School buses will operate on arterials or main streets only
2. No Half-day programs (i.e., Head Start, ECEAP classes or after school activities or out-of-district transportation
3. School buses will be operating on Snow Route Schedule

Unlike buses that normally travel on primary and secondary arterials, special education buses often travel on residential streets. Secondary roadways are not cleared by the city during bad weather and can be dangerous or inaccessible. Narrow streets and residences on hills add to our concern. For these reasons house-to-house bus service may be canceled or limited. An alternate location will be established.

Special Needs Students

Not all special needs students require or receive special transportation. To receive this service, a 504 plan, an Individual Education Plan (IEP), or students who fall under the McKinney-Vento Act or Foster Care must document a need for special transportation. The Director of Special Education IEP students must authorize special transportation, 504 students must go through the school to be approved. The Student Services Director must authorize transportation for students who fall under the McKinney-Vento Act/Foster Care.

Parent/guardian responsibilities and district procedures for students receiving special service transportation:

Meeting the transportation requirements of students with special needs requires a strong partnership between the student, parents, driver, transportation department and school. Below is a list of responsibilities established to ensure your student's transportation needs are met in a safe and timely manner.

- 1 Student Assistance: Corner stops will be used as student pick up and drop off locations.** The parent/guardian is responsible for assisting his/her child to and from the bus. If conditions exist, where a student(s) must receive house service; wheelchair bound, or is non-ambulatory, the Transportation Department will establish a pick-up point as close to the residence as possible. This assures the safety of the student and the equipment.

Student Pick Up: Students being picked up at bus stop should be ready 5 minutes before their approximate pick-up time. The driver **will not wait** for the student to board the bus before continuing on the bus route. **Drivers will not honk the horn**, as it disturbs the neighbors. Drivers will discontinue service when a student receiving bus service fails to board the bus five consecutive days and notification to parents has been made. (See Absences/Discontinued Service)

- 2 Delivery of Students Home:** A responsible person must be at the bus stop to receive any student receiving special service transportation unless other arrangements have been approved through the Transportation Department.

Kindergarten students receiving special service transportation will not get off the bus unless met by parent or designated guardian or have a requested in writing for the student to be released by themselves.

- 3 Address/Alternate Address Changes:** Parents/guardians will need to notify their students' school or special education office immediately of any change of home address or place of pick-up/drop-off. The Transportation Office requires five full working days to implement a change. The new service will begin the sixth working day after the office received the change notification. All address/alternate address changes must be cleared by the Clover Park School District Transportation Office, NOT BY THE DRIVERS.

- 4 Route and Time Changes:** Parents should be prepared for route and pick-up time changes at any time during the school year. Changes sometimes occur when students are added or withdrawn from the school program.

- 5 Illness:** Students who are ill should not be sent to school, as they could infect other students. Parents should notify the Transportation Office of their child's illness as soon as possible.

Parents are notified when their student becomes ill during the school day. After notification, parents are responsible for picking up the child. (Note: Anyone other than a parent/guardian must have written permission to pick the child up from school).

- 6 Absences/Discontinued Service:** Parents must notify the Transportation Office and the child's school if a student will be absent, or if they intend to move.

- 7 Student Identification:** Parents/guardians should have the name of their student's school and bus number when calling the Clover Park School District Transportation Office

- 8 Seatbelts:** Seatbelts, when available, are to be used by all students. Drivers are responsible for checking compliance with this equipment.
- 9 Safety Devices:** The Transportation Office may require use of a safety apparatus to control a student's activity or aggression. Parents/guardians of students needing these devices will be contacted by the Transportation Office or the Special Education Department prior to use of the device (unless an emergency safety concern exists).
- 10 Child Safety Seats:** Convertible car seats or safety vests meeting all federal standards may be used by drivers for smaller students who cannot be properly secured by bus seat belts. Safety seats must be approved by a transportation office safety representative prior to use.
- 11 Pins:** For safety reasons, attaching messages to student's clothing with straight pins is prohibited.



WHERE TO PHONE

District Departments

Address Changes	Call the child's school
District Receptionist.....	253-583-5000
Special Education.....	253-583-5170
Student Services	253-583-5153
Transportation	253-583-5494

Clover Park School District Schools

Senior High Schools

Clover Park	253-583-5500
Lakes	253-583-5550
Harrison Preparatory School	253-583-5418

Middle Schools

Hudtloff	253-583-5400
Lochburn	253-583-5420
Mann	253-583-5440
Woodbrook	253-583-5460

Elementary Schools

Beachwood	253-583-5260
Carter Lake	253-583-5210
Custer	253-583-5230
Dower	253-583-5240
Evergreen	253-583-5250
Four Heroes	253-583-5340
Hillside	253-583-5280
Idlewild	253-583-5290
Lake Louise	253-583-5310
Lakeview	253-583-5320
Meriwether	253-583-5200
Oakbrook	253-583-5330
Park Lodge	253-583-5350
Rainier	253-583-5220
Tillicum.....	253-583-5370
Tyee Park	253-583-5380

Special Schools/Services

Clover Park Early Learning Program.....	253-583-5360
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Secondary Level

Firwood	253-756-2522
Alfaretta	253-589-7963

Clover Park School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. Address correspondence to one of the following individuals who have been designated to handle questions and complaints of alleged discrimination at Clover Park School District, 10903 Gravelly Lake Dr., SW, Lakewood, WA 98499-1341: Title IX Coordinator, Ron Banner, Deputy Superintendent, (253) 583-5050; Section 504/ADA Coordinator, Ron Banner, Deputy Superintendent, (253) 583-5050; Civil Rights Compliance Coordinator, Lori McStay, Executive Director for Human Resources, (253) 583-5087.