

Eagle Point School District #9
General Transportation
2024-2025



Parent Reference Guide



Dear Parent / Guardian:

Welcome back to school! Transportation services for your student(s) will be provided by the Eagle Point School District Transportation Department. It is important that you and your student(s) are familiar with the transportation policies and guidelines of the Eagle Point School District contained in this reference guide. The safe, appropriate, and timely transportation of your student(s) is a team effort. By working together, we can provide a positive experience for your student(s) as we transition into a new school year.

In order to provide your child with the safest transportation possible, we follow Oregon State and Eagle Point School District 9's Rules for Student Conduct on School Buses. You will also find some other helpful information about delays and route information (Copy attached).

Drivers will enforce the rules, which were designed to provide the safest solutions to any possible transportation problem. A copy of the rules is posted in **every** school bus for student reference. Generally, if your student will follow the driver's directions, remain seated, keep hands, feet and personal belongings under control, keep the bus clean, and speak in a normal tone of voice, then their school bus experience will be a pleasant and safe one.

Drivers are responsible for enforcing all safety rules and will deal with students whose behavior jeopardizes the safety and security of the other riders or themselves. In accordance with Administrative Procedure EEACCA, buses are equipped with video and audio surveillance.

Drivers are on a very strict schedule that needs to be followed and kept, if anything keeps them from that schedule it causes a domino effect that causes students to be picked up late and then getting to school late. If your student(s) miss the bus, the driver will **not** turn around and another route will **not** pick them up. We have set times where all students need to be at their designated stop and we ask that your student(s) be at their designated stop 5-10 minutes early.

Students with cell phones will be permitted to use them on the bus providing it does not cause a problem or distraction to the driver. Failure to obey the driver will result in discipline and the cell phone taken away. ****Absolutely no taking photos or video with phones.****

Please complete the information sheet on the last page and have your child return it to his/her bus driver. The Transportation Department uses that information in the event of an emergency and for parent contact information, it is very important that you fill out this form and return it.

Thank you for your cooperation.

Sincerely,

Eagle Point School District #9 Transportation Department

ROUTE INFORMATION

Transportation has been working diligently over the past year and over the summer break to implement a new software system for the 2024-2025 school year, called Traversa. Traversa is designed to assist with our daily transportation operations, including managing the ridership of eligible students and student management. We recently had the new system installed in all of our buses, all drivers will be equipped with tablets. These tablets contain a list of all transport-eligible students for each school and for each route. Each eligible student will be provided with a card that they must scan when boarding and exiting the bus. This information will be recorded for our records. Please note, that if your student forgets their student card, they will still be able to get on the bus, but if your student loses their student card, please contact Transportation @ 541-830-1245 and we can assist in getting a replacement card for your student(s).

- It is suggested that for the first two weeks of the school year, your student(s) be ready at least **ten minutes** prior to the scheduled pick-up time. This will allow for any changes in the route due to additions, deletions or traffic conditions. For the remainder of the year, your student(s) must be ready **FIVE MINUTES** prior to scheduled pick-up time. This will ensure that your student(s) and other students arrive at school on time.
- After the first two weeks of the new school year, we ask that all students be ready, watching for the bus and waiting outside at their designated bus stop **5 minutes** before pick up time. The bus driver will wait a maximum of **1 minute** for your student(s) if he/she is not at their designated bus stop to give them a chance to catch the bus. Traffic and other considerations may make the bus a few minutes late, but the bus **will not leave** before the scheduled time.
- If your student(s) misses the bus the parent/guardian will be responsible for finding an alternate option for transportation for their student(s). Our drivers are on a very strict schedule that needs to be followed and kept, if anything keeps them from that schedule it causes a domino effect that causes students to be picked up late and then getting to school late. The driver will **not** turn around and another route will **not** pick them up. We have set times where all students need to be at their designated stop and we ask that your student(s) be at their designated stop 5-10 minutes early.
- If your student's designated stop is a "solo" stop and not a "group" stop where a group is picked up, please call the Transportation Department at least **one hour prior to pick-up time**, when your student(s) will **NOT** need transportation services. You may also leave a message @ 541-830-1245 24 hours a day. If your student(s) **do not** ride the bus for more than **three** consecutive days with no contact to the Transportation department or your student(s) driver, it will be necessary for you to call Transportation at (541) 830-1245 to start service again.
- **City and County ordinances prohibit our bus drivers from using the horn to alert you of their arrival. Please have your student at their designated bus stop when the bus arrives.**

SCHOOL CLOSURE

In the event of a school closure, late start or other emergencies, **ALL** parents will receive a text message, and an email. The information will also be put on the EPSD9 website, facebook, each school website, and the EPSD APP. The following TV stations and Radio stations are also given the information to broadcast.

Television stations

Kobi - (541) 779-5502
KTVL - (541) 773-7378
KDRV - (541) 779-9755
KMOV - (541) 772-2600

Radio Stations

KRWQ; KMED; KISS; KOOL; KYVL
KSOR; KAJO-AM; KLDR-FM; KDOV
KCNA; KROG; KEZX; KRTA; KRBC
KAKT; KBOY; KCMX; KTMT

In the anticipation of school closure resulting from inclement weather conditions, the following guidelines apply to special needs transportation vehicles:

- There will be no school for your student if the school he/she attends is closed. If your student(s) is on an approved **Inter**district Transfer and Eagle Point Schools are closed, your student(s) will **not** be expected to attend school during the closure.
- If Eagle Point Schools are on “snow route” or on a delayed schedule, and you bring your student into the Eagle Point Transportation boundary due to an approved **intra**district or **inter**district transfer, please know that ALL buses will be on either a delayed and/or modified schedule, this is also for student(s) that attend their regular attendance boundary school. Please contact Transportation @ 541-830-1245 if you have any questions and/or concerns about delays and/or snow routes.
- If for any reason you choose not to send your student(s) to school due to the weather, and your designated bus stop is **not** a “group” stop, where a group of students get picked up at once, please contact Transportation @ 541-830-1245 so we can let the driver know that your student will **not** be riding the bus and they don’t need to stop at your student’s designated bus stop.
- Pupil transportation supervisor and district administrative staff try to make closure decisions before buses leave the Transportation bus yard when possible. Please continue to watch the television stations or listen to the radio stations for updated school closure information or visit the district's website or any of the other informational platforms listed above.

STUDENT CONDUCT ON SCHOOL BUSES

The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under **authority** of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door **only** in case of emergency.
4. Students will be on time for the bus both morning and evening. Driver's will **not** turn around to get your student, we are on a schedule and must stick to that schedule.
5. Students will not bring firearms, knives, weapons or other potentially hazardous material On the bus.
6. Students will not bring animals, except **approved** assistance guide animals, on the bus.
7. Students will remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students shall cross in front of the bus or as specifically instructed by the bus driver.
10. Students will not extend their hands, arms, feet or heads through bus windows.
11. Students will need written permission to get off the bus other than at home or school.
12. Students will converse in normal tones. Loud or vulgar language or obscene gestures are prohibited.
13. Students will not open or close windows without the permission of the driver.
14. Students will keep the bus clean and must refrain from damaging anything on the bus.
15. Students will be courteous to the driver, fellow students and passersby.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

The superintendent will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

CODE OF CONDUCT

Each year the district will include the following transportation rules in the student/parent handbook. The district will provide interpretation to those students /parents whose language is not English.

While riding a school bus, students will be expected to obey the following rules:

- *1. Obey the driver at all times.
- *2. No throwing objects.
- *3. Not have in their possession any weapons as defined by Board policy JFCJ.
- *4. No fighting, wrestling or scuffling.
- *5. No standing up and/or moving from seats while the bus is in motion.
- *6. No extending hands, head, feet or objects from windows or doors;
- *7. No possession of matches or other incendiaries and concussion devices.
- *8. Use emergency exits **only** as directed by the driver in the event of an emergency.
- *9. No damage to school property or personal property of others.
- *10. No threatening or physically harming the driver or other student(s)/riders.
- *11. No disruptive activity which might cause the driver to stop in order to re-establish order.
- *12. No making disrespectful or obscene statements to the driver and/or other student(s)/riders.
- *13. No possession or use of tobacco, alcohol or illegal drugs while on the bus.
- 14. No eating or chewing gum.
- 15. No carrying glass containers or other glass objects.
- 16. No skateboards, musical instruments or other large objects which might pose a safety concern or a barrier to safely enter and exit from the bus, will be allowed on the bus.
- 17. All student(s)/riders will accept assigned seats, if they are given.
- 18. Stay away from the bus when it is moving.
- 19. Be at the bus stop **five minutes before** the scheduled pick up time.
- **20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.
- 21. Students who are suspended from riding the bus or from school for any reason are restricted from riding **any** school bus during the time of suspension.

* These regulations, if broken, are **SEVERE** violations with severe consequences because of the threat to the safety of others.

** Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

VIOLATIONS

Each year the district will include the following procedures for violations in the student/parent handbook. The district will provide interpretation to those students/parents whose primary language is not English.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation - **Warning***: The driver verbally re-states behavior expectations and issues a warning citation followed by a phone call to the parent(s)/guardian. (No suspension off the bus.)
2. Second Citation*: The student is suspended from the bus for 1-5 day(s) until a conference, arranged by the transportation supervisor, has been held with the student, the parent(s)/guardian, the bus driver, and the transportation supervisor.
3. Third Citation* **of the year**: The student receives a 5 - 9 days suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent/guardian, the bus driver, the transportation supervisor. Further violations of bus regulations will be considered a severe violation.
4. **Severe Violations:** Any severe violation will result in the immediate suspension of the student for a minimum of 9 days, and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent/guardian.
5. In all instances, the appeal process may be used if the student and/or parent/guardian desires.
6. **Students who are suspended from riding the bus or from school for any reason are restricted from riding any school district bus during the time of suspension.**

*All citations must be signed by the parents, the transportation supervisor, and the bus driver before the student will be allowed to ride the bus again.

Student Transportation Form 2024-2025

Signature indicates Parent(s)/Guardian has read and understands the rules and procedures regarding student conduct and safety and has reviewed it with their students. If there are any questions, please contact the transportation department at (541) 830-1245.

Parent or
Guardian _____ Date _____
(PRINT NAME)

Parent or
Guardian _____ Date _____
(PRINT NAME)

Physical
Address _____
Mailing
Address _____
(IF DIFFERENT THAN RESIDENCE)

Phone
Numbers: Home/Cell _____ Work _____

Student's
Name _____ Grade _____ Sch. _____

Student's
Name _____ Grade _____ Sch. _____

Student's
Name _____ Grade _____ Sch. _____

Student's
Name _____ Grade _____ Sch. _____

(Mark one) My elementary student(s) may ____ or may not ____ be dropped off at his/her rural stop without his/her parent present at the bus stop.

Emergency contact numbers:

In the event you cannot be reached, please list the names and numbers of trusted relatives or friends you have chosen to respond to in your absence, if there should be an emergency (This information should also be on file in the office of your child's school.)

Name _____ Phone _____

Name _____ Phone _____

