

TRANSPORTATION POLICY

(PARENTS/STUDENTS)



TABLE OF CONTENTS

REGULATIONS GOVERNING STUDENTS	1-4
1. Student Regulations	1
2. Procedures for Student Misconduct on the School Bus	2
3. Parent Responsibilities	2
4. Due Process	3
5. School Schedule Changes Due to Emergency Conditions	3
6. Per Capita Feeder Routes	4
CONDUCT OF STUDENTS AS BUS PASSENGERS	5-6

Bloomfield Transportation Policy (Parent)

Regulations Governing Students

1. Student Regulations

- A. Student transportation is a privilege extended to students who qualify for transportation pursuant to 6.41.4 NM PED Standards for Providing Transportation for Eligible Students.
- B. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.
- C. Students will be issued a bus pass when their transportation plan has been approved. Students are required to scan the pass every time they board or offload the bus. Failure to do so will be considered failure to follow driver's instructions, and will result in disciplinary action.
- D. Students must arrive at their assigned bus stops a minimum of 5 minutes before the bus is due to arrive. The bus will not wait.
- E. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students will wait in an orderly line, avoid littering, respect private property and stay out of the roadway. When unloading, the students should clear the traffic area immediately.
- F. The driver is in full charge of students when they are riding on the bus. The students must obey the driver promptly. In cases where a teacher or school administrator is on the bus, they are also authorized to enforce student discipline.
- G. Students who knowingly submit a false report or make false accusations toward school personnel may result in disciplinary action up to and including suspension from the bus.
- H. Students will not enter or exit the bus while it is in motion. While in motion, students must remain seated, keeping the aisles and exits clear at all times.
- I. Students must occupy the seats assigned to them by the bus driver.
- J. Students will not be permitted in front of the passenger seating area while the bus is in motion.
- K. Students are to refrain from unnecessary conversation with the driver.
- L. Students will stay out of the driver's seat and will not tamper with any equipment.
- M. Students will be courteous and obedient to the driver.
- N. Students must cooperate with the bus driver in keeping the bus clean.
- O. Rough or boisterous conduct will not be permitted on the bus; however, students are permitted to converse in a low voice while in the bus.
- P. Students must keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
- Q. Students will not use profane language or obscene gestures.
- R. Students will not chew gum, eat or drink on the bus.
- S. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of others on the bus.
- T. Students must not extend their hands, arms, heads, or objects out of the bus windows.
- U. Animals, firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on the bus.
- V. No unsecured item that will block the aisle will be allowed on the bus. Skateboards, scooters, wheeled backpacks and wheeled shoes are not allowed.

Bloomfield Transportation Policy (Parent)

- W. Students must not open or close the bus windows without the permission of the bus driver.
- X. Students will not throw any items inside or out of the bus while boarding, riding, or exiting the bus.
- Y. Possession or use of tobacco products, vaping products, controlled substances, alcohol, lighters, or matches while on the bus is prohibited and may result in disciplinary action.
- Z. Students will not ride on the outside of the school bus at any time or attach any item to the bus.
- AA. Parents or guardians will be held financially responsible for malicious destruction to the bus.
- BB. Any damage to the bus from any cause will be reported by passengers to the driver and the driver will report it to the proper school official.
- CC. Students who must cross the road after departing from the bus must pass far enough in front of the bus (at least ten feet) so that the driver can see them. Students will look both ways and wait for the driver's instruction before crossing to the opposite side of the road. Students will not cross multi-lane roadways to meet the bus.

2. Procedures for Student Misconduct on the School Bus

- A. Depending on the incident the driver will first verbally warn the student.
- B. If the verbal-warning fails to achieve desired results, the driver is to notify the Transportation Dept. or the student's School Principal by completing the "BUS CONDUCT REPORT".
- C. Upon receiving the complaint and discussing it with the student, the disciplinarian will notify the parent/guardian by written communication or by phone.
- D. If the behavior continues, the student will lose his/her riding privileges for:

2nd offense =3 days	3rd offense = 5 days	4th offense = 30 days	5th offense = remainder of school year
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- E. If the incident involves fighting, bullying, or other serious offenses, the student may lose their bus riding privilege with the first first Bus Conduct Report.
- F. When a student is suspended from the school bus, a copy of the complaint will be sent to the parent stating how long the penalty will last. In such cases, the parents become responsible for seeing that their student gets to and from school safely.
- G. If the incident involves fighting, bullying, or other serious offenses; the student may lose their bus riding privilege with the first incident.
- H. During the loss of riding privileges, all transportation privileges shall be revoked. The student may not ride any other bus, including activity travel, field trips, athletic travel, etc.

3. Parent Responsibilities

- A. Ensure that their student arrives at the designated bus stop at least five minutes prior to the scheduled bus arrival.
- B. Provide protection or supervision for their student when unusual conditions warrant precaution beyond ordinary circumstances.
- C. Cooperate with school officials and school bus drivers regarding appropriate conduct of their students at bus stops and while walking to and from bus stops.
- D. Ensure that their student has and uses their bus pass.
- E. Assist with implementation and enforcement of school bus rider safety.
- F. Provide alternate means of transportation for their students during loss of bus riding privileges.

Bloomfield Transportation Policy (Parent)

- G. Any student kindergarten or younger must have a responsible person to receive them at their bus stop. If no one is there the student will be returned to the Transportation Dept. and the parent will be required to pick them up. If school personnel are not able to contact a parent the student will be turned over to CYFD or Law enforcement. After three such incidents the student will lose riding privileges.

4. Due Process

- A. Bloomfield School District and New Mexico Administration Codes for Schools guarantee due process rights for students and parents. School officials shall follow procedures for suspension and expulsion, as defined in New Mexico Administration Code for Schools.
- B. Every effort shall be made by the school district to resolve problems through effective utilization of district resources in cooperation with the student and their parents.
- C. In cases of a suspension, a student must be given an opportunity for a conference if the student or the student's parents indicate the desire for one in writing, or appear in person to request such a hearing.

5. School Schedule Changes Due to Emergency Conditions

- A. Due to the complexity and size of the school district, it is very difficult to make a quick decision as to whether school schedules should be altered in case of inclement weather. Geographical considerations, large numbers of bussed students, early bus starting times, as well as difficulties in communicating with all individuals concerned must be considered in such a decision. The following procedures will maximize the information flow needed to make an early decision as to whether the normal schedule should be followed.
- B. Closing or delaying the start of school
 - i. On inclement weather days, the Transportation Department will check roads early in the morning to determine whether a delayed start of school is advised.
 - ii. The findings will be reported to the Superintendent who will make the decision to:
 - 1. Have school as scheduled
 - 2. Conduct a remote learning day
 - 3. Delay the bus schedule by two hours
 - 4. Delay, or cancel, one or more remote buses
 - 5. Close school altogether
 - iii. Every effort will be made to decide on delays or closures by 5:30 am when possible.
 - iv. The school messaging system will be implemented.
 - v. Radio and television stations will be notified.
 - vi. Delayed schedule will mean that all schools will be delayed 2 hours.
 - vii. Bus drivers will use extreme caution upon returning students home due to school delays, early releases, or closures.
 - viii. If conditions make it impractical for a bus to travel a route and students are brought to school by personal vehicle, it will be the responsibility of the parent to provide transportation of the student home after school.
- C. Early dismissal may become necessary due to the inclement weather
 - i. The Superintendent or designee will be notified as early as possible with information necessitating the early dismissal.
 - ii. The Superintendent will make the determination to call for an early dismissal.

Bloomfield Transportation Policy (Parent)

- iii. The normal schedules will be set back two hours.
- iv. The school messaging system will be implemented.
- v. Radio and television stations will be notified.

6. Per Capita Feeder Routes

- A. Based on budget, the local board may provide per capita or per mile reimbursement to a parent or guardian in cases where regular bus transportation is impractical due to distance, road condition, or sparseness of population, or in cases where the local board has authorized a parent to receive reimbursement for travel costs incurred by having a student attend school outside the student's attendance zone.
- B. The Board of Education will approve all agreement(s) made with parents or guardians for per capita feeder services. The agreement(s) will define the term of service, the contract amount, and the responsibilities of the parent. It will be the responsibility of the parent or guardian to transport their student(s) to and/or from the nearest bus stop or home.
- C. A parent or guardian who has agreed to a per capita agreement must provide proof of insurance, current vehicle registration, and a valid driver's license to the Transportation Department and shall maintain the insurance for the term of the agreement. If the identity of the vehicle or driver changes, the Transportation Department must be notified. The district will not reimburse for transporting students during periods without insurance coverage.
- D. The Transportation Department will develop an accountability system to ensure that services are rendered according to the policy and agreement. Payment will not be made until services have been rendered.
- E. The contract will begin from the date the application is received at the Transportation Department.
- F. It is the parents/guardian's responsibility to obtain the application and submit it to the Transportation Department.

Bloomfield Transportation Policy (Parent)

CONDUCT OF STUDENTS AS BUS PASSENGERS

Your understanding and cooperation in helping to maximize the **SAFETY** of all students while a passenger on our school buses is appreciated.

Important rules and regulations exist which promote and help assure the safety of each passenger on a school bus. Please discuss the following rules with your students.

1. Student transportation is a privilege extended to students who qualify for transportation pursuant to 6.41.4 NM PED Standards for Providing Transportation for Eligible Students. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.
2. Students will be issued a bus pass when their transportation plan has been approved. Students will scan the pass every time they are boarding or offloading the bus. Failure to do so will be considered failure to follow drivers' instructions, and may result in disciplinary action.
3. Students are to be at the bus stop at least five minutes prior to the scheduled bus arrival time. **The bus will not wait.**
4. While at the bus stop or pick-up point, students shall:
 - a. Conduct themselves in an orderly manner and stay out of the roadway.
 - b. Avoid littering and respect nearby property.

Law enforcement agencies may be called if bus stop rules are not followed.
5. While a passenger on the bus, students shall:
 - a. Take assigned seats promptly after boarding the bus.
 - b. Remain seated at all times unless loading or unloading from the bus.
 - c. Talk in a low voice only with those students who share the same seat.
 - d. Obey the driver. The driver has the authority to discipline students on the bus.
 - e. The school bus is an extension of the classroom.
 - f. When requested, promptly identify themselves.
 - g. Keep all portions of their bodies inside the bus.
6. While a passenger on the bus, students must not:
 - a. Use tobacco products, vaping products, alcohol or any other controlled substances.
 - b. Eat, drink, chew gum, or litter.
 - c. Throw any objects on, around, or out of the bus.
 - d. Use obscene language or gestures.
 - e. Be discourteous, disobedient or disturbing to the driver or other passengers.
 - f. Transport items which may endanger the health or safety of passengers including glass containers, pets, skateboards, wheeled backpacks, wheeled shoes and scooters.
 - g. Transport large items or musical instruments, which cannot be held on the lap. No articles may be placed in the driver's compartment. Articles may not block aisles or exits.
 - h. Open or close windows or emergency doors except when instructed to do so by bus personnel.
7. Students are to be on time to board the bus after school. **The driver will not wait or return.**
8. Transportation is not available to students who leave campus after class and return before the bus arrives.
9. Students are encouraged to report any damages to seats or other parts of the bus to the driver. Failure to do so is cause to charge the student for the repairs.
10. Students exiting the bus shall always cross in front of the bus. After being signaled by the driver, they shall cross at least ten feet in front of the bus and shall obey all traffic controls for roadway crossing.

Bloomfield Transportation Policy (Parent)

11. A change of buses or bus stops will only be allowed for an extended period of time. **No temporary bus changes will be allowed.** A written request from the parent and approval from the school principal is required. This includes getting off the bus at a school other than the regular school of attendance.
12. As per transportation policy, students must board the bus at their designated stops. If they miss their bus at the stop, parents must transport their students to school. Avoid chasing the bus.
13. **Students will not be allowed to board or offload the bus anywhere other than their designated stops.**
14. The driver is in full charge of the bus and its passengers.
15. The student will abide by these rules, those outlined by the District Conduct Policy Manual, the State Board of Education Regulations and any other rules that a driver might need to add.
16. Any student kindergarten or younger must have a responsible person to receive them at their bus stop. If no one is there the student will be returned to the Transportation Dept. and the parent will be required to pick them up. If school personnel are not able to contact a parent, the student will be turned over to CYFD or Law enforcement. After three such incidents the student will lose riding privileges.