

Hobbs Municipal Schools



Transportation Handbook 18-19

Dear Parent / Guardian:

It is a privilege to be able to provide school bus service to your family. As always, the safe transportation of our passengers is our number one priority. Please review this transportation booklet. It is designed to provide you the information necessary to make the transportation process a safe and enjoyable one for everyone. This includes you as the parent/guardian, school bus drivers and assistants, building principals, and classroom teachers.

The relationship that we have together is the key to making this school year a success. Getting to know your driver, classroom teacher and building principal is crucial. We will be glad to meet with you and discuss any problems that may be occurring on the bus. However, as outlined later in this booklet, please do not correspond with the school bus driver during the operation of the bus route. Please call the school your child is attending, or myself, at 575-433-0100, and we will find a time that is convenient to meet with you.

Yours In Safety,



Gene Strickland
Hobbs Municipal Schools



SERVICE PROVIDERS:

Buses # 1 to 34 and 50 to 54

B & G Transportation, Inc.
5310 Energy Place
Hobbs, NM 88240
575-392-8514
www.bgtrans.biz

Buses # 35 to 42

H.M. Ramirez Bus Company
610 Carlton
Hobbs, NM 88240
575-390-6268

DISTRICT TRANSPORTATION GOAL

PURPOSE: The intent is to provide a unified transportation system which meets the needs of eligible students and guides the provision of transportation as a related service to students with disabilities. The Hobbs Municipal Schools Board of Education will abide by SBE Regulation No. 6.41.4 and will provide the community and staff involvement.



RIDER ELIGIBILITY

Each eligible student must register on the proper form provided on page 14 in the booklet giving full name, address, bus number, school, teacher, grade and phone number (parent home or work number). This form must be signed by the parent or legal guardian. Failure to complete and return this form will mean a forfeiture of riding privileges.

Walking distances are established by State Statute. Outside of legal walking distances, the bus routes and eligibility lines are established by the following guidelines set by the Public Education Department (PED). The same criteria may be used to establish distances to the location of designated bus stops. Recent changes in the student transportation guidelines will impact the location of some of the bus stops. Listed below are the established criteria to determine a student's eligibility for bus transportation. Students living within the legal walking distances as listed below **do not** qualify as eligible students for transportation privileges.

Kindergarten – 5th grade	Less than one (1) mile – one way
6th – 8th grade	Less than one and one-half (1.5) miles – one way
9th – 12 grade	Less than two (2) miles – one way

BAD WEATHER POLICY

When it becomes necessary to cancel or delay school because of inclement weather, Central Office will contact the local radio stations before 6:30 a.m., to inform parents and students of any cancellations and/or delays.



GENERAL RULES AND REGULATIONS

These rules and regulations were developed to ensure the safest and best transportation for our most precious commodity, our children.

The Board of Education has adopted this strict discipline policy to make students and parents aware that **safety** is our number one goal.



- 1) The driver is in full charge of pupils when they are riding the bus. The students shall be courteous to the driver and must obey the driver as they would a teacher. Refusal to obey the rules could jeopardize the student's transportation privileges.
- 2) Hobbs Municipal School dress code requirements shall be adhered to on the bus, as well as while waiting for bus. Students in grades 6 – 12, shall have their School ID card **visible** while riding the school bus.
- 3) The most hazardous period of time is when the bus is stopped to load or unload students. Therefore, the students are required to be absolutely quiet anytime the bus is stopped and the bus door is open. While the bus is in motion, students will be permitted to converse in a normal tone to the person seated to their left or right.
- 4) The driver shall have authority to temporarily suspend a student's transportation privilege, after the student has arrived at the assigned stop or school, up to a maximum of one. If this action is taken, an immediate report to that student's parent/guardian is required.
- 5) When a driver deems that a student or student's behavior creates a threat to the safety and welfare of the driver and/or the students on the bus then that student or students may be removed immediately; at which time the police will be contacted.
- 6) Any damage to the bus from any cause shall be reported to the driver, and driver in turn will report such damage to the Operations Department of the Service Provider. Student(s) causing damage will be responsible for payment of damage and will not be allowed back on the bus until this is satisfied or arrangements have been made.
- 7) Student must provide driver with note from parent/guardian and endorsed by the principal if they wish to board/exit at any place other than student assigned stop.
- 8) Drivers will develop and have a seating chart available. Students will adhere to their assigned seats and the drivers will enforce the seating chart for all students who ride their bus.
- 9) If a parent/guardian needs to visit with a bus driver concerning their child, the conference is to be made through the transportation provider and not take place during the bus route.
- 10) Dirt roads are not always safe for a bus to travel on. When the road is determined impassable, it is the parent's responsibility to meet the bus at the nearest pavement. If you are not sure if the bus will run, call B & G Transportation at 575-392-8514 or H.M. Ramirez at 575-390-6268.
- 11) Students shall remember that to be careless or to take a chance not only endangers their own safety but the safety of others.
- 12) It is the parents' responsibility to provide transportation to or from school if a student misses the bus. The bus driver will not stop off route to let students on after they miss the bus.

PROCEDURES FOR WAITING FOR THE BUS

- 1) Be at your bus stop five (5) minutes before scheduled pickup time. The driver will not wait or honk.
- 2) Stand on the sidewalk or back from the roadway while waiting for the bus. Students shall never be in the road while waiting for the bus.
- 3) Students are required to follow the bus rules when waiting at the bus stop while loading/unloading the bus.
- 4) Students who are required to walk a distance to meet the bus must walk on the side of the road to their left, facing traffic, except on divided highways.

LOADING THE BUS AT SCHOOL

Students should go immediately to their buses on school dismissal, as buses will depart (5) five minutes after bell has rung. Once buses have closed the door and have begun to depart, they **will not** stop to load students.

Procedures for transporting musical instruments inside the bus are as follows:

- 1) No instrument shall occupy needed seating space. No instruments shall be placed in the driver compartment.
- 2) All instruments carried by students shall be under their control at all times and carried in the lap, between the seats, or in a vacant seat. The aisle shall not be blocked at any time.



GETTING OFF THE BUS

- 1) Stay seated until the bus is completely stopped and the driver releases you.
- 2) Use the handrail and take one step at a time when leaving the bus.
- 3) Stay clear of the bus when unloading. Do not chase, touch, or hang on the bus at any time.
- 4) If an article is dropped or rolls near or under the bus, do not try to get it. Make certain the driver sees you, go to the door of the bus and ask the driver for help.



CROSSING THE STREET OR HIGHWAY

- 1) Students who must cross the road after exiting from the bus shall pass in front of the bus far enough so that the driver can see them (approx. 10 ft.), and are not allowed to walk behind the bus. Students shall cross the road only when the driver signals all is clear. As the student reaches the driver side of the bus, the student should look both ways before continuing to the opposite side of the road.
- 2) Never cross behind the bus.

CONDUCT ON THE BUS

- 1) Students shall not be permitted to be in the front of established seating area or carry on unnecessary conversation with the driver while the bus is in motion.
- 2) Students shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle. Keep all body parts inside the bus and to yourself.
- 3) Students shall not get on or off the bus or move about within the bus while it is in motion.
- 4) Students must not open or close the bus windows without permission of the school bus driver.
- 5) Students will never attempt to sit in the driver's seat or operate the passenger door or other driver controls except in cases of extreme emergency.
- 6) Students, only during supervised drills or actual emergencies, should use the emergency door and exit controls.
- 7) Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
- 8) No eating or drinking is allowed on the school bus because of the possibility of choking accidents.
- 9) All backpacks carried by students shall be under their control at all times and carried in the lap. Due to safety considerations, backpacks with wheels and handlebars are **discouraged**.
- 10) Students must cooperate in keeping the bus clean.

ACCIDENTS OR EMERGENCIES

- 1) Follow the driver's instructions.
- 2) If you must leave the bus, stay in a group.

ELECTRONIC DEVICES

Students may use electronic devices such as cell phones, MP3 players with headphones, iPods with headphones, as long as they do not become a distraction to the safe operation of the bus. The driver has the authority to limit the use of these items in such instances.



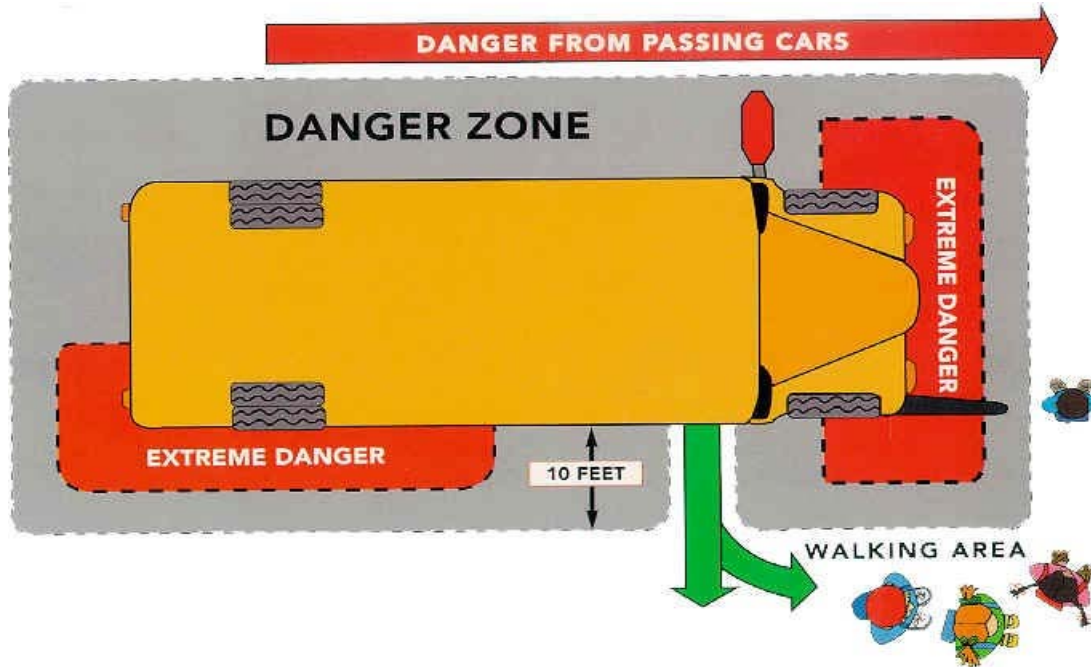
PROHIBITED ITEMS

- 1) The use or possession of tobacco in any form, alcohol or drugs Firearms, knives and other dangerous objects shall not be permitted.
- 2) Dogs and other animals are not permitted on the bus or at the bus stop unless they provide a service for a disabled student.
- 3) No skateboards or shoes with wheels are allowed on the school bus.
- 4) School bus driver will not transport medication.



BUS DANGER ZONE

Students should enter and exit their school bus according to the diagram below. The **gray area** around the school bus indicates ten (10) feet. Students should not stand, wait or walk closer than ten (10) feet to their bus. The **red area** indicates extreme danger. Students should **NEVER** enter these extremely dangerous areas around the school bus. Students should never walk behind the bus.



DOOR-TO-DOOR SERVICE

Parents/Guardians of Students who are receiving Door-to-Door Service are to be present at the time of pick-up and drop-off. The following plan will provide a plan of action for students whose parents/guardians are not present to receive the student upon delivery to designated drop-off zone.

Steps of Action

- 1) Bus arrives at designated drop-off zone, and no parent/guardian is present to receive the student. Non-visible parent/guardian: Student **will not** be released from bus.
- 2) Driver will keep student on the bus as he/she completes their designated routes.
- 3) Bus driver will attempt to contact parent/guardian through utilization of numbers provided on bus card. If contact is made, bus driver will then make a plan with the parent/guardian to deliver the student.
- 4) If parent/guardian is not reached after two (2) hours, then the Police Department will be called, and student will be turned over to them.
- 5) If the utilization of this process is enacted three (3) times for the same student, busing privileges for both pick-up and delivery could be suspended for a period of time to be determined by Central Office Administration.

EXTRA-CURRICULAR TRIPS

- 1) Bus rider rules apply to all school-sponsored events.
- 2) Discipline will be the responsibility of the building principal and the trip sponsor.
- 3) The bus shall return clean when returning from the trip.



WHAT HAPPENS WHEN MISCONDUCT OCCURS

On occasion, behavior problems do occur as students are transported to and from school. We strongly urge the parents / guardians, to become involved in the correcting of the problem by working with the bus driver and transportation. Our goal is to not remove students from the bus. However, when this happens, the following steps will be followed in relation to minor bus problems.



1. A driver-student conference will take place to ensure the student understands what is expected.
2. If problems continue, a school bus incident report will be completed. Some form of disciplinary action is normally associated with the issuance of this form.
3. If behavior problems continue, additional reports will be completed. The end result is the student losing the privilege of riding the school bus, to and from school.

CATEGORY I - Minor Infractions

Include, but are not limited to the following:

- 1) Noise Violation.
- 2) Improper boarding/departing.
- 3) Failure to remain seated.
- 4) Refusing to obey driver.
- 5) Eating/drinking.
- 6) No school ID.
- 7) Other behavior relating to safety, well-being and respect for others.
- 8) Improper cell phone use.
- 9) Failure to return parents notice of disruptive behavior on the school bus form or signed transportation form.

The Transportation provider will administer the following disciplinary action:

First Offense

The driver will inform the student of the discipline program. The student will be given a verbal warning for misconduct. Every effort will be made to solve the problem prior to a Driver's Discipline Report being issued.

Second Offense

The driver will attempt to contact the parent in an effort to correct the situation. This may be in the form of a phone call or a Driver's Discipline Report sent home with the student for the parent/guardian to sign and return to the driver the following school day morning.

Third Offense (1ST Referral) - Bus privileges could be suspended for up to 1-3 days.

The driver will submit a discipline referral form to the Passenger Management Coordinator of the Service Provider, for review and documentation.

Fourth Offense (2nd Referral) - Bus privileges could be suspended for 5 days.

Fifth Offense (3rd Referral) - Bus privileges could be suspended for 10 days.

Sixth Offense (4th Referral) - Bus privileges could be suspended for the remainder of the semester.

The transportation provider has the authority to skip steps for serious violations or to repeat them if the misconduct is not a serious safety violation. The campus administrator may assign additional disciplinary actions.

A student suspended from one bus is considered suspended from all buses.

CATEGORY II - Major Infractions

This is an automatic discipline referral to the CAMPUS ADMINISTRATOR.

First discipline referral --- Bus privileges suspended for up to 10 days.

Second discipline referral --- Bus privileges suspended for the semester.

Third discipline referral --- Bus privileges suspended for the remainder of the year.

Include, but not limited to the following:

- 1) Using or possessing alcohol, tobacco, drugs, or paraphernalia.
- 2) Deliberately disregarding the safety of passengers or others.
- 3) Vandalizing the bus.
- 4) Throwing harmful objects (rocks, books, etc.).
- 5) Fighting (contact with others).
- 6) Using profanity or making offensive remarks or gestures.
- 7) Making threatening remarks.

If a single incident or accumulations of behavior problems occur, which results in a student being suspended from the school bus for a period of longer than ten (10) consecutive school days, Due Process as established in Hobbs School Board Policy JKD, will be used as a guideline. In cases where transportation is a related service for a student with disabilities, then the process will be preceded by the convening of the IEP committee.

HOBBS MUNICIPAL SCHOOLS TRANSPORTATION STUDENT FORM

It is necessary for the following information to be on file for each student who will use a bus to travel to and from school, even if it is on an occasional basis. Failure to complete and return this form will mean a forfeiture of riding privileges if not done so within three (3) school days.

Student's Name _____ Date _____

Address _____

Parent(s) / Legal Guardian(s) : _____

Father: Home Phone _____ Work Phone _____

Mobile Phone _____

Mother: Home Phone _____ Work Phone _____

Mobile Phone _____

Bus # _____ School Attending _____

Grade _____ Teacher (Elementary Only) _____

Transportation Handbook is available on www.hobbsschools.net website. Click on the link: Departments - Handbooks -Student Transportation Handbook

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ITEMS PROVIDED WITHIN THE TRANSPORTATION HANDBOOK.

Parent(s) / Legal Guardian(s) Signature

*****To better serve you, please list any health or medication information. (Please list any information that may be helpful in case of an emergency).**

