

STUDENT TRANSPORTATION HANDBOOK

Pre-K through 12th Grade

TRANSPORTATION OFFICE

Hours: 5:45 A.M. – 5:00 P.M.

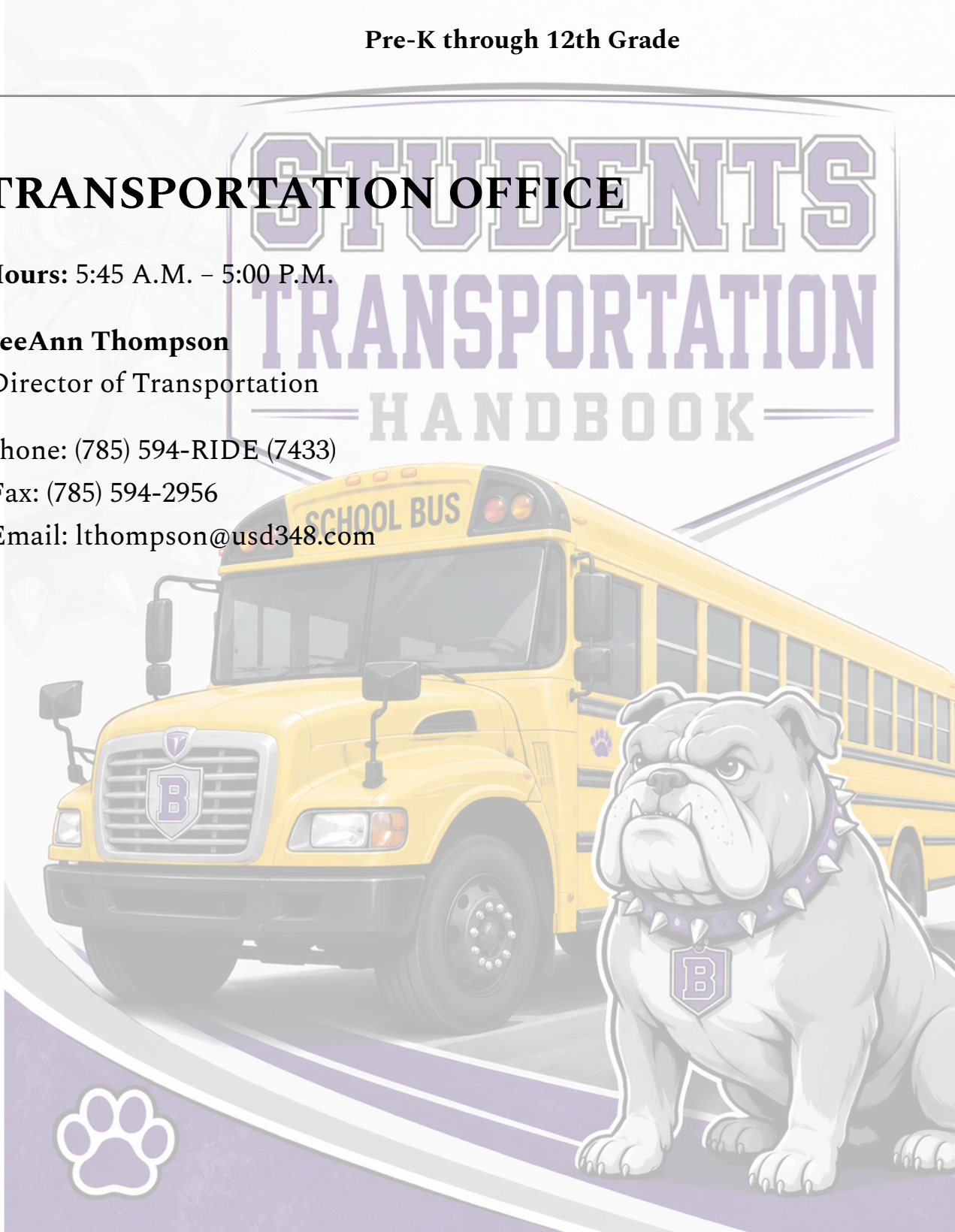
LeeAnn Thompson

Director of Transportation

Phone: (785) 594-RIDE (7433)

Fax: (785) 594-2956

Email: lthompson@usd348.com



SCHOOLS

Baldwin High School

Phone: (785) 594-2725

Brant Brittingham, Principal

Baldwin Junior High School

Phone: (785) 594-2448

Derek Bland, Principal

Baldwin Elementary School Intermediate Center

Phone: (785) 594-2446

Dan Wallsmith, Principal

Baldwin Elementary School Primary Center

Phone: (785) 594-2444

Nicole King, Principal

DISTRICT OFFICE

Mark Dodge, Superintendent

Hours: 7:30 A.M. – 4:00 P.M.

Phone: (785) 594-2721

DISTRICT CIVILITY POLICY

Baldwin USD 348 believes all interactions should be positive, respectful, and productive. In accordance with this belief, the district is committed to treating all

employees, students, parents, patrons, visitors, and community members with fairness and respect.

Likewise, the district expects all individuals interacting with district employees to do so in a courteous, professional, and respectful manner.

Violations of the District Civility Policy may result in disciplinary action deemed appropriate by the administration. Consequences may include, but are not limited to, suspension from school or activities and/or restricted access to district property or events.

EMERGENCY PROCEDURES

Although school buses are among the safest forms of transportation, emergencies can occur at any time. All Baldwin USD 348 transportation personnel receive training in emergency procedures as required by Kansas Department of Education (KSDE) Regulation 91-38-9 regarding School Bus Safety.

For detailed emergency regulations and safety information, please visit:

<http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/School-Bus-Safety/School-Bus-Safety-Training>

EMERGENCY SCHOOL CLOSINGS

The safety and well-being of students is always the district's top priority. Occasionally, weather or other unforeseen circumstances may require school closures or delayed starts.

Parents are encouraged to monitor local radio and television stations for announcements regarding school delays or cancellations.

Delays should be expected during periods of extreme cold, ice, heavy rain, or snow. Drivers are instructed to operate buses at speeds appropriate for current road and weather conditions. Mechanical issues may also increase during severe weather.

Late Starts

In situations where weather conditions do not warrant a full cancellation, the Superintendent may implement a late start. A decision will typically be made by 6:00 A.M.

When a late start occurs, buses will run later than normal pickup times. If road conditions are unsafe for standard routes, “snow routes” may be implemented to help ensure the safety of students and drivers. Parents affected by route changes will be contacted by the Transportation Director and/or bus driver regarding pickup locations and times.

If schools are closed before the start of the school day, the district will notify families through the automated calling system, local radio stations, and television stations by approximately 6:00 A.M.

If schools close during the school day, students will be transported home using their regular bus routes unless alternate arrangements have been made in advance with the Transportation Department.

For transportation changes or questions, please contact:
(785) 594-RIDE (7433)

Media Outlets Used for School Closings and Delays

- KPR/KANU
- Channel 6
- KLWN
- BCRC Office
- WIBW
- WIBW-TV
- KMBC
- KCTV-5

- KOFO
 - KSNT 27 TV
 - WDAF Fox 4
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We strive to make each student's trip to and from school safe, timely, and pleasant. Please review this handbook carefully and contact the Transportation Director with any questions or concerns.

TRANSPORTATION ELIGIBILITY

The State of Kansas reimburses school districts for transporting students who live 2.5 miles or more from their assigned school. Baldwin USD 348 is required to provide transportation for eligible students meeting this distance requirement.

Because the district does not receive state funding for students living within 2.5 miles of their attendance center, transportation for those students is generally not provided.

Transportation Guidelines

- Parents must designate one (1) morning pickup location and one (1) afternoon drop-off location.
- A qualifying location must be a residence located 2.5 miles or more from the student's assigned school.
- Students residing within district boundaries who live 2.5 miles or more from their attendance center are eligible for regular transportation upon request.
- Pre-K students residing within the district are eligible for transportation upon request.
- Out-of-district students are not eligible for transportation through USD 348.
- If one child in grades K-12 within a household qualifies for transportation based on mileage, siblings residing in the same household will also be transported.

- Students may ride home with another eligible bus rider if the drop-off location is an approved stop for that route. Parents must notify both the student's school office and the Transportation Department in advance.
 - Transportation will not be provided to or from residences located within 2.5 miles of a student's attendance center unless the student is enrolled in Pre-K or receives special education transportation services as outlined in their IEP.
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ALTERNATIVE TRANSPORTATION

To help minimize distractions and maintain student safety during field trips, parents volunteering on trips may not bring additional family members or friends. Only students assigned to the class or activity may attend.

NO-SHOWS / CANCELING BUS SERVICE

Parents must notify the Transportation Department each day their child will not ride the bus for any reason.

If a student has three consecutive unreported absences from transportation service, bus service may be suspended until a parent contacts the Transportation Department to reactivate service.

Repeated no-shows may result in the loss of transportation privileges.

SCHOOL BUS RIDER SAFETY RULES

Safe transportation is an important part of the educational process, and everyone plays a role in ensuring student safety. Please review the following rules with your child:

- Classroom conduct is expected on the bus.
 - Remain seated and face forward at all times.
 - Keep aisles clear.
 - No pushing, shoving, or physical aggression.
 - Keep noise levels at a reasonable level.
 - Profanity is prohibited.
 - Smoking, vaping, and all tobacco use are prohibited.
 - Help keep the bus clean by disposing of trash properly.
 - Keep hands, feet, head, and belongings inside the bus at all times.
 - Do not throw objects inside or outside the bus.
 - Eating and drinking are discouraged and allowed only at the driver's discretion.
 - Sunflower seeds, suckers, and gum are strictly prohibited.
 - Be courteous and respectful to the driver and fellow passengers.
 - Cell phones are permitted; however, taking photos or recording video/audio on the bus is prohibited.
 - Drivers may assign seats when necessary.
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SCHOOL VEHICLE DISCIPLINE POLICY

Riding a school vehicle is a privilege. Appropriate student behavior is essential to maintaining a safe transportation environment.

Driver distraction caused by student misconduct is a major safety concern. Misconduct on any school vehicle will not be tolerated.

The following disciplinary procedures may be used when transportation rules are violated:

Step One

For minor infractions, the driver may address the issue verbally by reminding students of bus safety expectations. Minor infractions may include remaining seated or keeping

aisles clear. Physical altercations or serious misconduct will not be handled at this level.

A Baldwin USD 348 Bus Conduct Form (electronic or paper) may be used to document violations. The building principal may require a meeting with the student and/or parent before transportation privileges resume.

Step Two

A first misconduct notice generally serves as a formal warning. Parents and students are expected to work together to correct the behavior.

Step Three

A second misconduct notice may result in suspension of transportation privileges for up to five (5) school days.

Step Four

A third misconduct notice may result in suspension of transportation privileges for up to ten (10) school days.

Step Five

A fourth misconduct notice may result in suspension of transportation privileges for the remainder of the semester or thirty (30) school days, whichever is longer.

Parents may request a hearing regarding the suspension. The hearing may include the Superintendent, principal, Transportation Director, driver, student, and parents/guardians.

Serious Misconduct

In cases involving serious misconduct, school administrators may bypass the progressive discipline steps outlined above and immediately suspend transportation privileges or recommend a formal hearing.

Vandalism

Students responsible for vandalism or damage to school buses or district property will be required to pay restitution for repairs or replacement costs.

SURVEILLANCE CAMERAS

USD 348 buses are equipped with surveillance cameras. Students and staff may be recorded while buses are in operation.

Recordings are maintained for a limited time and are not permanently stored unless needed as part of an investigation or incident review.

EVACUATION DRILLS

School bus evacuation drills are required and conducted regularly. Drivers will review evacuation procedures before each field trip or activity trip.

Parents are encouraged to review bus evacuation procedures with their students using the following video:

<https://www.youtube.com/watch?v=inPjxI9itok>

As bus drivers and transportation staff, we are committed to transporting your child safely and responsibly each day. We appreciate your partnership and communication whenever transportation changes occur.

Thank you for trusting us with your child's safety. It is a responsibility we take very seriously.