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Letter to Parents and Students:

Hello from the Teton County School District Transportation Department. This letter is for users of our transportation service as a reminder of the proper procedures that need to be followed.

Each student will be receiving an informational card containing their assigned bus stop, pick up and drop off information based on the physical address listed in PowerSchool. If any of your information has changed please contact the school your student(s) attend with updated phone numbers and addresses. Please take some time to review all of the following information, then share it with your children.

The safety and welfare of student riders is our primary consideration in all matters pertaining to transportation (TCSD#1 Policy EEAC). The School District Board of Trustees, Administration, Bus Drivers and I would like you to know that we are dedicated to providing the safest transportation possible.

Riding the school bus is a privilege. This privilege may be temporarily denied or suspended if a student chooses, through misconduct, to jeopardize the safe operation of the bus, and the safety of the children riding the bus. Drivers must give their attention to driving; therefore students riding the bus need to know and follow the rules at all times.

STUDENT BEHAVIOR WILL BE MONITORED USING AUDIO/VIDEO CAMERAS IN BUSES.

Bus Rules and Standards:

- 1) Observe the same conduct as in the classroom.
- 2) Follow the directions of the bus driver and never distract him or her from driving the bus safely.
- 3) Be seated immediately and stay seated properly keeping head, hands, and feet out of the aisle, inside the bus, and to yourself.
- 4) No bullying or fighting – always treating others with courtesy, dignity, and respect.
- 5) Students will refrain from using loud voices or inappropriate language.
- 6) Do not eat, drink, chew gum, or have anything in your mouth on the bus.
- 7) Keep the bus clean and do not destroy any property on the bus.
- 8) Students are not to throw objects of any kind on the school bus or out the windows.
- 9) Students may only carry objects that can be held on their laps (12"x12"x12"), unless prior arrangements have been made through the transportation office.
- 10) Deadly weapons or objects used as weapons are prohibited on the bus.
- 11) Students may only ride the bus that they are assigned to and may only get off only at their assigned bus stop. Unless they have a pass from the school office or a note from home.
- 12) The bus driver is authorized to assign seats and make decisions that are necessary for the safe transportation of all students.

Bus Conduct Reports:

If a rider does not respect the above rules, he/she may receive a written Bus Conduct Report as a warning. The second report could result in a five school days suspension from bus riding privilege. The third report could result in up to a twenty school days bus suspension. The fourth report may result in a bus

suspension for the remainder of the school year. This sequence will be followed for minor offenses. For major offenses such as vandalism, driver disrespect, fighting, bullying, etc., step(s) may be skipped in the sequence. Some instances of misconduct, as determined by the school administration, may also result in suspension from school. If a student is issued a Bus Conduct Report, it must be returned to the driver signed by a parent/guardian **before** the student may ride the bus again. This procedure assures us that the parent/guardian is aware of the misconduct.

Parents are responsible for supervision of their children while they wait at the bus stop in the morning and after they are delivered to their regular bus stop at the end of the day. It is highly recommended that a parent or guardian of elementary students be at the bus stop in the morning and again in the afternoon.

Students are required to be at their bus stop five minutes before the scheduled arrival in the morning.

For student safety, parents should remove all drawstrings and dangling items from clothing and back packs. This will help prevent injury or death should they be caught on bus components or playground equipment.

ITEMS NOT ALLOWED ON THE SCHOOL BUS: animals; firearms; objects used as weapons (real and toy); knives and other sharp objects; explosive items; glass objects; ice skates without blade guards; hockey and lacrosse sticks; baseball bats; skateboards; sleds; skis; ski poles; items prohibited at school or too large (not larger than 12"x12"x12"). Exceptions might be prearranged for school sponsored activities that require these items.

Parents are encouraged to instruct students to stay a safe distance, a minimum of ten feet, from the roadway until the bus stops. Parents can enhance their children's safety by monitoring stops.

If a student needs to get off at a stop other than his/her home stop, the student's parent or legal guardian may send a signed note with as much information as possible including the student's name, who they are riding with, the bus number, and the bus stop name (if possible). Have the student take the note to their school's office for confirmation and office signature. Then the student will present the note to the bus driver upon loading the bus. **Arrangements can also be made by calling the School Office** and a pass will be issued that will allow the student to ride that afternoon. **Without previous arrangements, the student may only ride their regularly scheduled bus and unload only at their regularly scheduled stop.**

Students may be allowed transportation to and from alternate bus stops on a regularly scheduled basis. This circumstance will be granted on a space available basis for bus capacity. Please call or visit the school office to make arrangements. The office secretary will have you fill out a detailed Child Care Registration Form.

Students attending **Munger, Jackson, Wilson, Colter, Kelly, Moran Elementary Schools, Jackson Middle School, Summit and Jackson High Schools** may ride the **After School Shuttle Bus** for transportation to several stops in the town of Jackson. See the District Transportation Web Page for the 2018-19 Shuttle Schedule.

Please visit your school office to make arrangements. The office secretary will have you fill out a Town Shuttle Registration Form. Please be sure to read it thoroughly, then sign it verifying that you understand this service.

This service is our effort to help provide transportation for child care, provided by after school programs.

Transportation Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. When you call please be prepared to be greeted at times by an answering machine. We leave it on whenever we are out of the office and in the evenings. Please leave a message. We do our best to return calls in a timely manner.

We want to thank you for doing your part in helping us provide safe travel for your children.

Sincerely, *Ed Ahlum* TCSD#1 Transportation Director