



Kansas City, Missouri School District

Transportation Handbook

2009-2010 School Year

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STUDENT TRANSPORTATION SERVICES

Student Safety, A Shared Responsibility

The safety of District students remains a shared responsibility. Parents/guardians (hereafter “parents”) are responsible for getting students on the bus safely. The District’s responsibility begins when the student boards the bus. Parents must consider the prevailing climate of the neighborhoods in which they live. If parents believe their neighborhood is unsafe, they should take the necessary precautions to ensure the safety of their children while walking to and from bus stops and/or while waiting for the bus to arrive.

Safety Tips

It is important that all students riding the bus follow safety rules when going to or from school. Students who do not obey the rules put themselves and others at risk. All students and their parents should be aware of and follow these simple safety tips:

1. Be at the bus stop early.
2. Wait for the bus in a safe place – away from the road.
3. Take your seat right away and stay seated at all times.
4. Keep hands, arms and head inside the bus at all times.
5. Listen to the bus driver and follow directions.
6. Don’t distract the driver.
7. Don’t bother the other students.
8. Leave the bus carefully, using the handrail.
9. Avoid the danger zone that surrounds the bus, and take 10 giant steps in front of the bus beyond the front bumper before turning toward the road. Never walk behind the bus. Stop and wait for the driver’s signal, and always look both ways before crossing the road.
10. Keep away from the bus if you drop or forget something – like books or papers. Never bend down near or under the bus.

District-Provided Transportation – Who Is Eligible?

- Resident students who live 1.5 miles or more from the school they attend are eligible for transportation.
- No resident students who live less than 1.5 miles from the school they attend are eligible for transportation. The safe transport of these students to and from school must be the responsibility of the parent.
- District transportation is not provided for students who elect to attend a comprehensive community school other than their neighborhood school.
- Students who are eligible for transportation are not required to walk more than six (6) blocks to their bus stop location.
- Pre-School transportation is very limited and is not provided for most schools or programs. If you have questions about pre-school transportation eligibility for your child, please contact Admissions, Transportation or your child’s school of attendance.

Transportation Address and Home Address

- Only one address may be used for both morning and afternoon transportation. No student may be picked up at one address and returned to a different address.
- Bus stops for students attending their neighborhood school are based on home addresses.
- Bus stops for students attending magnet schools may be based on a transportation address (i.e., day care provider, child care center, or relative's home). If used, the transportation address will be the only address considered for the child. For safety reasons, no child can be provided transportation to or from two (2) different addresses.
- Parents need to notify the school of the correct home or transportation address.
- The school enters either the home or transportation address on the student record system.
- Upon receipt of the student record, the student will be scheduled for transportation from either the home or transportation address.
- The parent should call the school or the Transportation Department for transportation information approximately 48 hours after the correct address is reported to the school. If there is not an existing stop, the parent will be responsible for the transportation until a permanent bus stop is established. It may take up to seven (7) business working days depending on the number of requests to establish anew stop. The busiest time of the year is start up. Stop requests will be processed as quickly as possible, please be patient.

Routing

- Routes developed to run on the first day of school are established from information (student address, including transportation address, and school assignment) submitted to the Transportation Department through the District's student record system by mid-July.
- Students who enroll or report address changes between mid-July and the first week of school will be assigned to the existing school bus stop that is closest to their home. If the stop falls within the six-block walk guideline, the assignment will be permanent. If the distance exceeds the walk guidelines, the student will be reassigned to a new and closer stop.
- Routes are developed by the Transportation Department based on school assignments, home addresses (neighborhood schools) or transportation addresses (magnet schools).
- Students assigned to a school after July 15, or who have a change of address after July 15, may not have a permanent bus assignment or a stop within walking guidelines by the first day of school.
- Bus stop notifications are generally mailed to students in mid-August. No route changes will be made until after the opening of school.
- After the opening of school, new stops will be added to routes for students who were assigned to a school or had an address change after July 15.
- All buses must be clearly marked. Students will board their buses and be transported to their assigned schools each morning.
- In the afternoon, the process will be reversed. Students will be dismissed from their schools, loaded on their assigned buses, and returned to their morning stop.

New Students

- Bus drivers are to allow new students to ride buses to and from existing stops unless otherwise notified by the Transportation Department. Drivers are not authorized to refuse transportation service to students.
- Upon receipt of the student record, the new student will be scheduled for transportation
- If there is no stop available for the student that falls within the appropriate bus stop walk guidelines, such a stop will be created for the student. Transportation will be a parental responsibility until a stop is created. The student will, however, be eligible to use the closest existing stop until a new stop is created.
- Students may be assigned to an existing stop on an existing bus route at any time.
- New students are informed of the nearest existing bus stop based upon the student's reported home or transportation address. If there is no existing bus stop within the District's bus stop walk guidelines, parents should contact the school or the Transportation Department approximately 48 hours after reporting the student's correct address to the school, by which time the new student record should be on file. If there is not an existing stop, the parent will be responsible for the transportation until a permanent bus stop is established. It may take up to seven (7) business working days depending on the number of requests to establish anew stop. The busiest time of the year is start up. Stop requests will be processed as quickly as possible, please be patient.

Student Transfers and Change of Address

- All transfers and/or address changes should be reported to the student's school at least three (3) weeks before the scheduled change. Transportation cannot be scheduled until the Transportation Department receives an updated student record with the new school assignment or new home/transportation address.
- The Transportation Department does not have the ability to make address changes. Address changes must be submitted through the school.
- If an existing stop is within the walk guidelines and does not subject the student to any traffic hazards, the student will be assigned to that existing stop.
- If a new stop has to be created, transportation will be the parents' responsibility until new transportation, within the District's bus stop walk guidelines, is arranged.
- For an address change, school personnel should enter the home and/or transportation address in the student record system as soon as the new address is reported.
- If a student can be served from the new address by an existing stop, school personnel can retrieve the new transportation information from the student record system.

Bus Stop Change Requests

- Requests for bus stop changes should be called into the Transportation Department.
- Absent extraordinary circumstances, stop locations will only be changed if there are traffic hazards at an existing stop, or if the walk distance to the stop exceeds the District 6-block guidelines.
- Requests for a bus stop change will be decided on a case-by-case basis by the Transportation Department.
- A Safety Supervisor will determine the safety of an existing stop. A new stop will then be created or the requested change denied.

Alternative Mode Student Transportation Service

- Alternative mode student transportation vehicles are used by the District to supplement school bus transportation. These alternative vehicles are assigned to run regular routes and are not used for temporary transportation. Typically, alternative mode service is provided to meet the transportation needs of: (1) students with special needs who cannot be transported by school buses, and/or (2) students who live in areas that cannot be effectively or economically accommodated by existing bus routes.
- In accordance with Missouri Department of Elementary and Secondary Education (DESE) regulations, a maximum of four (4) students may ride in an alternative mode vehicle any time it is under contract with the District. The District also requires students to wear seat belts whenever the vehicle is in motion. All District rules and regulations relating to student conduct and bus riding apply to students assigned to alternative transportation.
- Address changes/school transfers should be entered by the school, but should be followed by a call to the Transportation Department by either the school or the parent.
- The Transportation Department will determine whether a bus route is available to serve the student, and if not, will schedule an alternative mode vehicle to transport the student.
- The Transportation Department will notify parents either in writing or by telephone of alternative mode transportation arrangements and start date.
- The Transportation Department will periodically review students transported by alternative mode vehicles to determine if bus transportation can be established.
- The Transportation Department will consider requests for alternative mode transportation on a case-by-case basis and has discretion in assigning such transportation.

Preschool Transportation

- School buses are prohibited from entering apartment complexes, cul-de-sacs, dead ends, mobile home courts, and private streets under any conditions.
- Parents must accompany all preschoolers to the assigned stop location, which is usually no more than one block from the home.
- Drivers and monitors are not permitted to go to the house to escort a student to the bus, nor are they to accompany the student to the door on the return trip.
- A responsible party must accompany all preschoolers to the bus. On the return trip, a responsible party must be waiting at the curb to accept the student when the bus arrives.
- Address changes for Preschool Montessori students are to be reported to the student's school.
- Address changes for Early Childhood, Early Childhood Special Education, and Head Start students should be reported to those program offices.
- Address changes are forwarded to the Transportation Department. No temporary transportation is provided while address changes are being processed and transportation during any waiting period is the responsibility of the parent.

Preschooler Identification

- No preschool student will be permitted to board a school bus without an I.D. tag containing the child's name, home address/transportation address, and telephone number.

The tag should also contain the name, address, and telephone number of a responsible party in the immediate vicinity who will accept the student in case of emergency.

- Parents are responsible for making sure the student is properly tagged in the morning, while school officials are responsible for properly tagging preschoolers for the ride home.
- In the event a responsible party is not at the stop to accept the preschooler, attempts will be made to transport the preschooler to the alternate address, which must be in the immediate vicinity.
- Drivers are not permitted to crisscross the neighborhood or repeatedly double back to the stop looking for someone to accept the student.
- Parents who repeatedly use an alternate address for reasons other than emergencies are subject to losing transportation privileges for their student.

Monitors/Escorts

- All Early Childhood, Head Start, and some Exceptional Education buses have monitors/escorts on board when transporting students.
- Monitors/escorts, in cooperation with bus drivers, are responsible for the comfort and safety of students on the school bus.
- Monitors/escorts are to assist students on and off the buses; however, they are not to escort students to and from their doors. Students must be accompanied to the bus by a responsible party. On the return trip, a responsible party must be waiting at the curb to accept the student when the bus arrives.

Field Trip Transportation Requests

- Schools are responsible for booking all field trips (i.e., regular, special, ancillary, charter, etc.) directly with District-approved school bus companies.
- Field trips are normally assigned to those bus companies that serve your school for regular home-to-school transportation service. However, schools are free to choose from any of the District-approved bus companies to operate their field trips.
- Schools should have a valid purchase order prior to booking field trip transportation. If schools anticipate booking transportation with more than one bus contractor, a purchase order is needed for each company.
- Schools can use the sample form located in the appendix of this manual to book trips directly with school bus companies.
- Field trip changes and/or cancellations should also be sent directly to the bus company.
- Regular field trips should normally be scheduled for off-peak hours, (between 9:30 a.m. and 1:30 p.m.), when existing buses and drivers are available and can be used without interrupting regular route service or calling for a special added bus or driver. Any regular trips outside off-peak hours should be coordinated and agreed to by the bus company.

Regular Field Trips

- Field trips taken Monday through Friday between 9:30 a.m. and 1:30 p.m.

- If students miss their p.m. bus due to the late return from a field trip: (1) the students may ride a late activity bus home, if there is room; or (2) the students should contact their parents who will be responsible for transporting the students.
- Regular afternoon buses are not to be held in order to wait for a late field trip bus.

Special Field Trips

- All athletic, late night, overnight, and weekend field trips.
- Special field trips begin and end at the schools.
- Parents are responsible for transporting students to and from school for special field trips.

All Field Trips

- Both regular and special trips begin and end at the school. Drivers drop students and sponsors at school and immediately leave the school site.
- Sponsors should make prior arrangements for phone calls, a waiting place, and restrooms.
- Field Trip buses must be loaded and unloaded promptly.
- A bus driver will be immediately terminated if a field trip is taken without a teacher, chaperon, or other authorized District official on board to monitor the students. Please don't ask them to do so – it is a safety and legal issue.
- Under no circumstances is a field trip bus to move until the aisles are cleared of luggage, instruments, coolers, etc.
- If the trip is 90 minutes or less, or if valuables (luggage, instruments, etc.) are left on the bus, the driver must stay with the bus throughout the trip (lunches are not considered valuables and should not be left on the bus during these short trips). Trips are invoiced differently based on time. Drivers staying with bus can increase the billed time, so please consider this when booking the field trip.
- Adults not employed by the School District may ride buses as chaperons during field trips, if authorized to do so by school officials.
- Chaperons are expected to set an example for the students by following School District rules and regulations regarding student conduct on the bus. Under no circumstances are chaperons to involve themselves in a physical altercation with students. Chaperons may assist as needed in maintaining order. However, the driver is ultimately in charge of maintaining discipline on the bus during any field trip for the safety of the students and the motoring public.
- The Transportation Department will assist both the school and contractor relative to any service or invoicing issues.

School Bus Accidents and Incidents

The handling and management of school bus related accidents and incidents is very important and is treated with priority by all staff. Accidents and incidents are sensitive issues and should be called in to the Transportation Department immediately. This is critical to properly notify all parties concerned and to ensure that these events are being managed in a prompt, professional manner.

- All accidents/incidents involving school buses and alternative mode transportation vehicles must be reported to the Transportation Department immediately, regardless of whether there are students on board or the degree of damage.

- **Morning Route Accidents/Incidents** – The Kansas City Police Department is dispatched to the scene of the accident. If students sustain injuries during a morning route that require medical treatment, they will be transported to the nearest hospital by ambulance. Parents and school officials will be advised of the hospital receiving students by the school and/or transportation staff. It is a school responsibility to notify parents of school bus accidents. Non-injured students will be transported to school when released by the investigating authorities.
- **Afternoon Route Accidents/Incidents** – The Kansas City Police Department is dispatched to the scene of the accident. If students sustain injuries during an afternoon route that require medical treatment, they will be transported to the nearest hospital by ambulance. Parents and school officials will be advised of the hospital receiving the student by the school and/or transportation staff. It is a school responsibility to notify parents of school bus accidents.. Non-injured students will be transported home when released by the investigating authorities.
- Drivers and other bus contractor personnel are not qualified to make medical determinations. Students who believe they have been injured must notify the proper authority at the scene of the accident in order to be properly treated.

ALL MEDICAL AND INJURY DIAGNOSES MUST BE MADE BY THE KANSAS CITY, MISSOURI POLICE DEPARTMENT OR MEDICAL PERSONNEL AT THE SCENE.

SPECIAL NEEDS & CIRCUMSTANCES

Exceptional Education Transportation

- The level of transportation service for Exceptional Education students is determined by each student's Individualized Education Program (IEP), 504 Plan, or documented medical condition. These determinations are made by the Exceptional Education Department's IEP Committee. The Committee's determinations will be considered final.
- All address changes are to be reported to the Exceptional Education Department. Exceptional Education will notify Transportation regarding address changes.
- Parents must transport the student during the waiting period before the new transportation is established.
- Exceptional Education students include, but are not limited to:
 - Learning disabled
 - Behavior disordered
 - Mentally retarded
 - Blind or visually impaired
 - Deaf or hearing impaired
 - Physically or health impaired
 - Speech and/or language impaired
- The student's IEP, or documented medical condition, will be the sole basis for special transportation.

Bus Monitors

Bus monitors are placed on school buses for preschool students and some Special Education students. The bus monitor program is not intended as a way to curb student misbehavior on school buses. All students must be held accountable for their behavior on the bus, regardless of age. The responsibilities of bus monitors are presented below:

- Ensure that all students are loaded onto and unloaded from the bus in a safe and orderly manner.
- Check buses for sleeping students or anything out of the ordinary.
- Exit the bus only after the last student has unloaded.
- Make sure a school representative is at the bus to accept the students before unloading them at the school.
- Responsibilities begin and end at the curb. Monitors do not go to the door of a student's home to get the student nor do they take students to the door in the afternoon.
- Buses should not start moving until the Monitor is seated behind the last student on the bus.
- Monitors may not smoke, use profanity or nap on the bus.
- Assist the driver in maintaining order and discipline, and complete Misconduct Notices when appropriate.
- Avoid screaming at or using intimidating gestures towards the students.
- Assist students with seat belt adjustments and other safety appliances.
- Remain seated while the bus is in motion, except in the case of an emergency. If it becomes necessary to move around, let the driver know so the bus can be pulled over.
- Be available to assist students on and off the bus, but encourage them to try and do things for themselves.
- Monitors should learn the bus route, so they can help direct a spare or substitute driver, as necessary.
- Keep a current list of students at all times, that contains the name, address, phone number, and alternate address for each student on the bus.
- Monitors should keep a small notebook at all times to document the activities during the route.

Late Activity Transportation – Middle & High Schools

Activity buses are designed to accommodate older students (middle school and above). Activity buses are not designed to accommodate small children and these students should not be placed on an activity bus which includes younger siblings of students riding an activity bus. Activity bus routes are express routes with cluster stops. Activity buses are spot routed by the driver on a daily basis with students walking up to six blocks from the stop. An activity bus stop may differ from the regular bus stop and the student must be familiar with the surrounding area.

- Schools prepare their Late Activity schedules, and the Transportation Department attempts to provide buses to transport students' home from these activities in the evening. However, Transportation is unable to provide any Late Activity buses after 5:30 P.M.
- Transportation guidelines for Late Activity buses provide that students may be dropped up to six (6) blocks from their homes.

- In the event students attend Late Activities dismissing after 5:30 P.M., parents must assume responsibility for transporting students.
- All Late Activity transportation will begin on the third Monday after school starts.
- Students who are transported by alternative mode vehicles must report their Late Activity to the school office or school transportation coordinator.
- Students will be issued Late Activity bus passes by their schools, which they must show to the driver upon boarding the bus. Failure to do so may cause forfeiture of the student's riding privileges on Late Activity buses.
- Rules for riding the regular bus and the Late Activity bus are the same, and misconduct notices will be issued for infractions. The Transportation Department may cancel Late Activity transportation due to disciplinary problems and/or low ridership.
- All Late Activity transportation is canceled when school is canceled due to inclement weather.
- Stops must be within the attendance boundary for the school.
- House pick up and drop offs will not be made.
- Stop change requests will be considered but may not be honored

Foster Homes/Emergency Shelters/Homeless

- Parents may not be able to provide the required three-week change of address notice when families move to area shelters or when children are placed in the foster care system.
- The parent should contact the Homeless Education Department at (816) 418-7808 and provide the student's name and address.
- Upon a request from the Homeless Education Department, transportation will be scheduled to and from the shelter or foster home within 48 hours of the request.
- The Transportation Department will provide the Homeless Education Department with the transportation information, and the Homeless Education Department will notify the parent.

Medical Emergency Transportation

- Parents are responsible for arranging transportation for their student in the event the student becomes ill during the day. If a child is bleeding, running an extremely high fever, vomiting, or has a suspected fracture, broken bone, or concussion, a MAST ambulance may be dispatched.

Alternative Transportation

- Alternative mode student transportation vehicles are used by the District to supplement bus transportation. These alternative vehicles are assigned to run regular routes and are not used for temporary transportation. Typically, alternative mode service is provided to meet the transportation needs of: (1) students with special needs who cannot be transported by school buses; and/or (2) students who live in areas that cannot be effectively or economically accommodated by existing bus routes.
- In accordance with Missouri Department of Elementary and Secondary Education (DESE) regulations, a maximum of four (4) students may ride in an alternative mode vehicle any time it is under contract with the District. The District also requires students

to wear seat belts whenever the vehicle is in motion. All District rules and regulations relating to student conduct and bus riding apply to students assigned to alternative transportation.

Extended Day Transportation

- Transportation is not provided for Extended Day programs.

Summer School Transportation

Summer School Transportation Eligibility Requirements

- Summer School District-Provided Transportation Who Is Eligible? Resident students who live 1.5 miles or more from their assigned summer school are eligible for transportation. No resident students who live less than 1.5 miles from the school they attend are eligible for transportation. The safe transport of these students to and from school must be the responsibility of the parent. District transportation is not provided for students who attend a school other than their authorized summer school as defined by District guidelines. Students who are eligible for transportation are not required to walk more than six (6) blocks to their bus stop location.
- Summer School usually consists of two 13-15 day sessions with the majority of students attending different schools in the summer than during the regular school year. Routes are developed specifically for the summer and factoring the brief duration of each summer school session, are designed to pick up as many students as possible in a short period of time. Whenever possible, summer school routes are express type routes with few stops and large numbers of students are picked up at each stop. In all likelihood students summer school bus stops will be different from the regular school year. Schools are often used as pick up points during the summer time. The majority of bus stop change requests will not be honored due to the short duration of each school session.
- Students who attend a comprehensive community school and are eligible for transportation, whose address or transportation address are within the feeder pattern for the summer school of attendance will receive transportation. Students listing addresses outside the feeder pattern boundaries for the summer school of attendance will not receive transportation.
- Please check to make sure you child's school has the correct address on file. If you submit a transportation address for summer school which differs from the regular school year, an address change must be submitted by the completion of summer school, July 17, 2009, to guarantee transportation for the 2009/2010 school year.

Undeliverable Students, Where Do They Go?

- All preschool, and some Special Education, students with door stops must be met at their bus stops by a responsible party. If no one meets the student, he/she is undeliverable.
- If the student has an emergency contact person on file (within the immediate vicinity of the student's home), that person will be asked to accept the student.
- If the person declines to accept the student, the student will be taken back to their school or a site designated by the District which may include calling Child Protective Services.

- Parents who repeatedly use the emergency address or cause students to be taken to Pershing risk losing transportation privileges for their students.
- Drivers are not to drive around the neighborhood or repeatedly double back to the stop looking for someone to accept the student.

Health Impaired Students

- Special transportation arrangements are based on information contained on the child's Health Impaired Form or physician's statement. The Health Impaired Form is available at the child's school or School Based School Linked Services. The Form or physician's statement will be the sole basis for granting a closer stop. Please have your child's physician complete the Form or statement and return it to School Based School Linked Services (Phone: 418-8649, Fax: 418-8646). There is no provision for door stops due to a parent's handicap or health status.

Audiology/Health Services

- The Transportation Department will arrange one-way or round-trip transportation service for special purposes (i.e., audiology testing) from District facilities. Requests which conflict with regular school start-up and/or dismissal times may not be approved.
- Requests should be sent or faxed to the Transportation Department 48 hours prior to the trip time.
- If requests are paid through special accounts or grants, the requester should provide the account number when making the request.
- Any changes to a scheduled trip must be sent to the Transportation Department, which will then notify the contractor.

Evacuation Drills

- Emergency Evacuation Drills, as required by the State of Missouri, will be held once each semester at all schools. Students should be made aware of the back emergency door on the bus, but during the drill all students should leave the bus through the front door.
- The school principal or the designee must certify that the drill was performed on each bus that serves the school. It is not necessary for a Transportation Department representative to be present for the evacuation drill.
- The Transportation Department schedules the drills and notifies the schools of the date and time. A general announcement should be made to the student body on the afternoon prior to the drill. The actual evacuation drill is to be conducted by the school bus drivers.

Kleen Sweep Transportation

The Kleen Sweep Transportation program is designed to provide transportation for District students who might have missed their regular bus route or do not have an assigned bus stop at the beginning of each school year. The program typically continues throughout the first week of school.

Kleen Sweep Morning Procedures – Picking Up Students

- Bus drivers will run their assigned, regular morning routes.
- Drivers will also pick-up students who might have missed their regular bus route or do not have an assigned bus stop. These students will be transported to the bus driver's

assigned school. Drivers will escort students to the school. The morning procedures for designated school staff who receive such students are presented below:

- Notify the Transportation Department or bus company.
- Determine what school each student attends. The Transportation Department is available to assist with this process.
- Determine the students' normal transportation arrangements through the Transportation Department.
- Complete an Add-On Slip for each student.
- Log each student on the Daily Kleen Sweep Log.
- Arrange for the bus to transport each student to his or her assigned school.
- Notify students' parent of regular transportation arrangements.
- If needed, update the student record system.

Kleen Sweep Afternoon Procedures - Getting Students Home

- Similar to the morning procedures, the Kleen Sweep afternoon procedures for designated school staff are presented below:
 - Notify the Transportation Department or bus company.
 - Determine the students' normal transportation arrangements. The Transportation Department is available to assist with this process.
 - Complete an Add-On Slip for each student.
 - Log each student on the Daily Kleen Sweep Log.
 - Arrange for a bus to transport each student to his or her afternoon transportation address.
 - Notify students' parent of transportation arrangements.
 - If needed, update the student record system.

Kleen Sweep Add-On Slips

- Add-on Slips should be utilized during the duration of the Kleen Sweep program only.
- Add-on Slips are a temporary measure to provide one-time, one-way transportation to students without an assigned bus stop. If a student is at school without afternoon transportation, the school can give the student an Add-on Slip. The Add-on Slip should be distributed to a bus driver whose route accommodates the student's afternoon transportation address.
- After the one-time use of an Add-on Slip, regular procedures should be followed to obtain permanent transportation for the student. Parents are responsible for the student's transportation until the student is assigned to a permanent bus stop.

Requesting a Kleen Sweep Bus at a School or Bus Stop

- Please call the Transportation Department at 418-8825. A Kleen Sweep bus will be dispatched to the desired location.

SOLVING TRANSPORTATION ISSUES

Address Changes Due to Family Moves

- All address changes for K-12 students should be reported to the student's school at least 3 weeks before the scheduled move in order to avoid a break in transportation service.
- Address changes for Preschool Montessori students are to be reported directly to the student's school.
- Address changes for Early Childhood, Early Childhood Special Education, and Head Start should be reported to either the Early Childhood Program office or the Head Start Program office.
- No temporary transportation is provided while address changes are being processed, and transportation during any waiting period is the responsibility of parent.
- If there is not an existing stop, the parent will be responsible for the transportation until a permanent bus stop is established. It may take up to seven (7) business working days depending on the number of requests to establish anew stop. The busiest time of the year is start up. Stop requests will be processed as quickly as possible, please be patient.

Bus Stop Changes

- All requests for bus stop changes should be reported to the Transportation Department and will be considered on a case-by-case basis.
- The District does not provide temporary transportation while stop changes are being processed, and transportation during any waiting period is the responsibility of the parent.

School Bus Transportation Service Complaints

- Service complaints should be reported to the Transportation Department. Upon receipt, the complaint is forwarded to the appropriate individual for corrective action.

No Shows, Canceling Door Stop Service

- Parents of all students with door stops are required to contact their respective bus company each day their student is not going to ride the bus, for any reason.
- If a student has two consecutive unreported absences, service will be suspended until the parent contacts the bus company to re-activate the door stop.

SCHOOL BUS DISCIPLINE

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

All District students are required to follow the school bus rules which have been established to ensure safe transport to and from school and/or school sponsored activities. A student's failure to obey these rules puts the bus driver, students and the public at risk of danger and will not be tolerated. If repeated verbal and written warnings, suspensions and other remedies by the bus driver and school officials have no effect on the student's behavior, bus drivers may request the assistance of the District's Transportation Department. Discipline for school bus infractions will be determined by the guidelines outlined in the **Code of Student Conduct**.

Misconduct Notices

1. A misconduct notice will be sent to parents/guardians whenever a child's behavior is disruptive. The misconduct notice may be sent via U.S. mail or by instructing the student to deliver the notice to his/her parents/guardians.
2. If disciplinary action at the school level does not result in improved conduct on the bus, the student's transportation records will be forwarded to the District's Transportation Department for resolution.
3. During any period in which the transportation privilege is lost due to misconduct of the student, transportation to and from school becomes the sole responsibility of the parents/guardians (subject to the student's IEP requirements, if applicable).

School Bus Infractions and Consequences

*Physically assaulting the bus driver or other personnel in any manner	Loss of riding privileges for one (1) school year
*Possession of firearms or weapons of any kind	Loss of riding privileges for one (1) school year
*Possession of drugs, smoking or lighting fires	Loss of riding privileges for one (1) semester

*Tampering with the emergency exits	Loss of riding privileges for thirty (30) school days
*Extending body parts or objects out the window	Loss of riding privileges for ten (10) school days
*Fighting or wrestling of any kind	Loss of riding privileges for ten (10) school days
*Repeated use of abusive and/or obscene language	Loss of riding privileges for three (3) school days
*Failure to follow loading/unloading bus procedures	Loss of riding privileges for three (3) school days
*Vandalizing or defacing school buses	Loss of riding privileges for five (5) school days
*Throwing objects on or from the bus	Loss of riding privileges for five (5) school days
*Playing radios, tape recorders/players or other electronic devices	Loss of riding privileges for two (2) school days
*Eating food, drinking beverages or littering	Loss of riding privileges for two (2) school days
*Loud, boisterous and/or distracting noises	Loss of riding privileges for three (3) school days
*Failure of students to exit the bus at assigned stop	Loss of riding privileges for two (2) school days
*Disorderly and/or disruptive behavior of any kind	Loss of riding privileges for three (3) school days

Students who continue a pattern of inappropriate behaviors listed above, after repeated disciplinary actions, are subject to long-term loss of riding privileges

In addition to losing school bus and/or taxicab riding privileges, students may receive consequences as provided for in other sections of the **Code of Student Conduct**.

If these problems occur with a student with disabilities, the student's IEP will be reviewed and alternative transportation will be considered by the Multidisciplinary Team. If the behavior is determined not to be related to the student's disability, the student will be subject to the consequences of the specific misbehavior as provided for in other sections of this **Code of Student Conduct**. The maximum consequence is permanent withdrawal of bus privileges.

Note: The District will seek restitution from parents/guardians when school buses or taxicabs are damaged by their child's behavior.

FREQUENTLY ASKED QUESTIONS

Q My 6-year old has to walk 3-blocks to a bus stop when the bus goes right by my house, can't the bus stop and pick her up?

A *No. The guidelines are set and the routes are developed to allow students to be transported in a safe and efficient manner. We can't stop and pick up your child without doing the same for other district students. If bus drivers were permitted to stop at every house or corner to pick up students, the length of the route would be extended to the point that the entire group would be late for school every day.*

Q How far will my child have to walk to catch the bus?

A *Normally, students will not have to walk more than 6 blocks to a bus stop location. Students who move or change schools may have a temporary stop that is over the walk guidelines. A closer stop will be created for these students.*

Q How far from the school must you live to be eligible for transportation?

A *Students who live 1.5 miles or more from the school they attend are eligible for transportation. Students who live less than 1.5 miles from the school they attend are not eligible for transportation.*

Q How do I report a change of address?

A *Contact the school your student attends as soon as possible and give them the new address and phone number. You may receive information on the stop closest to you. If that stop location is over the bus stop walking guidelines, a closer stop will be created.*

Q Do students have bus passes?

A *Only preschool and some Exceptional Education students are required to wear I.D. tags.*

Q How does the student get the I.D. tag?

A *Only preschool and some Exceptional Education students are required to wear I.D. tags. The I.D. tags are issued by the school. It is the responsibility of the parent and the school to make sure the student is wearing an I.D. tag when he/she is ready to board the bus. No student will be permitted on the bus without the I.D. tag.*

Q My child has medical or health related problems and requires special transportation arrangements, what should I do?

A *Special transportation arrangements are based on information contained on the child's Health Impaired Form or physician's statement. The Health Impaired Form is available at the child's school or School Based School Linked Services. The Form or physician's statement will be the sole basis for granting a closer stop. Please have your child's doctor complete the Form or statement and return it to School Based School Linked Services (Phone: 418-8649, Fax: 418-8646). There is no provision for door stops due to a parent's physical handicap or health status.*

Q What happens if my child is ill at school?

A *Parents will be contacted to pick up the student or arrange for someone else to pick up the student. If the student is bleeding, running a high fever, has a suspected concussion, broken bone, etc., medical professionals should be notified.*

Q How will transportation be arranged for athletic and other after-school activities?

A *All transportation arrangements for field trips and after school activities will be made by the school, except that any activity that is completed after 5:30 P.M. will require the parent to pick up the student from the school and transport the student home. No bus transportation home is available after 5:30 P.M.*

Q What should I do if my student's bus runs late or doesn't show up at all?

A *Call the bus company that usually transports your student, or call the Transportation Department (418-8825).*

Q Are video cameras on the school buses?

A *Video cameras are rotated on buses throughout the School District, however, not all buses have cameras at all times.*

Q Can my child ride another school bus or get off at a different stop to visit a friend?

A *No. Students are only allowed to use their assigned transportation stop.*

KEY CONTACTS

KANSAS CITY, MISSOURI SCHOOL DISTRICT

Department of Transportation

1211 McGee Street

Kansas City, Missouri 64106

(816) 418-8825, FAX (816) 418-7574

Mr. Gene Kieczkowski, General Manager

Mr. Fred Rich, Operations Manager

School Bus Companies

First Student

8611 East 21st Street

Kansas City, Missouri 64126

(816) 254-5262, FAX (816) 254-0342

Ms. Debbie Jones, Manager

Ms. Loretta Dohle Field Trips

816-833-5473, FAX 816-833-5732

Durham School Services

6400 East 35TH Street

Kansas City, Missouri 64129

(816) 924-2770, FAX (816) 921-2630

Mr. Scott Bryant, General Manager

Mr. Richard Hartman Field trips (816) 921-2800

Kansas City Taxi

1300 Lydia

Kansas City, Missouri 64106

(816) 471-6050, FAX (816) 512-8094

(816) 512-8037 (Special Services)

Mr. Terry O'Toole, General Manager

Ms. Pat Mullen, Office Manager

David Lakaar, Safety