

Pupil Transportation Handbook

2023-2024



Dr. Mary Pfeiffer, Superintendent
920-751-6800

Kobussen Buses Ltd.

Kobussen- Neenah Terminal
920-722-8572

Introduction

This handbook has been prepared to help students, parents and teachers understand the rules and regulations pertaining to school transportation. Please read it carefully and talk with your children about bus rules and bus safety. The rules must be followed to ensure a safe ride to and from school each day. Students riding buses are subject to Wisconsin statutes dealing with bus transportation, Board of Education policies, and procedures established by both Neenah Joint School District (NJSD) and Kobussen staff.

NJSD will comply with all federal and state regulations concerning transportation of regular students and students with disabilities. Please be advised that audio/video recording equipment is used on school buses to enhance student safety and well being.

For questions or additional information, please contact Kobussen Buses Ltd at 920-722-8572, email at neenah.tm@kobussen.com or call the NJSD Transportation Office at 751-6800.

Information is also available on the District's website at:

<https://www.neenah.k12.wi.us/about/transportation.cfm>

Transportation Eligibility

The Neenah Joint School District may provide transportation for:

- Students attending public or private schools located outside the corporate limits of the City of Neenah, but within the boundaries of the District
- Students who reside in the District and live two or more miles from the nearest public or private school they are entitled to attend
- Students may qualify for transportation if they reside less than two miles from the nearest public or private school they are entitled to attend if unusual hazards exist for such students walking to and from school or if such students have special needs

Bus route notifications

Prior to the start of the school year, each student eligible for transportation will receive an email message generated by our transportation software, Transfinder. This email will include bus route information including the bus stop location(s), bus route number(s) and estimated pick up/drop off time. The email will be sent to the primary email address(es) on file with the District.

Bus route information will also be available on the Stopfinder app. The Stopfinder app is private, and parents will need an invitation to activate their account. Invitations are sent when a student is routed- please note that once your account is activated, you will not receive additional invitations. Route information will be updated each school year when routing has been completed. More information about Stopfinder can be found on the transportation page of NJSD's website.

Student/Rider Guidelines

Safety and economies of operation may dictate pick-up points that exceed these general guidelines. There shall be no guarantee that students will get picked up at their own driveways.

- Students must be at the bus stop location a minimum of five (5) minutes prior to the estimated pick up time. They should wait for the bus at a point away from the road and highway traffic, but within a distance where they can easily see the bus when it stops. The bus will not wait or return for students that miss the pick up time.
- The estimated pick up time published in Stopfinder may change as routes are adjusted. A large time adjustment may occur after the first two-weeks of the start of school as Kobussen Buses determines which pupils assigned to that route are actually riding the route. Smaller adjustments may occur over the course of the school year as pupils are added and removed from their assigned route.

- Students will be picked up and dropped off only at designated stops along the route that are approved by NJSD. **It is the responsibility of the parents to instruct their child where to get on and off and how to get to and from the bus locations.** It is strongly suggested that a parent or a neighbor wait at the bus stop location to supervise a child that may be younger in age.

If you decide to meet your child at the bus stop after school, wait on the side where the child will be dropped off, not across the street. Children might forget safety rules and dash across the street toward you.

- Buses will not go into platted areas, subdivisions or dead-end streets unless the walking distance for the most distant student is $\frac{1}{4}$ mile or more for students in grades K – 5. It will not go into any plats for students in grades 6–12. In all cases, a safe and adequate place for the bus to turn around must be provided. The district defines “safe and adequate” as meaning a fully maintained, paved surface with a radius of not less than fifty-two (52) feet. Buses will not go into plats that have speed bumps.
- Students should practice proper behavior while waiting at a bus stop.
- Students should never stoop down to pick up any dropped item near or under the bus. Instead, tell the driver and follow their instructions. Always be sure the driver can see you.
- Students should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is for emergency evacuation only.
- Students will not be picked up or dropped off at babysitters and/or child care centers except as follows:
 1. There must be room on the bus on an established route serving the school attended without altering the route or adding a bus stop.
 2. The request for this service must be in writing with the understanding that the student may have to walk to the nearest bus stop to the babysitter. Requests can be emailed to: karen.sanders@kobussen.com

3. The service must be on a continuous basis (Monday – Friday). It cannot be intermittent. For example, the service may NOT be home one day and sitter the next.

Changes in pickups and drop-offs will only be considered after a written request has been received by the Kobussen transportation office. Requests for changes must be made three days in advance. Buses used primarily for students with disabilities must follow five days notice.

Driver Responsibilities

The school bus driver will:

- Drive the bus safely at all times
- Maintain order among the students while they are on the bus
- Report any disciplinary cases to the Safety Manager at Kobussen. A Bus Conduct referral will be submitted and the school principal will address the behavior according to the discipline procedures outlined in this handbook.
- Return to school if order and discipline cannot be maintained on the school bus as the children are being transported home. The principal of the school will be notified and will meet the bus upon its return to school.
- Remain with the bus until all students have been discharged
- Drive the route as approved by Kobussen Buses, Ltd. and NJSD
- Make every reasonable effort to ensure that children depart the bus at their designated location
- Drive in accordance with all bus regulations and observe all traffic laws
- Be kind and respectful to all students, parents/guardians and school staff

Ridership Rules and Expectations

Student safety is always our primary concern. Therefore, behavior expectations of the students riding the school bus are comparable to that which is required in the classroom. The bus driver carries the responsibility of ensuring students a safe ride and is authorized to enforce the ridership rules. Please read the following rules and procedures with your child to help ensure the safety of everyone riding the bus. Each pupil who rides a bus will be expected to behave in a manner which will make the ride safe and pleasant for passengers and driver and keep the bus on schedule.

The school administrator or bus driver has the authority to assign riders to designated seats. The School District approves the use of video/audio recording on school buses for the purpose of reducing disciplinary problems and vandalism, thereby allowing the driver to focus primarily on driving the bus.

The school bus rider will:

1. Ride only on assigned routes and utilize only assigned stop locations
2. Be expected to promptly obey the driver. Refusal to obey the driver shall be sufficient reason for being denied transportation services.
3. Be seated promptly and remain seated while the bus is in motion. Students may be required to sit three to a seat.
4. Show respect for all other passengers
5. Be allowed to bring a maximum of one backpack, or similar-sized container on the bus as he or she rides the bus to and from school. Students who also need to transport musical instruments may do so
6. Not transport roller blades, skateboards, or scooters on buses
7. Conform to the same standards of cleanliness on the bus as expected of them at school. Damage done to the seats or other bus equipment by the rider must be paid for by the rider or his/her parents or guardian.

8. Not extend head, limbs, and other objects out of the window or into the aisle
9. Not use profane or indecent language on the bus
10. Not bring animals, firearms, explosives, flammable materials, slingshots, knives or other sharp objects on the bus
11. Not smoke, eat, or drink on the bus
12. Talk quietly with fellow riders. Yelling, screaming and indecent language will not be tolerated.
13. Be absolutely quiet when approaching a railroad crossing stop

Discipline Procedures

The following is the standard disciplinary guideline when dealing with rule violations. Consequences may be altered based on circumstances surrounding the incident.

No pupil shall be put off the school bus except at school or at their bus stop. The driver may not put students off the bus at school unless authorized by the building principal.

The driver will fill out a misconduct report. This report will be given to the school office through Bus Conduct software within 2 school days of the offense. Disciplinary actions will be taken according to the outline on the following page.

1st OFFENSE (All Students): The school official will inform the parent or guardian of the offense and discuss what disciplinary measures are needed to correct the situation.

2nd OFFENSE (Grades K-5): If a second offense occurs within 30 school days of the first offense, the school official shall inform the parents of the offense, and the student will be denied transportation for **5 school days**.

2nd OFFENSE (Grades 6-12): The school official will inform the parent of the offense, and the student will be denied transportation for **30 school days**.

3rd OFFENSE (Grades K-5): If a third offense occurs within 30 school days following the issuance of a misconduct report for a second offense, the school official will inform the parents, the Supervisor of Transportation, and the bus contractor of the offense. The student will be denied transportation for **30 school days**. If 30 school days have elapsed since the issuance of any misconduct reports, this will be treated as a first offense.

3rd OFFENSE (Grades 6-12): The school office will inform the parent of the offense and the student will be denied transportation for the **balance of the school year**.

Remember, riding the bus is a privilege, **not** a right.

4K Drop off and Pick up

4K bus drop off:

1. A parent or their representative **MUST** be present to receive the student from the bus. Students will not be permitted to exit the bus unless the designated adult is in sight.
2. The bus shall wait at the drop off point for four (4) minutes if there is no family member (or their representative) immediately available to receive the student.
3. At the end of four (4) minutes, the bus driver shall notify the Kobussen office and continue the route.
4. The Kobussen office shall attempt to call the family's provided contact number(s) 2 times for each number provided. A voice message telling the family member to call Kobussen will be left if voicemail is available.
5. At the end of their route, the driver will return the student to school.

Consequences for repeated absences or tardiness at drop off site:

Realizing that family members (or their representative) not being available to receive their students when arriving at the drop off location presents logistical challenges to the bus company, family members who are absent (not present at the drop off location within four minutes) shall be subject to the following:

Absent drop offs are cumulative of the course of the school year. Each absent drop off will result in a Bus Conduct referral

1. After 1 absent drop off, a warning will be issued in writing by the bus company and submitted to the school administrator via Bus Conduct
2. After 2 absent drop offs, the student will be suspended from riding the bus for five (5) school days
3. After 3 absent drop offs, the student will be suspended from riding the bus for the remainder of the school year

Tardiness at the drop off location:

Realizing that family members (or their representative) may not be immediately available to receive their student when the bus arrives, family members (or their representative) will be given a grace period of 2 minutes from the time the bus arrives until they are marked as a tardy drop off. If the student is not off the bus after four (4) minutes, the family will be marked absent for pick up as noted above. Family members who are tardy at the drop off location shall be subject to the following:

Tardy drop offs are cumulative over the course of the school year. Each tardy drop off will result in a Bus Conduct referral

1. After 2 tardy drop offs, a warning will be issued by the school administrator
2. After 3 tardy drop offs, the student will be suspended from riding the bus for five (5) school days
3. After 4 tardy drop offs, the student will be suspended from riding the bus for the remainder of the school year

Accountability of transportation provider, Kobussen Buses Ltd:

All buses operated by Kobussen have a camera system that records video of the bus while the ignition is in the “on” position. The recording shall include a timestamp that displays hours, minutes, and seconds. This video with timestamp will serve as the main record of how long the bus was stopped if any disputes should arise.

Emergency School Closings

In the event that bad weather or any other emergency situation requires the school district to cancel classes or dismiss school early, the following procedures will be followed:

1. Weather forecasts, road conditions, and walking conditions will be checked by NJSD personnel well in advance of any closing of school.
2. Announcements of school closing will be made via NJSD's website, Blackboard messaging, local radio and television stations between 6:00 a.m. and 7:00 a.m. or during the day if bad weather develops after school starts.
3. If the weather is questionable and there is a delay in dispatching buses, announcements will be made on radio and TV stations and via Blackboard messaging as to when the buses will be sent out. Generally, school will be canceled for the day if buses cannot start their runs by 10:00 a.m.
4. The final decision for closing schools rests with the NJSD Administrator.

Notifications via Stopfinder

Koussen Buses will attempt, when possible, to notify families of unforeseen bus events such as accidents or bus breakdowns. These notifications will be sent via the Stopfinder app. All families with eligible riders will have access to this app and are encouraged to enable notifications. For more information about Stopfinder, please visit <https://www.neenah.k12.wi.us/about/transportation.cfm>


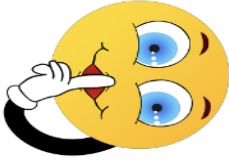



Bus Expectations

Bus Stop

Loading & Unloading

While Bus is Moving

Be Responsible	<ul style="list-style-type: none"> ☀️ Arrive 5 minutes before pick-up Pick up litter 	<ul style="list-style-type: none"> ☀️ Take trash and personal objects with you Report damage or graffiti to the driver 	<ul style="list-style-type: none"> ☀️ Set a positive example No eating and keep all objects inside of the bus
Use Respect	<ul style="list-style-type: none"> ☀️ Keep hands, feet, and objects to self Follow driver directions the first time 	<ul style="list-style-type: none"> ☀️ Greet your bus driver with "hello" & "good-bye" Keep space between you and the person ahead 	<ul style="list-style-type: none"> ☀️ Use Kind Words Use appropriate language Listen to instructions
Stay Safe	<ul style="list-style-type: none"> ☀️ Watch for traffic Wait for the bus to come to a complete stop 	<ul style="list-style-type: none"> ☀️ Enter and exit in an orderly manner Be visible to the driver Report unsafe behavior 	<ul style="list-style-type: none"> ☀️ Remain seated at all times Face forward Keep the aisle clear
	<ul style="list-style-type: none"> ☀️ "3" or lower voices at the bus stop. Your neighbors might be sleeping !!! 	<ul style="list-style-type: none"> ☀️ Don't forget to say... 	<ul style="list-style-type: none"> ☀️ "0" voices at all train tracks Voices at "2" when talking on the bus

VOICE LEVELS

- 0-voices off
- 1 - whisper
- 2-quiet talk
- 3-loud talk
- 4-presenting
- 5-outside