

We look forward to working with you to provide safe, effective, and efficient transportation services to the Edwardsburg school community. The following transportation guidelines address some of the most frequently asked questions from parents. If you have any transportation questions please feel free to contact the transportation department. Our office hours during the school year are 5:00 a.m. to 5:00 p.m., Monday through Friday. Phone numbers are 269-663-2900 or 269-663-1041.

1. Bus routes and estimated run times will be posted at **[edwardsburgpublicschools.org](http://edwardsburgpublicschools.org)** prior to the start of school.
2. Student pickup and drop off points are established from the student registration form, this is your residence. All requests for pickup or drop off at other locations need to be submitted to the transportation department. We request routing changes be done in person at the transportation department, using the Transportation Request Form.
  - 1) **Prior to Start of School:** we require any requested changes in bus pickup or drop off points be provided to us a minimum of three weeks prior to the start of school.
  - 2) **During School Year:** Changes to routing require a 72-hour notice; not including the date the request is given.
    - a) All routing changes must be for a minimum of five (5) consecutive school days.
    - b) Pickup and/or drop off points must be consistent each day.
  - 3) **Emergency Changes:** Must be received by transportation no later than 12:00 noon to be effective the same day.

The transportation department may not be able to accommodate all requested changes in routing. The greater lead-time provided concerning any changes would allow you more time to make alternative arrangements if transportation cannot fulfill your request.

3. Students will only ride their assigned bus and will be picked up and dropped off only at their designated stops. Students are to board bus immediately after being dismissed from school or shuttle bus and will not leave bus without the consent of the driver. Students must also cooperate and comply with all student loading, unloading, and crossing procedures. High School and Middle School students will not be allowed to ride the Elementary bus routes.
4. We only permit students and authorized personnel or chaperones to board buses. Please respect your drivers request if asked not to step onto the school bus.
5. In normal operating conditions, subject to weather, etc., it is suggested that students be at their bus stop 5 minutes ahead of the expected bus arrival. To assure pickup, the student must be at the assigned bus stop prior to the arrival of the bus.
6. If your child does not come to school on any given day, it is not necessary to call the transportation office. The bus routes are run each day as routed to keep consistent schedules.

7. Dress code will follow classroom guidelines. Please make sure your child dresses appropriately for the weather. With driver permission windows may be opened no further than the third notch from the closed position.
8. Projects or large items such as instruments or athletic bags that cannot be held on a student's lap will not be allowed on the bus without permission of the Transportation Director. Items such as basketballs must remain in students backpack. No glass items or balloons will be allowed on the bus.
9. Any items left on the bus by students will be brought into the transportation department after each route. These items may be reclaimed at the transportation office between the hours of 5:00 a.m. and 5:00 p.m. Bus drivers are not allowed to keep items on the bus. Edwardsburg Public Schools and employees will not be held responsible for any items brought onto the school bus, left on the school bus, or turned into the transportation office. All items of value that remain unclaimed will be donated to charity after the last day of the school year.
10. The district requires that a **parent or another authorized adult\*\* is visible to the bus driver at the bus stop for all Kindergarten students. Preschool students must have a parent or another authorized adult present to provide assistance both entering and exiting the bus.** If the driver is not able to identify a responsible adult when stopped for unloading, the bus will bring the student back to the building or transportation office.
  - 1) **PLEASE NOTE:** If your student is brought back to the transportation office, the transportation office will make every effort to contact the parent and/or emergency contact person. If no contact can be made by 6:00 p.m., the authorities will be contacted.
  - 2) The bus will stop at the established unloading point, and wait for approximately 5-15 seconds before closing the door and proceeding on route. Once the driver has closed the door, the bus must continue on route.
  - 3) Parents should not "follow or chase down" the bus in an attempt to have their student released at an undesignated stop. They should call transportation to confirm the situation and to make arrangements to pick up the student. This shall also apply for morning bus stop locations.

**\*\*Exception to adult visibility at Community Bus Stops.** While we prefer and encourage a parent/adult to be visible, one is not required at a Community Bus Stop in order to release a kindergarten student from the bus. Community Bus Stops are at locations where a large number of students are released. Examples of these stops include mobile home parks, apartment complexes, sub-division pickup points, and any other location the district designates.

# Safety Around

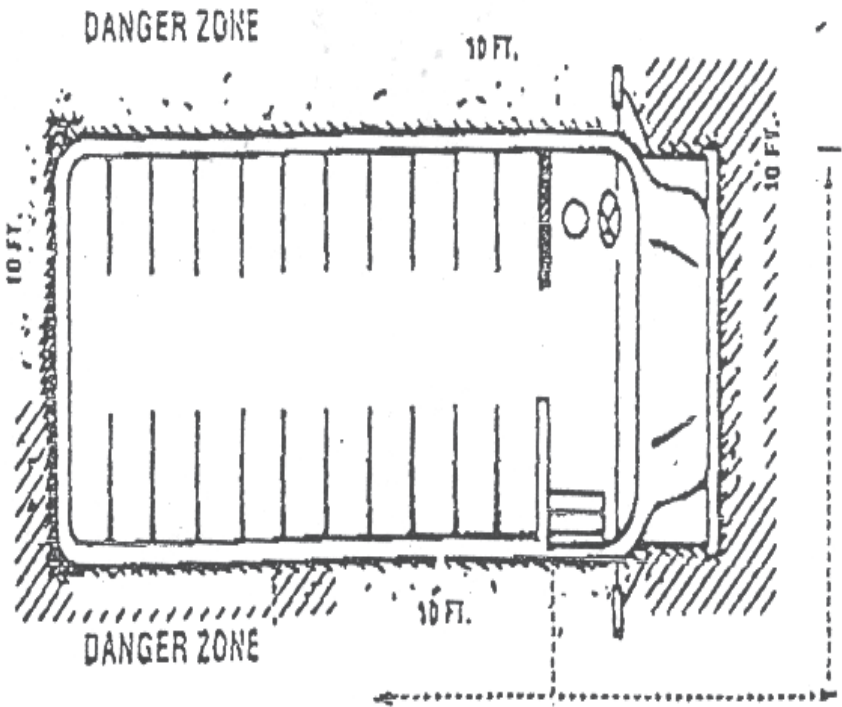
## The School Bus

Parents:

PLEASE REVIEW WITH YOUR CHILD THE BUS RULES AND REMIND THEM TO STAY OUT OF THE DANGER ZONE.

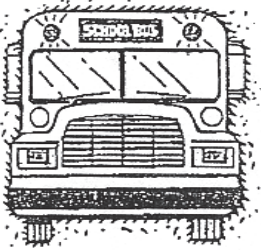
WAITING FOR THE BUS:

- ✓ Stay a safe distance from the roadway.
- ✓ No pushing or horseplay.
- ✓ When the bus arrives, wait for a complete stop and load bus in orderly manner.



## School Bus Stops What Every Motorist Must Know

### School Buses with overhead red and yellow lights: (With or Without Bus Stop Signs)



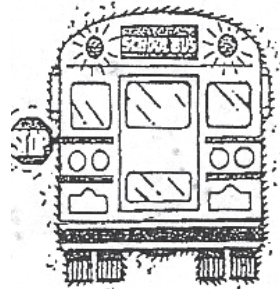
1. Yellow lights are flashing – prepare to stop.
2. Red lights are flashing – stop no closer than 20 feet from bus.
3. Red lights turned off – proceed



### School Buses with overhead red lights: (With or Without Bus Stop Signs)



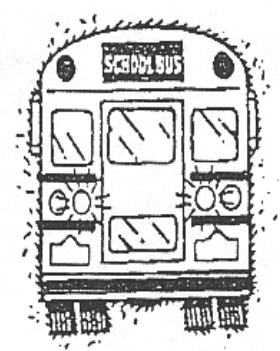
1. Red lights are flashing and bus is moving – prepare to stop.
2. Red lights are flashing and bus is stopped – stop no closer than 20 feet from the bus.
3. When red lights are turned off – proceed.



### All School Buses:



Yellow hazard warning lights are flashing – proceed with caution



## **Bus Stop Procedure for Loading/Unloading**

*The following is the loading and unloading procedure when making a red light stop.*

### **Approaching the Stop:**

1. Check mirrors and traffic.
2. Apply brakes lightly and slow down.
3. Activate alternately flashing amber lights at least 200 feet in advance of the stop (4 light system buses use red lights).
4. Do not pull closer than 10 to 20 feet from waiting pupils.
5. If pupils do not cross the road, activate right turn signal. Stop the bus as far to the right all or part way off the roadway or private road as practicable.
6. If pupils cross the road, stop the bus **on** the roadway or private road.

### **At the Bus Stop:**

7. Shift the bus to neutral and apply the parking brake.
8. Cancel turn signal, if activated, check mirrors and traffic.
9. Open the door (8 light system will change amber lights to red) as a signal for students to enter the bus. Pupils crossing the road may require an additional signal. **NOTE:** Signal must be uniform for the district/agency.
10. Have students enter or leave the bus in an orderly manner. Be sure all students are accounted for. **Count them and track them!**
11. Check to see that students are seated and close the door (this will deactivate the red lights on the 8 light system buses).
12. Deactivate the alternately flashing red lights (4 light buses).

### **Leaving the Stop Location:**

13. Allow traffic to clear, where practicable.
14. Activate left turn signal.
15. Check mirrors and traffic.
16. Enter the traffic lane.
17. Cancel left turn signal.

**Hazard Warning Light Stops (hazard lights only) may be made with written permission of your school district. Remember this type of stop does NOT control traffic.**

## WHEN BOARDING YOUR BUS: HERE'S HOW TO CROSS THE ROAD SAFELY

Follow the 10-Foot Rule:

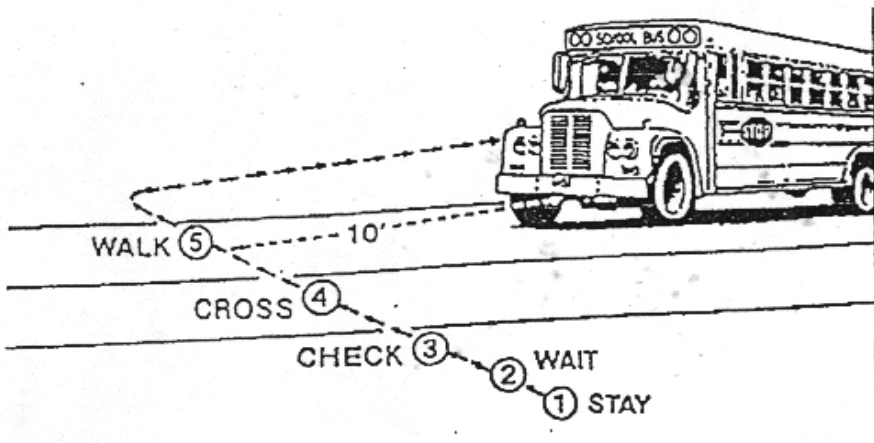
**STAY** – on your side of the road – far away from traffic

**WAIT** – for the bus to stop and for your driver's signal to cross

**CHECK** – traffic both ways – then check again

**CROSS** – walk directly across, checking traffic both ways

**WALK** – approximately 10 feet ahead of the bumper and board bus quickly



- Stay on your side of the road until your driver signals you to cross
- Check and re-check traffic
- Follow the 10 – foot rule
- Board quickly – go directly to your seat

### REMEMBER

Traffic **SHOULD** stop---but **MAY NOT!!!**

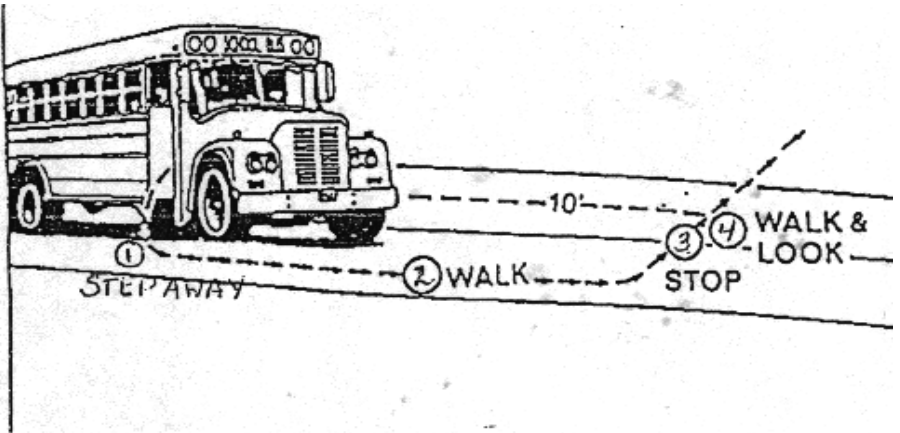
WHEN LEAVING YOUR BUS:  
HERE'S HOW TO CROSS THE ROAD  
**SAFELY**

**STEP** – two steps away from bus

**WALK** – along the side of the road until you can see your driver

**STOP** – wait for the signal to cross

**WALK & LOOK** – for traffic both ways - If you see a vehicle that has not stopped, go back to the bus immediately. If all vehicles have stopped, cross the road quickly.



Crossing the highway is **DANGEROUS**

**REMEMBER**

- Step away
- Walk
- Stop
- Walk & Look

Traffic **SHOULD** stop---but **MAY NOT!!!**

## Bus Referrals

Parents, please emphasize the importance of good behavior to your child. When a child misbehaves on the bus it endangers the safety and well-being of everyone on the bus and our school community. In the event that a driver issues a bus referral for behavior, the following guidelines will be observed.

| <b>Number of Bus Tickets/Referrals</b> | <b>Consequences<br/>Grades K-12</b>  |
|--|--|
| <b>1</b><br>(Within a school year)     | Principal will meet/phone conference with parent and meet with student <b>before student is allowed to ride the bus again.</b>   |
| <b>2</b><br>(Within a school year)     | Principal will meet/phone conference with parent and meet with student <b>before student is allowed to ride the bus again and school-based consequence will be assigned.</b> |
| <b>3</b><br>(Within a school year)     | Principal will meet with student. <b>1-3 School Day Bus Suspension</b>   |
| <b>4</b><br>(Within a school year)     | Principal will meet with student. <b>3-5 School Day Bus Suspension</b>   |
| <b>5</b><br>(Within a school year)     | Principal will meet with student. <b>10 School Day Bus Suspension</b>  |
| <b>6</b><br>(Within a school year)     | Principal will meet with student. <b>Remainder of the Marking Period or Semester Suspension.</b>   |
| <b>7</b><br>(Within a school year)     | Principal will meet with student. <b>Remainder of the Year Suspension</b>  |

**Emergency Suspensions:** There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it jeopardizes the safety of other students and does not think that the student should be allowed to ride the bus home that day. If this occurs, a student may be removed from their bus. The child will not be allowed to ride the bus the following day (pending parent contact) and a meeting with the administrator must occur before the student is allowed to continue to ride the bus. No student will be removed from a bus without authorization from the principal/designee.



# Basic Rules for Bus Riding Safety

## Be Courteous & Respectful

- Do**
- Treat everyone with respect
  - Talk quietly
  - Be silent while bus is crossing railroad tracks or stopped
  - Keep your bus clean
  - Hold onto items brought onto the bus in your lap
  - Keep your hands and body parts to yourself
  - Use electronics wisely
  - Follow directions of your driver or activity sponsor
- Don't**
- Scream or yell
  - Use profane or inappropriate language or gestures
  - Litter or destroy school property
  - Throw things on or at the bus or people
  - Bring hazardous, dangerous, or prohibited items on the bus including animals, insects, or reptiles
  - Touch others inappropriately or aggressively
  - Fight, horseplay, hit, spit, bite, or kick
  - Take pictures, video, or misuse electronic devices

## Remain Seated

- Do**
- Stay seated in assigned seat facing front of bus
  - Keep hands, head, feet, etc. inside the bus
  - Stay seated until bus is stopped at your destination
- Don't**
- Remain in or block aisle ways or emergency exits
  - Stand, face backwards, lean on or jump over seats
  - Walk in aisle or change seats while bus is moving or without permission from your driver.

## No Eating on Bus

- Do**
- Keep all food, drinks, or candy in backpack. Students may drink water only on the bus.
- Don't**
- Eat, drink, share, or leave food items on the bus.

# **QUICK REFERENCE SHEET**

**EDWARDSBURG PUBLIC SCHOOLS**

**TRANSPORTATION DEPARTMENT**

69410 Section St. Edwardsburg, MI 49112

Located on Corner of Section St. and US 12

## **Hours of Operation**

School Days 5:00 am - 5:00 pm

1/2 Days 5:00 am - 1:00 pm

## **Contact**

Dispatch: 269-663-1041

Supervisor: 269-663-1043

Direct Line: 269-663-2900

May leave recording after hours

## **Route Change Requests**

Emergency: Call Transportation by 12:00 noon

Permanent: Submit Transportation Request  
(72 Hour Notice Required)

Transportation Request Form available at:

[Edwardsburgpublicschools.org](http://Edwardsburgpublicschools.org)

## Bus Safety Receipt

I have reviewed the Edwardsburg Public Schools Transportation 2015-2016 Manual with my child. I understand that he/she will be responsible for following the rules and I am aware of the policies and procedures parents are to use regarding school bus transportation.

---

Student Signature

---

Date

---

Parent Signature

---

Date

