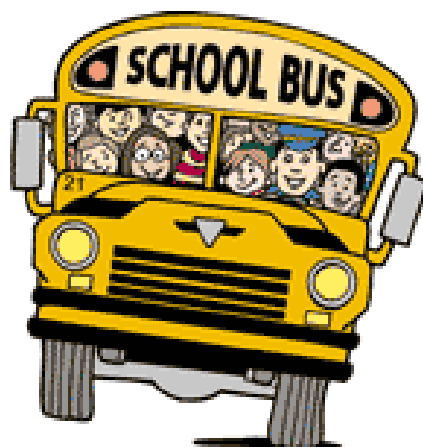




MORIARTY-EDGEWOOD  
SCHOOLS

2008/2009



PARENT / STUDENT  
TRANSPORTATION  
HANDBOOK



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School Bus Transportation  
Philosophy

*The Safe Transportation  
of Students is Our  
Primary Goal*

*Our mission as the Transportation  
Department is that we pledge to provide  
safe, timely, courteous and reliable  
transportation to the students of our  
community so that the students of  
Moriarty-Edgewood Schools can achieve  
and earn a proper education.*

“IF YOU EXPECT EXCELLENCE  
YOU WILL GET IT”

## **Student Eligibility**

Under guidelines established by STATE STATUE 22-16-4 A Moriarty-Edgewood Schools Student will be provided transportation to his/her school under the following criteria:

Grades K-6 (Elementary) Students who live more than one (1) mile one way are eligible for bus transportation.

Grades 7-8 (Middle School) Students who live more than one and one half (1 1/2) miles one way are eligible for bus transportation.

Grades 9-12 (High School) Students who live more than two (2) miles one way are eligible for bus transportation.

Exceptional children whose needs require transportation as set forth in their IEP or 3 and 4 year old children who meet the state board approved criteria and definition of developmentally disabled may be transported a lesser distance.

Students will not be required to walk a greater distance to a bus stop than the walking distance for each grade level, unless it is impossible for the bus to turn around.

If space is not available on school buses I understand and agree to furnish my child transportation to and from the school until space can be made available.

A student will not be afforded transportation if attending a school outside his/her residence school unless specified by an Individualized Education Program (IEP) or if your child's school has not met the requirements of "No Child Left Behind" resulting in School Choice. Transportation may be provided for School Choice for the first year only, or as approved by the Transportation Supervisor. Transportation for attendance at another school will be the responsibility of the parents/guardians.

## **Guest Riding**

Students will not be assigned to more than one (1) bus. Students will not be allowed to ride a bus other than the one they are assigned, except in extreme emergencies, if space is available. Most buses are filled to capacity and extra riders will not be allowed on those buses. **DO NOT ASSUME** these requests will be granted. Requests must be approved, in advance, through the Transportation Provider.

## **Child Custody**

If parents have joint custody of a student, the student may have two designated stops if:

- Both parents live in the same school attendance area;
- Both homes are located outside the statutory distance from the school;
- Copies of the custody papers are submitted to the Transportation Department designating legal custody justifying two legal addresses;
- The pick-up location is consistent all five days of the week and the drop-off is consistent all five days of the week.

## **Daycare/Baby-Sitting**

Students attending daycare or baby sitting facilities may be transported *providing* the facilities are within the same school attendance area; adequate space is available on the bus serving the area; no additional miles or costs are incurred; and no change has to be made in the bus route.

## **School Bus Stops**

All school bus stops shall be established by a coordinated effort among the Transportation Office, Transportation Provider and when appropriate, the IEP team. The local public safety organization, having jurisdiction, shall also be included whenever necessary. The final decision will be approved by the Transportation Supervisor.

School bus stops shall be established, whenever possible, so that students do not have to cross the road.

Reasonably placed bus stops will be determined at the discretion of the Transportation Supervisor.

School buses will load or unload at established stops only.

Drivers will not grant permission for a student to load or unload except at the student's regular stop without written approval from the building principal, Transportation Supervisor or designee.

Students will not be required to walk a greater distance to a bus stop for each grade level than specified by the state statute, unless the bus cannot turn around or the road is unsuitable for bus service.

A request to change bus stop locations may be submitted in writing to the bus service provider. Bus stops cannot be established closer than a minimum distance of 1,000 feet between stops, whenever possible unless special safety concerns are present.

**Parents** are responsible for their children at bus stops until they board the bus, and after they disembark from the bus. Moriarty-Edgewood Schools and the transportation provider are not responsible for incidents that may occur at bus stops.

## **Moriarty-Edgewood School Regulations Pertaining To Conduct Of Pupils On School Buses.**

### **Student Responsibilities:**

1. Student transportation is a privilege extended to students who qualify for transportation pursuant to statues 22-16-4 N.M.S.A., 1978 Compilation. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.
2. Students must be at their assigned stop 5 minutes prior to the scheduled pick up time.
3. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid “horseplay”.
4. **The driver is in full charge of students when they are riding the bus. The students must obey the driver promptly.**
5. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
6. Rough or boisterous conduct will not be permitted in the bus; however students are permitted to converse in a normal tone of voice while on the bus. *Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.*
7. Students shall not use profane language or obscene gestures and shall not eat, drink any beverage or chew gum on the bus. No exceptions unless specified in an IEP, 504 plan or note from physician.
8. Student(s) will stay out of the driver’s seat and not tamper with any equipment.
9. Student(s) shall be courteous and obedient to the driver.

10. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of other students on the bus.
11. Sexual misconduct, harassment, bullying or threats to student(s), driver or staff by student(s) will not be tolerated.
12. Student(s) must cooperate with the driver in keeping the bus clean.
13. Students must not extend their hands, arms, heads or objects through bus windows.
14. Students must not open or close the bus windows without permission from the bus driver.
15. Students shall not throw any item inside or outside the bus while boarding, riding or leaving the bus.
16. Students shall secure all sharp objects such as pencils, pens, rulers, etc. away from any person and keep in their possession at all times.
17. The use of tobacco, drugs, alcohol or controlled substances shall not be permitted.
18. Students will not ride on the outside of the bus at any time or attach any item to the bus.
19. Parents or guardians shall be responsible for malicious destruction to the bus. Parent(s) shall pay restitution for any damage created by student(s).
20. Any damage to the bus from any cause shall be reported by the passengers to the driver, and the driver will, in turn report it the proper school official.
21. The use of cell phones on a school bus are strictly prohibited. All cell phones must be turned off while bus is in route.
22. Students who must cross the road after unloading from the bus must pass far enough in front of the bus (approximately 8-10 feet) so the driver can see them. Students will cross the road only after the driver signals all is clear.
23. Students shall look both ways before crossing to the opposite side of the road.

## Parent Responsibilities

1. Insure that their child arrives at the designated bus stop at least five minutes prior to the scheduled arrival of the bus.
2. Provide protection or supervision for their child when unusual conditions warrant precaution beyond ordinary circumstances.
3. Actively cooperate with school officials or school bus operators regarding appropriate conduct of their child at the bus stops and while walking to and from the bus stops.
4. Assist with implementation and enforcement of school bus rider safety.
5. For safety reasons, the Moriarty-Edgewood School District is **requiring that all kindergarten students be met at their respective bus stops by a responsible person.** If you feel that your child does not need to be met at their bus stop by a responsible person you will be required to sign a release.
6. All 3 and 4 year old students must be placed on the bus and fastened in their car seat *provided* by the parent, or seatbelt, by the parent or the parent's adult designee. In the afternoon the parent or an authorized adult representing the parent must meet the bus and take the child out of the car seat or seat belt. Failure to provide an authorized adult at the stop, will result in loss of transportation services.

## **Driver Responsibilities**

1. The bus driver is the ADULT on the bus and must act in a professional manner, regardless of how the children are behaving.
2. The driver and/or assistant shall meet all needs identified in a student's IEP.
3. The driver shall not permit passenger(s) to occupy any area in front of the passenger seating area while the bus is in motion.
4. The driver shall not transport any person(s) except students assigned to their bus.
5. No vehicle shall carry more passengers than the rated seating capacity. All students must be seated when the bus is in motion.
6. The driver shall not carry on unnecessary conversations with students while driving. The driver will talk to students respectfully.
7. Drivers will not use profanity, racial slurs, or any other derogative statements toward students.
8. The driver will assign seats and have an accurate seating chart, roster and route map on board the bus at all times.
9. The driver is expected to maintain a regular route schedule, unless inclement weather, mechanical problems, or emergency situations dictate otherwise.
10. The driver may not change the bus route, stops, or time schedule, except in the event of an emergency without approval from the transportation provider.
11. The driver must maintain control of student discipline following district/company policy guidelines.
12. The driver shall not permit the transportation of fire arms, knives, explosives, breakable glass, science boards or other dangerous objects, reptiles, or animals, except those animals authorized by an IEP.
13. No item that will block the aisle or emergency exits will be transported. A driver will not permit students to place anything in the driver compartment area, aisles, or in front of an emergency exit.

14. In transporting musical instruments, shop projects, or other school projects, the following shall apply:  
No item may take up needed seating space.  
All items must be under the student's control at all times.  
Pursuant with NMAC 6.41.4.12.
15. The emergency door and/or windows shall not be fastened or wired in any fashion as to prevent opening from the inside or outside at any time.
16. The driver will report any mechanical malfunctions immediately on the proper forms.

## **Discipline Policies and Procedures**

The Moriarty-Edgewood School District has in place, disciplinary policies and procedures including an appeal process applicable to all students transported on school buses.

Each bus driver has been supplied with copies of the Student Discipline Report Form which outlines the rules of student behavior. Students will be disciplined for the following actions:

1. Improper boarding/departing procedures.
2. Bringing injurious or objectionable articles on board the bus.
3. Failure to remain seated, with feet on floor, in assigned seat, facing forward.
4. Disrespectful to or refusing to obey the driver.
5. Pushing and/or tripping.
6. Hanging out of the window or throwing objects out of the window.
7. Use of inappropriate language, inappropriate and/or vulgar hand gestures, teasing, bullying or severe misconduct.
8. Spitting.
9. Littering.
10. Eating, drinking, or chewing gum on the bus.
11. Excessive noise.
12. Tampering with bus equipment.
13. Destruction of property.

14. Use of radios, CD players, headphones or cell phones during the bus ride unless required by an IEP.
15. Other behavior relating to the safety, well-being and respect of others and/or their property.

Before a student is issued a formal bus discipline report, the driver will complete the following steps:

1. Hold a conference with the student.
2. Change the student's seat, if necessary.
3. Send a warning notice home for contact with the parents.
4. Bus drivers will carry an "incident log" on each bus run. The information will be communicated to parents and administrators on an as needed basis. When all interventions have been unsuccessful, a formal bus disciplinary report will be issued.

The following procedures may be followed when disciplinary action becomes necessary.

1. First Violation-Conference with principal/student. Phone call to parent by the Principal.
2. Second Violation-phone call to parent by Principal. One (1) day bus suspension.
3. Third Violation-Principal will make phone contact or setup a conference. Three (3) day bus suspension.
4. Fourth Violation-Automatic five (5) day suspension of bus riding privileges. A conference with student/parent/district Transportation Office will be held. The parent will need to contact the Transportation Office to arrange for the conference. The student will not be allowed back on the bus until a conference is held. A bus contract may be issued at that time. Subsequent violations will result in suspension of bus privileges for the remainder of the semester. Violations at the end of one semester will go forward to the next semester.
5. Severe Violation –Please see # 4.

When a Discipline Report Form has been given to the student, he/she must take a copy to his/her parent(s) or guardian(s). A copy will be given to the principal, driver and the District Transportation Supervisor.

**Parent(s) or guardian(s) may not stop a school bus to discuss discipline matters with the driver on the route. A conference must be scheduled through the Transportation Office.**

### **Severe Disruptions**

Nothing contained herein shall prevent the emergency removal of any student from a school bus if the student endangers or reasonably endangers the health, welfare, or safety of himself or herself, any other student, teacher, or employee.

The following inappropriate and dangerous behavior will result in automatic suspension of transportation privileges for five (5) days, and hearing with appropriate personnel.

- 1. Physical damage to bus.**
- 2. Use of tobacco, controlled substance, or any type of intoxicant.**
- 3. Profane language or obscene gestures to drivers.**
- 4. Possession or display of firearms, knives, or any deadly weapons.**
- 5. Use of lighters, matches, explosives or smoking on the bus.**
- 6. Physical altercation between 2 or more students.**

When emergency removal of the student from a school bus is necessary, the student's parent(s) or guardian(s) shall be notified immediately of the action.

After a severe disruption suspension, a hearing will be held with the student, parent(s) or guardian(s) and District Transportation Office to determine if reinstatement on the bus is possible. Any infraction at the end of the school year may be carried over to the next school year.

Discretionary action may be taken by an administrator at any time when the transportation process is threatened with disruption. Nothing is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation.

Questions or concerns regarding the rules and regulations governing school bus transportation may be addressed to your transportation provider or Transportation Supervisor.

### **Delivery of Students Receiving Modified Services**

Local transportation providers will refer to the student's Confidential Emergency Information form when delivering a student receiving modified transportation services if the parent/guardian is not present to receive the student.

If, on the transportation form, the parent/guardian has authorized that the student can be left unattended, the transportation provider may leave the student at the delivery location.

If the parent/guardian has not authorized that the student can be left unattended, the local transportation provider will not leave the student unattended.

A. The local transportation provider will attempt to contact the student's parent/guardian at work, home or call emergency contacts listed on the form and notify the school of the situation.

B. While trying to make contact with the student's parent/guardian or the emergency contact, the transportation provider may proceed on the route. If the bus has sufficient time after completing the route, the bus may return to the student's stop for a second time.

C. If the transportation provider is still unable to make contact with the parent/guardian or other emergency contacts, the student will be transported back to the school. Staff at the school will continue to make contact. If the Moriarty-Edgewood School District is unable to contact parent/guardian, or other emergency contacts, the student may be referred to the appropriate personnel for child protective services.

### **Special Education Student Discipline**

Discipline procedures for special education students shall be specified in the Individual Education Plan (IEP). These procedures must be in compliance with all applicable federal and state regulations governing students with disabilities.

A. The IEP committee shall identify the student's individual behavioral needs related to their area of disability (cognitive, social, emotional and/or physical) and shall specify appropriate intervention strategies, support services, or other methods of responding to a student's behavioral needs. The student's capacity to understand and follow transportation rules shall be considered in the discipline plan documented in the IEP.

B. A component shall be included in the IEP that addresses the behavioral needs of the student while on the bus.

C. If an incident or behavior occurs which may result in a student receiving special education services, being suspended from the school bus or otherwise punished, the IEP committee will reconvene to review the IEP to develop or modify discipline procedures.

Nothing contained herein shall prevent the emergency removal of a student with a disability from a school bus if the student endangers or reasonably appears to endanger the health, welfare, or safety of himself/herself, any other student, teacher or school personnel.

A. When emergency removal of the student from a school bus is necessary, the student's parent/guardian shall be notified immediately of the action. A written discipline report shall be filed with the school and a copy provided to the parent/guardian.

B. The IEP committee will reconvene to determine if the student's conduct results from his/her disability and to recommend appropriate modifications or alternative transportation services.

C. A termination of a special education student's bus service for more than ten (10) days, either cumulative or consecutive, constitutes a change in service and requires the IEP committee's approval and revision of the IEP to provide appropriate transportation services. The IEP committee includes the parent/guardian.

### **Parental Responsibilities For Students Receiving Modified Transportation Services**

1. Cooperate in the completion of the Transportation Form by providing emergency phone numbers and addresses of responsible persons to be contacted in case of an emergency such as illness, injury, or an abbreviated school day due to inclement weather, or other emergency.
2. Allow at least three (3) to five (5) working days to implement any changes in the pick up or drop off locations. The driver is not permitted to change or modify a bus route.
3. Have the student ready to board the bus at the assigned pickup time.
4. Cooperate by insuring students have clean diapers if they are not toilet trained and the colostomy bags are not filled to capacity. Transportation will not be provided for students that are soiled or have full bags before boarding the bus.
5. Transport their student in the event the student has been suspended from the bus.

6. Make arrangement for a responsible person to meet the bus when it is indicated on the transportation form that the student cannot be left unattended.

Modified transportation services should begin three (3) to five (5) days after a completed transportation form has been received from the IEP committee. All affected parties will be informed if route configuration will exceed five (5) days.

### **Evacuation Drills**

Student emergency evacuation drills or an emergency evacuation demonstration will be conducted twice each school year for each route assigned to a school bus. The Transportation Department and school bus contractors will work with school administrators and teachers to develop emergency evacuation plans which will be effective for students whose disability may impede conventional methods of evacuation.

### **Transportation of Large Articles**

For the safety of all Moriarty-Edgewood School bus passengers, the following shall apply in the transporting of musical instruments or other large articles:

- No item shall block the aisle, emergency door, or service door of the bus;
- No item shall be placed in the driver's compartment;
- Items allowed on the bus shall be under the control of the student at all times, be carried on the student's lap or on the floor of the bus and shall not extend beyond or above the height of the seat in front of the student;
- Parents are encouraged to transport large articles;
- Students needing the assistance of oxygen or other mechanical ventilation devices during their bus ride must have this identified, justified and outlined on the Modified Transportation Form. All such equipment shall be secured to prevent it from becoming projectile in the event of an impact.

## Activity Trips

The transportation of students to school-sponsored activity trips should be in school bus vehicles whenever practicable. Only Moriarty-Edgewood School students, sponsors and chaperones will be transported on school buses for school-sponsored activity trips. A school bus **must** be used any time the school-sponsored activity involves more than **nine** students or would require **more than one** school-owned or **private vehicle** to transport students to the same destination. Private vehicles with a rated seating capacity of nine or fewer shall meet applicable United States Department of Transportation Federal Motor Vehicle Safety Standards.

In order to promote the safe transportation of school students, the use of school-owned or private-use vehicles should be on a limited basis. If a vehicle other than a school bus is used the following criteria must be met:

- Rated capacity of the vehicle is nine or fewer;
- Sponsored activity involves nine or less students;
- Sponsored activity will require only one private vehicle to transport students to the same destination;
- A signed release from the parent(s)/guardian(s) giving permission for the student to participate in the activity and to ride in a privately owned vehicle must be obtained by the sponsor;
- The driver must provide
  - \* Proof of insurance-the driver/owner of the privately owned vehicle must be informed that their insurance is prime, the first when paying for injury costs or settling claims for injury;
  - \* Proof of a valid driver's license;
  - \* A driver background check through motor vehicle records;
  - \* Evidence that the vehicle is in safe condition;
  - \* Records indicating pre- and post trip inspections of the vehicle;
  - \* A planned route and procedures for loading and unloading students on the route;
  - \* A roster of students to be transported. (Roster must include name, address and telephone number for all students.)

- The cargo securement system is designed to ensure that no object is likely to become a flying missile in a crash situation (i.e., use of a cargo net or other adequate securement tie-down) or cargo shall be carried in the trunk or in an external cargo carrier.
- Acceptable vehicles include a vehicle with a rated seating of nine or fewer provided the vehicle meets all Federal Motor Vehicle Safety standard requirements for its category.
- Unacceptable vehicles are vans and/or mini-vans.
- All occupants must have seat belts available and are required to wear them while the vehicle is in motion.
- If an approved school bus with a qualified driver for the activity is not used, the school should consider the value of the activity against the risks involved in transporting students.

The above documentation **must be submitted** to the school site administration and the Transportation Supervisor **prior** to the activity.

## **Student Rosters and Seating Charts**

School bus drivers will maintain a student roster and student seating chart for each school bus route under contract. The student rosters and seating charts shall be kept updated. Information of the student rosters shall be confidential and in the school bus. The student rosters and seating charts are to be made available to the district transportation office, school officials and law enforcement officers upon request. A copy of the student seating chart shall be provided by the contractor to school administrators via the transportation office. Student rosters will contain the following information:

- First and last name of each student;
- Bus stop information.

## **NOTICE**

Moriarty-Edgewood School District will continue to participate in the use of video cameras on buses. Please make sure that your children know they may be taped on any or every day.

## **Inclement Weather Procedures**

During times of inclement weather, road conditions will be assessed by 5:00am. If it is determined that it would be unsafe to operate a school bus on a bus route the following radio and television stations will be notified. Parents should tune into these stations at 6:00am to learn if buses will be running.

1. KRQE TV channel 13
2. KOAT TV channel 7
3. KOB TV channel 4
4. KKOB AM
5. KKOB FM
6. KRST FM

Sometimes it will be deemed it would be better to delay the start of school by two (2) hours. The same resources for information as mentioned above will be notified of a delay. This will mean bus stop schedules should be 2 hours later than normal.

Sometimes routes may be cancelled or delayed in some areas of the Moriarty-Edgewood School District.

If road conditions are such that a bus cannot run the route during inclement weather, such as snow, ice and muddy conditions and is unable to pick up students for morning classes, the bus will not deliver students to their homes at the end of the day. If parents bring their children to school, and the bus had been unable to transport them, the parent will be responsible for their transportation home at the end of the day. This rule does not apply to regular conditions when a parent transports their child to school for reasons other than inclement weather. The child will be allowed transportation home on the school bus under normal weather conditions.

It is important that you provide a telephone number where you may be reached and stay alert with any transportation schedule changes during Inclement Weather Conditions.

Road conditions, such as snow, ice and mud may delay or cancel a bus from transporting your child to-and-from school. You will need to call the transportation provider or the transportation office about times and schedule changes.

## LETTER OF UNDERSTANDING

**In order to have accurate emergency contact information, and to better plan school bus routes, please make sure the Bus Driver has received a completed Bus Registration Form for your child/children.**

I, \_\_\_\_\_, being the parent  
or guardian of \_\_\_\_\_

have read and understand the regulations set forth in  
this Transportation Handbook.

I further understand that if my son/daughter has his/her  
bus riding privileges suspended, it is my responsibility  
to provide transportation to-and-from school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return to Bus Driver.** Failure to re-  
turn this form could result in suspension of bus privi-  
leges.

Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Emergency: \_\_\_\_\_

Information requested will be kept confidential & will  
only be used to help provide safe transportation for  
your child.

## School Bus Transportation Providers

Ernie Sandoval, District      832-5829  
Transportation Supervisor

Katy Lundy,      832-5830  
Transportation Assistant  
Fax 832-2470

Shawna Reece,      832-5855  
Secretary

Davis Transportation      832-6070  
contractor