



Transportation *handbook*

2022-2023



Transportation *department*

safety first and foremost

353 N Ash St, Keenesburg

re3j.com | 303-536-2900

WELD COUNTY SCHOOL DISTRICT RE-3J

TRANSPORTATION DEPARTMENT

2022-2023

PARENT AND STUDENT HANDBOOK

Nondiscrimination Statement

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld County School District Re-3J does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth, is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public. The following person(s) have been identified as the compliance officer for the district:

Jenny Wakeman
1101 4th Avenue, PO Box 1022
Hudson, CO 80642
303-536-2000
jennywakeman@re3j.com

Please ensure that both parents/guardians and your child/children know this information.

Transportation Mission Statement

To provide for the **safe, reliable, and efficient** transportation of Weld County School District Re-3J students, in support of curricular and extracurricular activities. To provide maintenance support for all District transportation and ground support assets. **Safety is the first and foremost priority.**

The Transportation Department of the Weld County School District Re-3J has prepared this handbook to acquaint you with the procedures covering your child/children's transportation. We need your assistance and cooperation to maintain a timely, reliable, and safe service. Your knowledge of, and following of these procedures will help us to transport your child/children with maximum service, courtesy, and safety. Please keep in mind that the school bus is the safest means of transporting your child/children.

Driver Training – Weld County School District Re-3J requires each Bus Driver to have:

- A valid Commercial Driver's License
- A School Bus/Passenger endorsement
- An annual driving evaluation
- Successfully passed a physical examination
- First Aid and CPR certification
- Passed mandatory drug & alcohol testing
- Passed State & Federal background investigations

In addition, Weld County School District Re-3J requires drivers to attend regular safety and in-service training sessions to enhance their student management and driving skills.

Transportation Registration – Registration is required for transportation services. All eligible riders must register for busing services for the upcoming school year or upon enrollment. Priority will be given to students who qualify under federal and state priority programming. Additional registrations will be accommodated on a **first-come, first-served basis** and dependent on ride zone, school of attendance, and space availability. The transportation registration process will serve as the mechanism for determining first-come, first-served. Communication will be made at least annually regarding the registration process for the upcoming school year. A registration link will be posted on the district website under the transportation tab.

School Bus Equipment – To ensure that our equipment is safe and reliable, all transportation vehicles used to transport students are inspected daily for defects by the driver. The vehicle mechanics do in-depth inspections and preventative maintenance at regularly scheduled intervals.

Established Walking Distances – Elementary students living within the city limits will walk to their assigned school. Junior High and High School students will walk to the elementary school closest to their home, and board a school bus for transportation to the Junior High or High School. All students within the established walking distances will be expected to walk, unless they have received approval for special bussing.

Assignments – Students must ride the bus that they are assigned to. No one except school personnel and students regularly assigned to a school transportation vehicle for a particular route and schedule may ride in that vehicle unless they have received authorization from the Transportation Department. Only the Transportation Department assumes the responsibility of assigning Bus Drivers and vehicles to routes and trips.

It is imperative that students ride their assigned bus at all times. If a student is to be dropped off at a bus stop different from their regular stop, the parent/guardian must contact the Transportation Department via email to office personnel (or transportation@re3j.com) for approval prior to the time of the scheduled drop-off. If the parent/guardian wants the student to be transported on two different routes, they must contact the Transportation Department for special approval. All changes must have prior approval of the Transportation Department. Changes may take up to 3 days to process.

Bus Stops –We expect students to be ready for pick-up 5 minutes prior to the scheduled pick-up time. If the bus is more than 10 minutes late, please call the Transportation Department at (303) 536-2900. If your child/children are not at the bus stop at the scheduled time, the driver will not honk the horn, wait beyond the scheduled pick-up time, or make phone calls, and will proceed to the next stop. If the driver sees the student, and the student is making an effort to get to the bus, the driver will wait for the student. Students who are consistently tardy may lose bus privileges. Students who do not ride the bus for 3 consecutive days without notifying the Transportation Department, will be removed from the route schedule. You will have to contact the Transportation Department to reestablish riding privileges.

Pick-up and drop-off areas must be free of obstacles that might create a danger to the students or the bus. Students must be out of the roadway, either on the sidewalk or on the shoulder of the road as the bus approaches. They must wait for the driver to open the door and motion for them to board. They should wait for, and approach the bus in single file with student IDs ready to scan on the buses. Misconduct at the bus stop can affect transportation privileges. In the event that a student causes property damage at a bus stop, the student and parent/guardian will be held responsible to the property owner for the damage, and the proper authorities may be notified.

Once students are dropped off, they are to proceed directly to the school building, or as directed by the parent/guardian.

Parents or guardians of Pre-school, Kindergarten, and students that live **more than 2 miles** from their bus stop must be present to collect their students at the bus stop 5 minutes prior to scheduled drop off time.

*****After the 3rd time the parent fails to be at the drop off location on time, the district will not transport the student home and the student will automatically receive a 3 day suspension from the bus. After the 4th time the parent fails to be at the drop off location on time, the district will not transport the student home and the student will automatically receive a 10 day suspension from the bus. After the 5th time the parent fails to be at the drop off location on time, the district will not transport the student home and the student will automatically receive a 1 month suspension from the bus. After the 6th time the parent fails to be at the drop off location on time, the district will not transport the student home and transportation services will be discontinued for a calendar year.*****

Route Changes – Parents and students should be prepared for changes in buses, routes, and scheduled pick-up and drop-off times throughout the school year because of student rider changes and driver availability. Overall route travel time will vary from route to route. After an initial adjustment period at

the start of the school year, or upon reorganization of routes, the pick-up and drop-off times should be consistent. Buses may run late because of weather or traffic conditions.

If You Move – If you move, please provide your child/children's school with the appropriate address. Address information must be correct in the student information system at the student's school before transportation will be changed. Please contact the Transportation Department for pick-up and drop-off information.

Lost Students – In the event the bus does not drop off your child/children, please call the school(s) that they attend to verify that they did not stay for an after school activity. If your child/children are not at school, at a friend's house, or were not picked up by another family member or friend, call the Transportation Department at (303) 536-2900. We have the ability to contact your child/children's driver.

Legal Custody – Neither the school nor the Transportation Department has legal authority to determine which parent/guardian has access to the child/children. If one of the parents/guardians is not allowed access to the student, the school must have a copy of the legal documentation limiting access; otherwise it will be assumed that all parents/guardians have access to the child/children.

Preschool and Kindergarten – Students will only be released to a responsible party. In the event that there is no authorized person at the bus stop, the Bus Driver will notify the Transportation Department, and then continue on route while the parent/guardian notification is made. The student will be returned to their school if no parent/guardian is available. Preschool and Kindergarten students who are bused to a community bus stop must be signed off by a parent/guardian. Continued drop-off problems with your child/children may result in the suspension or loss of transportation privileges.

Special Needs Student Transportation – Special bussing services must be approved for each special needs student as part of their Individual Education Plan (IEP). The transportation vehicle used to transport a special needs student will be operated by a specially trained driver, will be equipped in accordance with their IEP, and will meet all safety requirements.

Bus and Safety Rules – To maintain order and ensure student safety, the following rules will apply:

- Students will follow all policies and rules stated in Student Handbooks provided by the schools as these are applicable to student transportation services
- Students are expected to listen to and follow directions
- Students will give their correct first and last names when asked
- Students will not talk or make noises at railroad tracks
- Students shall not have hazardous objects or weapons of any type on the bus (including laser pens)
- Students who have a problem on the bus should report it to the Bus Driver as soon as possible, and not take matters into their own hands
- Students are expected to arrive at their designated bus stop 5 minutes prior to the pick-up time
- Students shall not engage in any type of horseplay on the bus or at the bus stops
- Students will stay in a single file line with Transportation IDs prepared for use when boarding and exiting the bus
- Students must have their IDs available to ride the bus. If the student does not have his/her ID available then he/she must obtain a pass through the Transportation Department. Students will be issued 1st ID at no charge. Replacement IDs will be \$5.00 billed through Infinite Campus.

- Students should never run or push anyone towards the bus
- Students will remain seated when the bus is in motion
- Students will keep all their belongings in their pockets, purse, or backpack at all times
- Students will keep their hands and feet to themselves, and inside the bus at all times
- Students will stay in their seat, facing the front of the bus, with both feet on the floor
- Students will keep the aisle and emergency exits clear of all objects
- Students will not smoke any substance, chew tobacco, or consume alcohol at any time, while riding the bus
- Students will not eat or drink on the bus unless otherwise specified by the Driver
- Students will not use loud talking (not be heard more than 3 seats away) or profanity on the bus
- Students will not litter on the bus
- Students will not cause damage to the bus
- Students may not bring any items that are deemed a distraction or unsafe (i.e, balloons, skateboards, scooters) on the bus

Transportation Discipline Process

Any student that is referred to administration for a violation in any one of three categories will receive the disciplinary action stated in the appropriate category.

These will be consistent throughout the district and will aid in an improved discipline program and increased driver support.

Categories will include but not limited to the following violations. Parent phone calls may not always be made by the driver depending on the seriousness of the violation.

Category I

For not following the driver's instructions, foul language, not staying seated, not keeping hands and feet to self, throwing objects out of the bus, eating, drinking or chewing gum, and loud talking a warning will be given to the student.

Category II

Receiving a second ticket for any category I infractions; cursing, mocking, or any display of willful disobedience toward the driver; rowdy loud behavior at any railroad crossing as well as spitting, throwing spit wads or trash; any act that would cause the safety of self and any other student to be compromised a student may receive a 3 to 5 day bus suspension.

Category III

Receiving a second ticket for any offenses in Category II, a third ticket from Category I; possession of lighters, matches, firecrackers, weapons of any kind; vandalism, endangerment of self or other students; indecent exposure of any type may result in a 5- 10 day to yearly bus suspension.

For Category II or III violations, students receive an automatic 3 to 5 day bus suspension and may not be allowed to ride the bus home. If violations continue to occur, the student may ultimately receive a year-long suspension.

Tier 1- Not State Reported (NSR)				
<i>Violation</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>Additional Consequences</i>
Academic Dishonesty	Warning or referral to office	Referral to office	Referral to office	Tier I behaviors which occur more than 3 times could be considered Tier II and be subject to additional disciplinary action(s)
Dress Code Violation				
Excessive Tardiness/ Truancy				
Failure to Attend Detention or In-School Suspension (ISS)				
Disrespectful/ Disruptive Behavior	Parent contact	Parent contact	Parent contact	Remedial Discipline/Safety/ Behavior Support Plan
Internet/Computer Misuse				
Left Class Without Permission				
Physical Confrontation (Fighting)	Possible loss of privileges	Loss of privileges (if applicable)	Loss of privileges (if applicable)	Referral to other agencies for support
Profanity/ Inappropriate or Offensive Language				
Inappropriate Public Display of Affection				
Self-reporting and/or surrendering of a dangerous item	Possible 1-3 Day(s) In School Suspension or Detention	Possible 1-3 Day(s) In School Suspension or Detention	1-3 Day(s) In School Suspension or Detention	
Theft				
Category I Bus Ticket				

Tier 2- State Reported (SR)			
<i>Violation</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Tobacco Violation (SR-03)	<i>Referral, Parent Contact, and Possible:</i>	<i>Referral, Parent Contact, and Possible:</i>	<i>Referral, Parent Contact, and Possible:</i>
Disobedient or Defiant Behavior (SR-08)			
Vandalism, Destruction of School or Employee Property (SR-10)	1-3 Day(s) Out of School or Bus Suspension	1-5 Day(s) Out of School or Bus Suspension	1-5 Day(s) Out of School or Bus Suspension
Repeated Interference (SR-11)			
Other Violations of Code of Conduct (SR-12)	Remedial Discipline/ Safety/ Behavior Support Plan	Remedial Discipline/ Safety/ Behavior Support Plan	Remedial Discipline/ Safety/ Behavior Support Plan
Category II or III Bus Ticket	Referral to law enforcement and/or outside agencies and resources	Referral to law enforcement and/or outside agencies and resources	Referral to law enforcement and/or outside agencies and resources

<i>Tier 3- State Reported (SR)</i>	
<i>Violation</i>	<i>1st, 2nd, or 3rd Offense</i>
Felony Acts (Including but not limited to: Rape or Attempted Rape, Sexual Violence/Battery, 3rd Degree Assault, Robbery, Other) (SR-06, 07, 13, 15, 16)	<p>1-10 Day(s) Out of School Suspension</p> <p><i>Other possible actions include but are not limited to:</i></p> <p>Remedial Discipline/ Safety/ Behavior Support Plan</p> <p>Referral to law enforcement and/or outside agencies and resources</p> <p>Recommendation for Expulsion</p>
Drug Violation (SR-01)	
Alcohol Violation (SR-02)	
1st Degree, 2nd Degree Assault and Vehicular Assault (SR-04)	
Detrimental Behavior Including Habitually Disruptive, Harassment and/or Bullying (SR-09, 18-22)	
Dangerous Weapons (SR-05)	
Threats of Physical Attack (SR-17)	

***Students in preschool through second grade: The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in preschool, kindergarten, first grade, or second grade in that school for not more than three school days on the grounds stated in C.R.S. 22-33-106.1 (2), unless the principal or designee determines that a longer period of suspension is necessary to resolve the safety threat or expulsion is mandatory under law (see JKD/JKE-E).**

Referral to Administration:

- a. Driver completes a discipline slip and submits it to the transportation coordinator.
- b. Transportation Coordinator submits the bus ticket in Infinite Campus with a disciplinary recommendation.
- c. The Principal addresses student behavior, e-mails resolution to the transportation coordinator, and mails a copy of the bus ticket to parents.
- d. Principals may reference the student discipline matrix and suspend a student and or recommend a student for expulsion from school.
- e. The Transportation Coordinator may reference the student discipline matrix and suspend a student and/or recommend student transportation privileges be revoked for serious infractions or violation of rules.

School Closure – When it becomes necessary to close school for any reason, information can be found at the following:

www.re3j.com
 KCNC (Channel 4)
 KUSA (Channel 9)

(303) 536-2070
 KMGH (Channel 7)
 KOA (850 AM)

WELD COUNTY SCHOOL DISTRICT RE-3J

TRANSPORTATION CONTRACT

Please read carefully, sign, and return this agreement within 3 days after receiving the Parent and Student Transportation Handbook. Failure to return the completed and signed contract will result in the loss of bus privileges. Students are responsible for knowing the information and all the rules in the handbook, parents are encouraged to review it with their child/children.

Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety. Following all rules and behaving in a responsible manner is imperative. The bus driver will remind students to follow the rules, to act in a safe manner, and to respect other people and their property, so they have the opportunity to change their behavior.

Riding a school bus is a privilege and not guaranteed by school law. If you behave appropriately, you will be allowed to ride the bus. If not, your bus riding privileges may be suspended, even after one incident, depending on the seriousness of the incident. Students suspended from the bus are still required to attend school. The parents/guardians of a student, who has lost bus riding privileges, are responsible for the transportation of their child/children to and from school.

Audio visual recording and student ID scanning devices may be installed and used in school buses for purposes related to safety.

Please feel free to contact the Transportation Department at (303) 536-2900 if you have any questions.

Student's Name: _____ Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian's Name: _____

Mailing Address: _____

Physical Address: _____

Daytime Phone: _____ Evening Phone: _____

Work Phone: _____ Cell Phone: _____

Emergency Contact: _____ Phone Number: _____

Please list any medical concerns, medications, or anything important that could impact the safe transportation of your child/children:

Comments:

Signatures indicate that you and your student have read, understand, and acknowledge that riding the school bus is a privilege and that you agree to follow the rules in the Parent and Student Transportation Handbook.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____