

Pupil Transportation Handbook

2024-2025



Michael Nate, Reedsville School District Superintendent
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Kobussen Buses Ltd.

Kobussen – Brillion Terminal
920-875-7800

Introduction

This handbook has been prepared to help students and parents understand the rules and regulations pertaining to school transportation. Please read it carefully and talk with your children about bus rules and bus safety.

Kobussen Buses LTD is proud to be a member of the exceptional educational team for the Reedsville School District and community. The trust and confidence bestowed to us each day is taken seriously as we transport the most precious asset of parents and the community: your child.

The safety of every child relies on their willingness to follow the bus safety rules as outlined in this Bus Riders' Handbook. Students riding buses are subject to Wisconsin statutes dealing with bus transportation, Board of Education policies, and procedures established by both Reedsville School District and Kobussen Buses LTD staff.

Reedsville School District will comply with all federal and state regulations concerning transportation of regular students and students with disabilities.

The Reedsville 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. Please be advised that audio/video recording equipment is used on school buses to enhance student safety and well-being. *Bus Terminal Manager, Drivers, Principals, Superintendents and Law Enforcement are the only ones allowed to see the video.*

Riding a school bus is not a right, but a privilege.

For questions or additional information, please contact Kobussen Buses LTD at 920-875-7800, or email at paula.freimuth@kobussen.com. Information is also available on the Reedsville School District's website at: <https://www.reedsville.k12.wi.us>

School Bus Drivers

School bus drivers are selected, hired, and trained following a rigorous selection criterion and a thorough criminal history background check. All Kobussen Buses LTD school bus drivers have earned a Class B Commercial Driver License, are required to pass a pre-employment drug test along with a DOT physical and are subject to random drug and alcohol testing.

Every driver has successfully completed the required school bus driver training course as well as monthly safety training. Kobussen Buses LTD school bus drivers are professionals and are expected to always conduct themselves as such. All school bus drivers will be treated with respect identical to that of other Reedsville School District personnel.

Transportation Eligibility

The Reedsville School District may provide transportation for:

1. Students attending public or private schools located outside the corporate limits of the Village of Reedsville, but within the boundaries of the Reedsville School District.
2. Students who reside in the Reedsville School District and live two or more miles from the nearest public or private school, they are entitled to attend.
3. 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.

Student/Rider Guidelines

1. Be at your bus stop 5 minutes before scheduled pick-up time. The driver will wait no more than 1 minute at the stop if the student is not outside. The driver will not sound the horn or come back around to pick up the student.
2. The estimated pick-up time published 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 LTD determines which pupils assigned to that route are riding the route. Smaller adjustments may occur over the course of the school year as pupils are added and removed from their assigned route.
3. Students will be picked up and dropped off only at designated stops along the route that are approved by Reedsville School District. **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.

CAUTION!! ALWAYS BE ALERT FOR VEHICLES THAT DO NOT STOP WHEN THE BUS IS LOADING OR UNLOADING STUDENTS. IF THE DRIVER HONKS THE HORN WHILE YOU ARE CROSSING THE STREET, STOP IMMEDIATELY, AND LOOK FOR A VEHICLE THAT HAS NOT STOPPED.

1. Students should practice proper behavior while waiting at a bus stop. Stand on the sidewalk or back from the roadway while waiting for the bus. When the bus approaches, form a line and be prepared to load immediately. Stand clear of the bus until it comes to a complete stop.
2. 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.
3. Students should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is for emergency evacuation only.
4. Changes in pickups and drop-offs will only be considered after a written request or phone call 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:

1. Drive the bus safely at all times.
2. Maintain order among the students while they are on the bus.
3. Report any disciplinary cases to the Terminal Manager at Kobussen Buses LTD. A Bus Conduct referral will be submitted, and the school principal will address the behavior according to the discipline procedures outlined in this handbook.
4. 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.
5. Remain with the bus until all students have been discharged.
6. Drive the route as approved by Kobussen Buses LTD and Reedsville School District.
7. Make every reasonable effort to ensure that children depart the bus at their designated location.
8. Drive in accordance with all bus regulations and observe all traffic laws.
9. 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 those which are 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 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, facing forward, and remain seated while the bus is in motion. Students may be required to sit three to a seat. Do not change seats.
4. Show respect for all other passengers.
5. 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.
6. Do not extend head, limbs, and other objects out of the window or into the aisle.
7. Scuffling, horseplay, fighting, and the use of obscene, vulgar, or profane language and gestures are strictly prohibited. Drivers are not required to physically break up fights on the school bus. However, the driver will verbally instruct students to stop, notify dispatch, and instruct students who are not fighting or involved to keep out of harm's way.
8. Do not bring animals, firearms, laser pointers, explosives, flammable materials, slingshots, knives, or other sharp objects, harsh aromatic type substances, which could include cologne/perfume, hair spray/products, or fingernail polish on the bus.
9. Do not smoke, vape (e-cigarettes), eat, or drink on the bus.
10. Talk quietly with fellow riders. Yelling, screaming and indecent language will not be tolerated.
11. Windows can only be opened to the second notch.

Emergency Procedures

1. School buses are equipped with standard emergency equipment such as a fire extinguisher, reflective triangles, blood borne pathogens spill kit, and a first aid kit. Your driver has been trained for the proper use of each piece of equipment.
2. Stay calm and quiet and be ready to listen to instructions from the driver. Excessive noise will make it difficult for everyone to hear.
3. Follow the driver's instructions. He or she oversees the bus and has been trained to take action to protect all students.
4. All students must remain with the bus. Students cannot leave the area, even with parents, until released by the Police. Parents are expected to cooperate and not force themselves onto the bus. Police/Paramedics each have important actions to complete to ensure that each student rider is safe and accounted for properly.
5. THE FOLLOWING PROCEDURES WILL BE USED FOR EVACUATION IN AN EMERGENCY SITUATION.
 - A. The student nearest to the emergency door will open the door, exit, and then hold the door open.
 - B. The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.
 - C. Evacuation will start with the seat closest to the door and alternate sides (left then right).
 - D. The third rider to exit will act as the guide and will lead the other students to a safe place; usually 50 giant steps from the bus. Students leave the bus in a single file, as quickly and quietly as possible.

- E. Once outside the bus, follow the guide, stay together, and follow the driver's instructions as safely, quickly and completely as possible.
- F. The driver is usually the last person off the school bus.

The driver has been trained to evacuate the bus if an emergency is present. The driver will assess the situation and plan to evacuate or keep the students on the bus. The safest place is where we want the students to be. All bus riders may practice emergency evacuations during the school year. When conducted, these will be scheduled to occur during the school day.

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 within 2 school days of the offense. Disciplinary actions will be taken according to the outline on the following page.

1st OFFENSE (Grades K-6): 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-6): 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 **3 school days**.

3rd OFFENSE (Grades K-6): If a third offense occurs within 30 school days of the second offense, the school official shall inform the parents of the offense, and the student will be denied transportation for **5-10 school days**.

4th OFFENSE (Grades K-6): If a fourth offense occurs within 30 school days of the third offense, the school official shall inform the parents of the offense, and the student will be denied transportation for **10-15 days**.

5th OFFENSE (Grades K-6): If a fifth offense occurs within 30 school days following the issuance of a misconduct report for a fourth offense, the school official will inform the parents, and the bus contractor of the offense. The student will be denied transportation for **balance of the school year**.

1st OFFENSE (Grades 7-12): 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 7-12): The school official will inform the parent or guardian of the offense, and the student will be denied transportation for **5-10 school days**.

3rd OFFENSE (Grades 7-12): The school office will inform the parent or guardian of the offense and the student will be denied transportation for **10-15 school days**.

4th OFFENSE (Grades 7-12): The school office will inform the parent or guardian of the offense and the student will be denied transportation for **balance of the school year**.

4K Drop off

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 Buses LTD 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.
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 Buses LTD 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

If bad weather or any other emergency 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 Reedsville School District personnel well in advance of any closing of school.
2. Announcements of school closing will be made via Reedsville School District's website, 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 Reedsville School District's messaging as to when the buses will be sent out.
4. The final decision for closing schools rests with the Reedsville School District Administrator.