

# Pupil Transportation Handbook

2025-2026

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Dr. Steve Harrison, Superintendent  
920-751-6800

*Kobussen Buses Ltd.*

Kobussen- Neenah Terminal  
920-722-8572

# Introduction

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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](mailto:neenah.tm@kobussen.com) or call the NJSD Transportation Office at 751-6800. Information is also available on the District's website at: [www.neenah.k12.wi.us/current-families/transportation](http://www.neenah.k12.wi.us/current-families/transportation)

## **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.

# Transportation Eligibility

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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

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Two weeks prior to the start of the school year, student bus route information will be available on the Parent Portal. Parents/legal guardians for every student in the district have access to the Parent Portal but need to set up an account. If you don't have an activation code, or are having trouble getting into your parent portal, please email [campus@neenah.k12.wi.us](mailto:campus@neenah.k12.wi.us) for help.

**Bus route pickup and drop off times are subject to change, particularly at the beginning of the year as new routes are established. Be sure to check your parent portal regularly during the first weeks of school.**

## Student/Rider Guidelines

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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 may change as routes are adjusted. A large time adjustment may occur after the first two-weeks of the start of school, as Kobussen Bus 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 ¼ mile or more for students in grades K – 4. It will not go into any plats for students in grades 5–12. 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: [neenah.tm@kobussen.com](mailto:neenah.tm@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.

### **Bus Passes**

- Bus passes are no longer permitted. If your student is having a friend come over after school, alternate transportation will have to be arranged.

# Driver Responsibilities

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## **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

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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.

Students will be able to choose their seat/seatmate at the beginning of the school year, and within the first two weeks of school **a seating chart will be implemented**. The school administrator or bus driver has the authority to re-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.

## Discipline Procedures

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The following is the standard disciplinary guideline when dealing with rule violations. Generally, major rule violations or repetitive rule violations will result in suspension of bus riding privileges. 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 pages.\*

\*Students who fall under the definition of special education will have disciplinary actions applied that are appropriate for their disability as determined by NJSD Special Education and/or Pupil Services administrator/designee. NJSD special education staff will work with Kobussen to ensure that riders with disabilities are able to be safe on the bus.

## **Major Violations**

These incidents will result in **immediate suspension** while the incident is reviewed. The incident will be documented by the driver and copies shared with the parent/guardian, school administrator, and Kobussen. **Up to a permanent suspension from the bus may be invoked, with a minimum of 5 days suspension for major violations.** Law enforcement officials may issue lawful penalties. The school may impose additional consequences.

1. Smoking, chewing, or possession of tobacco or related products.
2. Possessing prescription drugs not prescribed for the student, illegal drugs, vaping, mood-altering substances, or related drug paraphernalia which includes devices used to abuse inhalants or alcoholic beverages.
3. Vandalizing or damaging bus property. Restitution will be required from the offender.
4. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or used as a weapon.
5. Physically assaulting or verbally threatening the wellbeing of another passenger or the driver.
6. Inappropriate sexual contact, inappropriate exposure, or sexual harassment of other students or the driver.
7. Aggressive refusal to comply with rules/flipping off/swearing at the driver.
8. Any act that seriously jeopardizes the safety of the student, passengers, or driver. For example, distracting the driver in a way that impedes safe driving, or tampering with the emergency exit.
9. The inappropriate use of personal cell phones or other digital devices. Students may not record, share or post personal information about or images of another student without permission.

## **Minor Violations**

1. Riding another route without prior approval
2. Showing disrespect toward the driver or other passengers. Refusal to obey the driver shall be sufficient reason for being denied transportation services.
3. Failure to be seated promptly and remain seated while the bus is in motion. Students may be required to sit three to a seat.
4. Littering or spitting on the bus. Students will conform to the same standards of cleanliness on the bus as is expected of them at school.
5. Not keeping hands, arms and legs to oneself or out of the aisle/surrounding seats.
6. Throwing items in or out of the bus.
7. Use of profane or indecent language on the bus.
8. Eating or drinking on the bus.
9. Yelling, screaming, singing, or talking loudly enough to disturb the driver or other passengers.
10. Running, pushing, or shoving on the bus or at the loading site.
11. Students may not transport roller blades, skateboards, or scooters on buses.

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

**1<sup>st</sup> 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. **It is to be noted that students receiving a referral for a 1<sup>st</sup> offense have already received reminders and warnings from the driver.**

**2<sup>nd</sup> OFFENSE (Grades 4K-4th)**: 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**.

**2<sup>nd</sup> OFFENSE (Grades 5th-12th)**: The school official will inform the parent of the offense, and the student will be denied transportation for **30 school days**.

**3<sup>rd</sup> OFFENSE (Grades 4K-4th)**: 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.

**3<sup>rd</sup> OFFENSE (Grades 5th-12th)**: The school office will inform the parent of the offense and the student will be denied transportation for the **balance of the school year**.



# 4K Drop off and Pick up

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## **4K bus process for absent/tardy pick up or drop off:**

1. The designated person **MUST** be present to load and 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 three (3) minutes for the designated person to retrieve the child from the bus.
3. At the end of three (3) 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/pick up site:**

If the person designated for retrieving the child off the bus is not available, this presents many challenges for our transportation provider.

Parents/Guardians will receive communication about designated adult absences (not present at the drop off location within three (3) minutes) via Bus Conduct, and may be subject to the following:

**1st absent or tardy drop off:** a warning will be issued in writing by the bus company, and submitted to the school administrator via Bus Conduct. Parent will be contacted.

## **Consequences for absences *within* thirty (30) days of the previous absence:**

- 2nd absent/tardy drop off within thirty (30) days of the 1st absence: the student will be suspended from riding the bus for five (5) school days.
- 3rd absent/tardy drop off within thirty (30) days of the 1st absence: the student will be suspended from riding the bus for thirty (30) days.
- 4th absent drop off within thirty (30) days of the 1st absence: the student may be suspended from riding the bus for the remainder of the school year.

## **Consequences for absences that occur *more than* thirty (30) days of the 1st absence:**

- A 2nd absence occurring more than thirty (30) days of the 1st absence may result in the student being suspended from the bus for five (5) school days.
- A 3rd absence occurring more than thirty (30) days from the previous absence may result in the student being suspended from the bus for five (5) school days.
- A 4th absence occurring more than thirty (30) days from the previous absence may result in the student being suspended from the bus for thirty (30) days
- A 5th absence occurring anytime during the school year may result in the student being suspended from the bus for the remainder of the year.

# Emergency School Closings

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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.






## Bus Expectations

### Bus Stop

### Loading & Unloading

### While Bus is Moving

<b>Be Responsible</b>	<p>☀️ Arrive 5 minutes before pick-up</p> <p>Pick up litter</p> 	<p>☀️ Take trash and personal objects with you</p> <p>Report damage or graffiti to the driver</p>	<p>☀️ Set a positive example</p> <p>No eating and keep all objects inside of the bus</p>
<b>Use Respect</b>	<p>☀️ Keep hands, feet, and objects to self</p> <p>Follow driver directions the first time</p>	<p>☀️ Greet your bus driver with "hello" &amp; "good-bye"</p> <p>Keep space between you and the person ahead</p>	<p>☀️ Use Kind Words</p> <p>Use appropriate language</p> <p>Listen to instructions</p>
<b>Stay Safe</b>	<p>☀️ Watch for traffic</p> <p>Wait for the bus to come to a complete stop</p>	<p>☀️ Enter and exit in an orderly manner</p> <p>Be visible to the driver</p> <p>Report unsafe behavior</p>	<p>☀️ Remain seated at all times</p> <p>Face forward</p> <p>Keep the aisle clear</p>
	<p>☀️ "3" or lower voices at the bus stop.</p> <p>Your neighbors might be sleeping !!!</p>	<p>Don't forget to say...</p> 	<p>☀️ "0" voices at all train tracks</p> <p>Voices at "2" when talking on the bus</p>

### VOICE LEVELS

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