



Southgate Academy

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Southgate Academy /
Royal Transportation
Handbook

Dispatch Line (602) 278-0323
Option #0

Mission

The mission of the Transportation Department is to support the learning process by providing safe, adequate, efficient, and economical transportation services for all eligible students in compliance with federal, state, and local policies and procedures. The main concern regarding transportation is the safety of all student passengers.

This handbook contains information pertaining to the service level and guidelines regarding student transportation. Use of the Southgate Academy provided transportation is a privilege. It is necessary that all students riding the bus conduct themselves in the best possible manner. Misbehavior aboard the bus is a very serious matter when up to seventy lives are in the hands of the bus driver. It must be realized that anything that happens on the bus to divert the driver happens on the bus to divert the driver's attention from his or her job immediately puts the attention from his or her job immediately puts the safety of your child and all on board in jeopardy. District-provided transportation is an extension of the school, expected student classroom behavior will apply and must be followed

General Information

Southgate Academy provides transportation to all eligible students enrolled in the school. The intent and purpose of the school transportation policies and procedures is to provide safe, reliable, and efficient transportation service to all eligible students.

The school will provide parents and students with an initial bus schedule and pick up location. This time schedule may change throughout the school year. Your student will be notified of any change. Depending on your child's age, this communication may occur to the parent, to the student or both. These changes will occur throughout the school year because of changes in the number of students riding on a specific school bus.

Bus drivers may not transport any unauthorized person in any school vehicle. A student is authorized to ride his/her assigned bus and is assigned the same bus stop. Requests to have a student ride home with a friend on another bus or to be picked up or dropped off at a different bus stop should be submitted to the transportation office for approval. Residence-side bus stops will be assigned to certain roads due to either traffic or road conditions.

Pick up locations and drop off locations

Passengers must board and leave the bus at their assigned location. In an emergency, parents must contact the main office phone number (520) 741-7900, **by 10:00 am.**

How do I make a change in my student's pickup or drop-off location?

It takes a minimum of 5 business days to make changes to pickup and drop-off locations on bus routes. Please make sure that you notify the transportation department at least five business days in advance of any changes to avoid interruption of your student's transportation services. Once notified the transportation department will make the changed based on the current and closest designated stop for that location. Designated bus stops are based on the following criteria: Students may walk up to a mile to the designated bus stop. All stops are consolidated and clustered to maximize our efficiency based on the safety of our students.

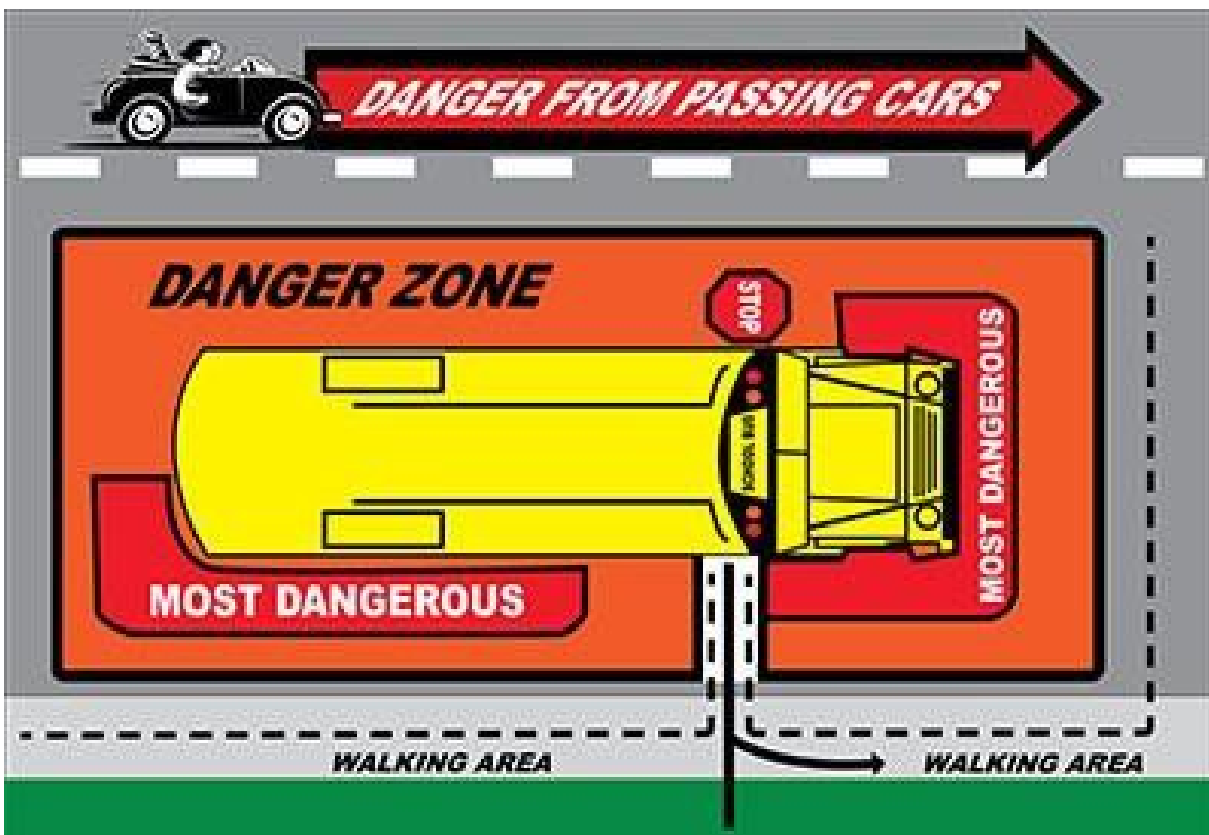
Parents of students in {K-3) Kindergarten through third grade MUST be at the stop to meet their child's bus in the afternoon. If a parent or guardian is not at the assigned stop; the student will be brought back to the school campus.

Bus Pickup

Students are expected to be waiting at the designated bus pickup location ten minutes prior to the scheduled arrival time of the bus. The bus picking up the students will not wait for students to walk from their home or other locations to meet the bus. When a student is not waiting at the bus stop, a delay is created for students riding on the bus later in the route. Therefore, to provide a uniform service to all students, it is necessary for students to be waiting at the bus stop. Students are encouraged to be at the bus stop ten minutes prior to the arrival. The school bus will not return to a pickup location or to a dismissing school for a student that has missed the bus.

Procedure for Boarding at a Bus Stop:

- Students should be waiting at the bus stop at least 10 minutes school bus arrives. The school bus driver will stop and look for students, then continue route.
- As the school bus is approaching, students should begin forming a single line and be ready to board the bus. Stand on the sidewalk or 10 feet away from the roadway while waiting on the bus.
- Wait to approach the bus until the bus has completely stopped and the driver has set the air brake. The air brake system will make a loud air noise when the bus is secured.
- The driver will open the door and motion for the students to load. Once on the bus, go directly to your assigned seat
- If you need to cross the street, the driver will motion you to cross when he/she verifies that it is safe to do so.
- Any area within 10 feet of a school bus is considered the “The Danger Zone”. Students within this area are in a place where they may not be seen.
- For the safety of your student, please be on time and NEVER let your student run after a missed school bus.



Bus Riding Rules

Students are expected to obey and respect the orders of the bus driver. The bus driver is required to report any discipline problem to the appropriate school administrator.

- Students shall not stand or move from place to place while the bus is in motion.
- Loud, boisterous, or profane language shall not be tolerated. Indecent conduct, verbal abuse, use of racial/ethnic remarks, or derogatory names is also not acceptable.
- Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
- Students should stay in their seat until the bus has come to a full stop and the door is opened by the driver.
- Students need permission to open windows and doors. Windows will only be opened halfway.
- Kindergarten students will only be released from the bus in the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop.
- Upon recommendation of the bus driver, school authorities may deny privileges of riding the school bus to students who refuse to conduct themselves in a courteous manner.
- The school bus driver has the same authority and responsibility as a teacher.
- Safety is the primary concern in student transportation; thus, the driver and school authorities shall maintain discipline on the school bus. Students disobeying safety rules will be denied riding privileges.
- The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and PE equipment, bags, flagpoles, flowers, balloons, and other such items that could pose a safety problem.
- Students are not allowed to bring food, drinks, or chewing gum on school buses. The approval of drinks and food on long trips can be negotiated with the driver.
- Students must keep head, hands, and feet inside the bus always.

Cameras/Video System

Security cameras are installed on all buses and maybe utilized by the Southgate Academy Transportation Department.

Personal Belongings

Any personal items brought onto the bus must be in an enclosed case or bag. The item must be able to fit on a student's lap. The aisles must remain clear for safety reasons.

Permission must be obtained from the bus driver for any item(s) that do not fit on the student's lap. This provision includes musical instruments. For the safety of our student **absolutely no glass bottles or glass items are permitted** on the bus at any time.

Unauthorized Passengers

Only students who are enrolled for transportation through Southgate Academy transportation services are permitted on the bus. If an unauthorized individual enters a school bus, contact will be made with the appropriate law enforcement agency. During pick up or drop-off, parents are not allowed on the bus. IF you have any concerns or issues please call transportation department before speaking to driver, this is done for the safety of the students on board.

Length of bus rides

There is no limitation on the amount of time or distance that a student rides to or from school; however, the school district will endeavor to limit the ride time for each student to no longer than one hour in each direction. In unforeseen circumstances and traffic situations we may go over hour limit. In that case, parents will be notified by phone call of a late bus.

Weapons

Weapons of any kind are **NOT** prohibited on school buses.

Vandalism and Destruction of Buses

Please be advised, any damage to the bus that can be associated with your son/daughter will be billed back to the custodial parent/guardian or advocate. The invoice will include cost of the materials, supplies and the time utilized by the maintenance staff to repair the damage.

Parent Responsibility

Parent cooperation is essential to student well-being on and off the school bus.

1. Review all bus safety rules with your child, encourage proper conduct.
2. Provide the necessary protection for students traveling to and from the bus stop during times of inclement weather.
3. Visit the bus stop with your child and determine the safest route to take to the stop, where to wait (at least 10 feet from the roadway), and to be aware of unsafe situations.
4. Backpacks are helpful for keeping all school supplies intact and freeing hands for holding handrails when entering or exiting the bus. Teach your children to secure loose drawstrings, long backpack straps, and other objects that may get caught in the handrail or door of the bus as they are exiting.
5. Have a plan with your child if the bus is missed.
6. Have a plan in case of early dismissal.
7. For kindergarten and first grade students: parents/caregivers are required to be present when the bus arrives. If the driver does not know that someone will be responsible for the child when they get off the bus, the child will be returned to the Transportation Office.
8. Provide the necessary transportation if your student is suspended from riding the bus.

Disciplinary Procedures

Riding the school bus is a privilege

A student who does not follow the school bus safety rules, endangers himself or others, or who does not respect the rights of others, may lose his/her riding privilege. To maintain a safe and orderly school bus environment, it may be necessary to use disciplinary measures with students displaying unacceptable behavior. The disciplinary steps that Southgate Academy will implement are listed below:

1. **First Offense** - The bus driver will warn the student that the behavior is inappropriate and that a disciplinary referral will result if the behavior continues.
2. **Second Offense** -The bus driver will write a disciplinary referral to be submitted to the school administration and recorded. The school administration will contact the parent of the student and referral form will be sent home to be signed and returned to school.
3. **Third Offense** -The school administration may suspend the student's bus riding privilege for up to one week.
4. **Fourth Offense** -The school administrator may suspend the student's bus riding privilege for one week or longer.
5. **Fifth Offense**—The school administrator may revoke the student's bus riding privilege.

Fighting and/or Drugs may cause immediate suspension.

Southgate Academy
Transportation Handbook

I ACKNOWLEDGE RECEIPT OF THIS HANDBOOK. IN ADDITION, I AGREE TO FAMILIARIZE MYSELF AND MY CHILD(REN) WITH THE PROVISIONS CONTAINED THEREIN. As the Parent/Guardian of the student listed below, you will be required to read this agreement with your child. All behavior expectations and safety rules in the Transportation Handbook will need to be followed or student may receive consequences that could result in suspension and/or removal from Southgate Academy Transportation Department. In the event this occurs, parent/guardian will be responsible for transportation of their child to and from school.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____