



Parent/Student Transportation Handbook

Student Transportation Service

Silver Falls School District takes pride in seeing that every child arrives at school every day safely, on time and ready to learn. Our mission is to provide quality support to the staff and students of the Silver Falls School District with safe, timely transportation services and effective, equitable customer service while meeting all district, state and federal regulations.

School transportation services will be provided for students to and from school. School transportation services may also be used to transport students to and from curricular and extracurricular activities sponsored by the district. Transporting from one school or facility to another and to school-sponsored field trips are extensions of classroom learning experiences. These Services shall be provided throughout the regularly scheduled year and during the school day as determined by the board.

Eligibility for Services

Elementary students, grades K-8 that live more than one mile from their assigned school will be transported. Secondary students, grades 9-12, who live more than one- and one-half miles from their assigned school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plan. Miles from school will be determined by the transportation department in accordance with OAR 581-023-0040(I)(c).

Parents/guardians will be responsible for providing transportation for students who have received approval to attend a school besides their home school through a district transfer request. In certain circumstances, district transportation may be appropriately provided on a space-available basis. Existing bus routes and loading areas will not, however, be disrupted or altered in order to accommodate an intra-district transfer. If your child has an intra-district transfer and you would like to request transportation, please fill out the Bus Stop Request form found on the Silver Falls School District website and return it to the

email address at the bottom of the form. This form will need to be filled out at the beginning of every school year.

Resident students who have received approval to attend an out-of-attendance area school approved through an inter-district transfer agreement are not eligible for busing.

Kindergarten, first and second grade students will only be allowed to get off the bus with an older sibling or adult present at the stop. If there is no adult or older sibling at the stop, the student will be returned to their school. Transportation personnel will notify the school of an estimated time of arrival. It will be the responsibility of the parents to meet the student at their school.

Bus Routes

In order to provide our bus contractor, First Student, with enough time to create safe and efficient routes, any students registered after August 20th may not be added to a route for up to 30 days after the first day of school. This ensures enough time to create routes and have drivers drive them prior to the first day of school gives First Student's router enough time to make any needed changes. While you are waiting for your child to be added to a route, you may use the closest group stop to your house for bus service.

All bus routes will be posted to the district website no later than September 1st, please check the district website after that date to find your student's bus stop and times. If you live in town, please find the closest stop to your house. If you have any questions you may contact First Student at 503-874-6424 or Silver Falls School District's route coordinator, Heather Johnson at 503-873-5303 x1125.

Alternate Stop Bus Notes

(stops at locations other than a student's home bus stop or school)

Students may be transported from a location other than their home to their school or their school to their home and are subject to the following conditions:

1. A written or verbal request from the parent is submitted to the school.
2. The pick-up/drop-off point is already located along a regularly scheduled route and there is seating space on the bus.
3. No extra stop is required.

Bus drivers will not accept parental notes, all changes must go through the school office.

- Be aware that alternate stop bus notes are granted on a space-available basis. Ridership may change throughout the year due to enrollment fluctuations.
- Additional or new bus stops will not be created for temporary riders. Those students will be asked to walk to the nearest existing bus stop.

Adverse Weather Conditions

Student safety is a priority at Silver Falls School District. We take careful precaution when inclement weather strikes to ensure the safety of our students and their families. Decisions regarding inclement weather delays or school cancellations are made in the early morning before school. Once the decision to delay and/or close has been made, that information is communicated to parents through an automated phone call, ParentSquare, the district website, Facebook, and local media outlets.

We understand that decisions about school schedules and bus route changes have an impact on our families. We appreciate your patience during these situations. While we know that our students and families are best served when we are open, our main concern is the safety of our students and staff. If you feel that current weather conditions are unsafe, the district respects your decision to keep your student(s) home for the day. We appreciate your patience and understanding.

Driver Responsibility and Authority

Every minute a bus is in operation, the safety and welfare of every student depends on the driver's skill, knowledge, judgment, and decisions. In order to ensure safe passage, it is vital that the bus driver focus on his/her job. It is the responsibility of the driver to enforce the State and District rules to insure a safe environment for students.

Video Cameras on Transportation Vehicles

As part of the district's ongoing program to improve student discipline and ensure the health, welfare, and safety of all those riding buses, school buses transporting students to and from school and extracurricular activities have cameras. Video footage from these camera's may be used for student discipline purposes. In accordance with Family Educational Rights and Privacy Act, and Individuals with Disabilities Education Act, parents will not have access to bus video footage.

Oregon Department of Education Rules Governing Pupil Conduct on School Buses

All Students riding buses are subject to the following rules and regulations in accordance with OAR 581-053-0010. The district will not tolerate any action which directly or indirectly jeopardizes the safety of students, advisors, driver, or bus.

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door in case of emergency.
4. Students will be on time for the bus, both morning and evening. (Students should arrive to the bus stop a minimum of 5 minutes prior to the departure time)
5. Students will not bring firearms, weapons, drugs, drug paraphernalia, or other potentially hazardous or illegal material on the bus.
6. Students will not bring animals on the bus.
7. Students will remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, feet, arms, head, or objects through the bus window.
11. Students will have written permission to leave the bus other than at home or school. A district issued bus pass is required from the school office.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission from the driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students, and passersby.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Vandalism

Students and their parents or guardians are responsible for any actions involving vandalism. The Transportation Supervisor will determine the appropriate payment or restitution for any vandalism. Students who vandalize property will receive citations.

Disciplinary Procedures for Bus Violations

First Incident – The student will be informed by the bus driver of what they must do to correct their behavior and that a second incident may result in an assigned seat in the front of the bus. Students may be moved to an assigned seat in the front of the bus depending on the severity of the first incident.

Second Incident – The student may be moved to an assigned seat in the front of the bus, parents and school principal will be contacted by First Student staff and notified that a third incident may result in a citation/written warning.

***Third Incident/First Citation:** Written warning

***Second Citation:** The student may be suspended from the bus for two days.

***Third Citation:** The student may be suspended from the bus for five days.

***Fourth Citation:** The student may be suspended from the bus for a minimum of ten days and up to one year.

***Severe Violations:** Any severe violation may result in immediate suspension for a minimum of 10 days, and up to 1 year expulsion from the bus.

*All citations will be sent to the school principal and First Student staff will follow up with a phone call to parents.

Student Responsibility for Education

Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements is confined to district-approved transportation services.

Students who have lost district-approved transportation services through a disciplinary action are expected to continue with the district's attendance and educational requirements.

Electronic Device Policy

All electronic devices must be turned off and placed in the students backpack while on the school bus. Electronic devices include but are not limited to, cell phones, ipods, tablets and gaming devices.

Emergency Procedures

Despite all maintenance and safety procedures, emergencies arise. These may include mechanical breakdowns, vehicle accidents and severe weather conditions.

Whenever possible during emergencies, students shall remain on the bus until help arrives. If evacuation is necessary, the driver shall follow emergency evacuation procedures.

Buses are not left unattended while students are on board.

Anytime a bus is running late due to breakdown or emergency, affected schools and the Silver Falls School District office will be notified as soon as possible.

Students will not be released to parents unless approved by emergency responders or the transportation supervisor or designee.

Illness and Injuries

Students who become ill while riding on a bus will be taken to the nearest school for assistance.

Missing Items

Items are left on the bus with the driver for two days and then turned in to the school. If your school doesn't have the missing item after two days, please check with Transportation Services at 503-874-6424 if you think your child might have left something on the bus.

Questions

If you have questions or wish to discuss anything concerning bus transportation services, call First Student at 503-874-6424 and ask to speak to the Location Manager or leave a message after hours for a call back the next day.

If you have further questions or concerns after contacting First Student, contact the Silver Falls School District Route Coordinator, Heather Johnson at 503-873-5303 x1125.

