

St. Cloud Area School District 742
Prepare. Engage. Educate. Empower. Inspire.



School

B U S

Safety

Student and Parent Information



Dear families,

Safety is the primary goal of our transportation services in St. Cloud Area School District 742.

To be successful in our efforts, it is essential for all of us.....students, parents, school staff and bus drivers to work together toward this same goal.

This booklet contains our policies regarding bus expectations, evacuation procedures, behavior consequences and other important information about bus transportation.

Please read through this booklet carefully. Students and parents are responsible for knowing the information it contains.

Thank you!

St. Cloud Area School District 742
Transportation Department



Ready to Ride is a Safe Ride

Entering

Riding

Exiting

B

BE RESPECTFUL

- Use the handrail
- One at a time
- Use kind words

- Follow adult directions
- Keep your hands, feet and things to yourself

- Clean up after yourself

U

USE AN APPROPRIATE VOICE

- Use kind words
- Use a quiet voice
- Use school appropriate language

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S

STAY SAFE

- Find your seat quickly
- **Sit down in your safety position:**
 - Face forward, seat on the seat, back on the back and feet on or toward the floor

- Sit in your safety position until you exit the bus.
- Keep the aisle clear

- Walk
- Take turns leaving your seat

Following Bus Safety Expectations

The St. Cloud Area School District *Ready to Ride* Bus Safety Expectations are posted on every bus. If these expectations are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the District Transportation Office. The Transportation Director will notify the principals, who will determine the consequences for misconduct.

Waiting at the Bus Stop

1. Be on time. Arrive 5 - 10 minutes before the bus is scheduled to be there.
2. Respect others and their property. Stay off lawns, do not block driveways.
3. Stay away from the street, road or highway.
4. Keep safety in mind...no shoving, running or pushing.
5. **If you miss the bus, return home and notify your parents or guardian. NEVER accept rides from strangers! Never run after the bus!**

Emergency Evacuation

There are three different evacuation plans:

1. Using only the front service door
2. Using only the rear (or side) emergency door
3. Using both the service door & the emergency door

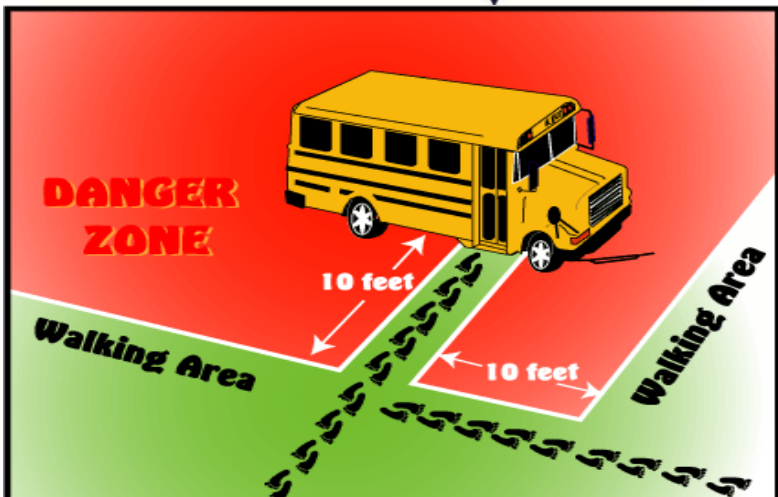
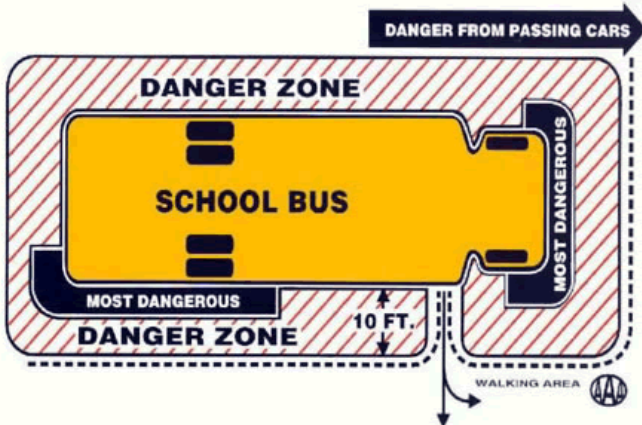
Evacuating the Bus

1. Be quiet and wait for instructions.
2. Be alert, move quickly and leave personal belongings on the bus.
3. Keep your feet out of the aisle, go out seat by seat, alternating sides.
4. Duck your head when going out the emergency door.
5. After you are out of the door, move away from the bus as this clears the way for others to follow.
6. Go a distance of at least 100 feet from the bus and remain there in a group until given further instructions by the driver.

Safe Crossing of Roads– Stay Out of the Danger Zone

1. Stay away from the side of the bus. Move to at least 10 feet in front of the bus.
2. Turn to the driver and make eye contact.
3. Wait for the driver to signal that it is safe to cross.
4. Walk at least 10 feet in front of the bus, stop to check for vehicles that might violate the stop arm.
5. When it's safe, complete the crossing.

Stay out of the Danger Zone!!!



Bus Discipline Policies

Discipline Procedures

If a student does not follow the district expectations on a bus, the following steps will be taken:

1. The driver will attempt to resolve the problem. Bus expectations will be reviewed with the students.
2. A seat may be assigned in an attempt to better manage the student's behavior.
3. When the driver is not able to manage a student's behavior, an incident report is written. This report is used to inform the parents or guardians of the unsafe behavior. Principals and parents will receive information regarding all reports either by phone or written communication.

Behavior Guidelines and Consequences

Minor Offense Consequences

	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense
PK-8	Warning by Transportation Dept.	Warning by Principal	1-3 day suspension	3-5 day suspension	5-10 day suspension	10 day suspension	School year suspension
9-12	Warning by Transportation Dept.	Warning by Principal	3 day suspension	5 day suspension	2 week suspension	School year suspension	

Major Offense Consequences

	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
PK-8	1-3 day suspension	3-5 day suspension	5-10 day suspension	10 day suspension	School year suspension
9-12	3-5 day suspension	5-10 day suspension	School year suspension		

* The above consequences serve as guidelines only.



Minor Offenses

Be Respectful

- Eating, drinking, littering
- Play fighting (physical horseplay)
- Pushing, shoving

Use Appropriate Voice

- Excessive noise (yelling)
- Teasing
- Profanity

Stay Safe

- Standing while the bus is moving
- Leaving seat while the bus is moving
- Switching seats without driver's permission

Major Offenses

Be Respectful

- Throwing any objects
- Fighting or physical aggression
- Possession or use of drugs
- Possession or use of weapon
- Fire hazard
- Vandalism

Use Appropriate Voice

- Harassment/ threats/ bullying
- Serious insubordination

Stay Safe

- Putting anything outside the windows
- Unauthorized entrance/ exit by emergency doors

Bus Discipline Policies

Dangerous or destructive offenses (i.e. the possession or use of weapons, tampering with emergency equipment or driver controls, the lighting of matches, etc.) **will result in immediate suspension of bus privileges for students of all ages.** Parents and guardians may be billed for repairs of property that has been damaged by vandalism.

The length of the suspension will be determined by the degree of the offense. Parents will be notified of bus suspensions by the building administrator.

Video Recording

All school buses have the capability of recording behavior on the school bus. The video cameras will be used as a tool for improved safety and student management. Transportation personnel will monitor the video for any violations of safety expectations. Incident reports may be written after viewing the video evidence.



Additional Information

Bus Assignments

Students may ride only the buses to which they are assigned. Allowing students to ride buses they are not assigned to may cause overcrowding. In addition, confusion on the part of the student or bus driver could lead to a safety hazard or lost students.

Bus Stops

Bus stops are determined by need and location of bus riders. They may change from year to year. Students must use their assigned bus stops unless another stop is approved by the transportation department. It is not uncommon for students to walk several blocks to their designated stops.

If you believe there is a need to change a bus stop, please complete a **“Bus Stop Add/Change”** form. These forms are available at school buildings, the transportation office and online at www.isd742.org < **Departments < Transportation Services.**

Change in Address / Day Care Information

Parents need to complete a *Transportation Request* form and notify the Transportation Office: 1) each year their child(ren) attend(s) daycare and 2) a change of address or daycare provider occurs during the year. This form is available at the Transportation Office, the Welcome Center and online at www.isd.742.org.

Eligibility

Students in grades K-12 who live one or more miles from the school in their attendance area are bused at the district expense. (*For elementary students, there are some areas where this distance guideline has been decreased based on hazardous boundaries and/or other criteria.*) Students living less than 1 mile from school may have the option of a “fee for service” bus ride. If interested in this option, please call the District Transportation Office at 320-253-9370.

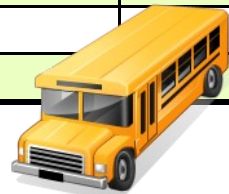
Additional Information

Inclement Weather

In the event of inclement weather, early dismissals, late starts and/or cancellation, information will be communicated in various ways (see below). Inclement weather can impact the bus route time. Buses may run behind scheduled pick-up and drop-off times. Be sure to dress appropriately for longer waits.

- District Website www.isd742.org
- District Facebook Page www.facebook.com/isd742.org
- District Phone Messenger (utilizes information provided in your Skyward profile)
- Charter Cable Channel 6
- Local Radio and Television Stations

RADIO				TV	
AM		FM		Station	Channel
WVAL	800	KVSC	88.1	WCCO	4
WCCO	830	KCFB	91.5	KSTP	5
KASM	1150	KKJM	92.9	KMSP	9
WJON	1240	KMXK	94.9	KARE	11
KXSS	1390	KKSR	96.7		
KNSI	1450	WWJO	98.1		
		KZPK	98.9		
		KCML	99.9		
		WHMH	101.7		
		KLZZ	103.7		
		KCLD	104.7		
		WVAL	105.5		



Preschool Information

Parents/guardians of preschool students must wait for their child at the pick-up/drop-off time and location. If the bus driver does not see a parent or guardian when the child is dropped off, a reasonable attempt will be made to contact them to verify if someone is at home. If unable to contact or verify the presence of the parent/guardian, the child will be returned to the school’s main office (for a.m. sessions) or to the appropriate bus company’s office (for p.m. sessions) and law enforcement will be contacted.

Preschool students are picked up and dropped off as close to their home as possible. However, the backing-up of a school bus is not permitted unless there is no other option. Therefore, some preschoolers may have a pick-up/drop-off place close to their home, but not at their door.

Contact Information

If there are questions or concerns regarding the transportation system, please contact the appropriate carrier or the district transportation office.

District 742 Transportation (PS).....	253-9370
Guardian School Bus Company.....	259-8225
Spanier Bus Service, Inc.....	251-3313
Trobec’s School Bus Service, Inc.....	251-1202
Voigt School Bus Service, Inc.....	253-0510

Thank you for your cooperation.

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