

**SOUTH BURLINGTON SCHOOL DISTRICT  
TRANSPORTATION ADMINISTRATIVE PROCEDURES**

Bus transportation to and from school is available for South Burlington students. Close adherence to the student's specific schedule is necessary to avoid overcrowding and to meet the District's tight transportation schedules. Students should be at their bus stops five minutes prior to the scheduled pickup times. Students may only ride on the bus to which they are assigned. See the principal or his/her designee to request temporary permission to ride a different bus.

Students must follow the bus driver's directions. They should see the principal or his/her designee for resolution of any transportation problems. All expectations for student conduct in school apply on South Burlington School District buses and violations may result in suspension of bus privileges in addition to other consequences in keeping with the incident.

Annually the superintendent or his/her designee will establish bus routes for all students and they will be published in the Other Paper no later than the third week in August. Bus routes are available on the School District website, mailed directly to the students' homes with the summer mailing from each school, and are posted in the main office of each school.

Questions regarding bus routes should go to the transportation coordinator. and any further Complaints will follow the general complaint procedures.

Interruptions in the routine transportation schedule such as delayed opening, closure or early dismissals will be communicated in accordance with the procedures established annually in November on the school cancellation letter to parents. (Attached)

**REQUIRED STUDENT BEHAVIOR WHILE BEING TRANSPORTED**

All students are required to follow the posted rules listed below for behavior.

- Observe the same conduct as in the classroom.
- Be courteous and use appropriate language.
- Keep the bus clean.
- Cooperate with the driver.
- Do not use tobacco or vaping products.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- The bus driver is authorized to assign seats as necessary.
- Cell phone use must not distract the driver and camera use is prohibited.
- Keep the bus aisles and exits clear.

Incidents of student misbehavior shall be communicated to building administrators on the Bus Incident Report Form. (Attached) Any destruction will be reported as vandalism.

At least twice per year the South Burlington School District will comply with state law for evacuation procedures.

The Coordinator of Transportation Services will ensure that all drivers follow the requirements of the South Burlington School District Transportation Policy and Procedures.

## **TRANSPORTATION REQUESTS**

All trips should be scheduled at least one week (five school days) prior to the event date. All field trips should be scheduled to occur between the hours of 8:30 a.m.-2:00 p.m. Requests for trips beyond the 8:30-2:00 p.m. are possible, but will require additional advance notice. Some request may not be granted because of extenuating circumstances. All field trips, co-curricular/athletic trips, and special services trips require that a staff member(s) be on the bus who is responsible for the student safety and discipline. A transportation request form must be completed. (Attached)

## **ADULT RIDERSHIP**

Ridership of school busses is intended for students. Exceptions may be made for chaperones as approved by the building principal or his/her designee for specific field trips or events.

**CROSS REFERENCE:** Procedures for Volunteers and Work Study Students

## **SCHOOL CANCELLATION**

The decision to cancel school for a day is a serious decision that impacts upon the lives of families and staff. In order to make an informed decision about closing school, the superintendent will consult with the appropriate people regarding the status of our buses and the safety of city roads. After this information is gathered and considered in conjunction with the weather forecast, the superintendent will make a determination whether or not to cancel school. Student safety is our greatest concern and schools will be closed when buses are not able to safely transport students. School cancellation will be communicated through the automated alert system and primary local media outlets. If schools remain open and any parents are concerned about their child's safety, parents always have the right to personally transport their child or to keep a child home for the day.

Because we are aware of the difficulty that closing school places upon many families, schools will be closed only when there are no other options, a delayed start to the school day will also be considered. When weather conditions deteriorate during the day and it becomes necessary to close school after classes have begun, students will be sent home as close to the normal departure time as possible and communication will occur in the same manner as a cancellation.

**SCHOOL BUS INCIDENT REPORT TO PARENTS**

South Burlington School District South Burlington, Vermont

Date: \_\_\_\_\_

Dear Parents:

The purpose of this report is to inform you of an incident that occurred on the school bus. The incident may have been student health related, or may have involved student actions that jeopardize the safety and wellbeing of others. Parents are urged to discuss any disciplinary incidents with their children to assist in preventing further occurrences. Please be reminded that bus transportation is a privilege, which may be revoked. \_\_\_\_\_ has been identified as being involved in one or more of the below incidents:

<input type="checkbox"/> Improper Boarding/Departing Procedures	<input type="checkbox"/> Spitting/Littering
<input type="checkbox"/> Bringing Articles Aboard Bus of Injurious or Objectionable Nature	<input type="checkbox"/> Other Behavior Relating to Safety, Well-Being and Respect for Others
<input type="checkbox"/> Failure to Remain Seated	<input type="checkbox"/> Destruction of Property
<input type="checkbox"/> Refusing to Obey Driver	<input type="checkbox"/> Rude, Discourteous and Annoying Conduct
<input type="checkbox"/> Fighting/Pushing/Tripping/Respect for Others	<input type="checkbox"/> Distracting Noise
<input type="checkbox"/> Hanging out of Window	<input type="checkbox"/> Medical: Emergency
<input type="checkbox"/> Throwing Objects In or Out of Bus	<input type="checkbox"/> Medical: Non-emergency
<input type="checkbox"/> Smoking/Vaping on Bus	

SPECIFIC DETAILS:

\_\_\_\_\_

REPORTED 1st OFFENSE                     
  REPORTED 2nd OFFENSE                     
  PREVIOUS WARNINGS  
 DISCIPLINARY ACTION TO BE TAKEN:

\_\_\_\_\_

\_\_\_\_\_

School student is transported to or from:	Student's Name	Class-Grade	Date of Incident
School	Student's Address	Bus No.	Trip
	Phone No.	Driver	A.M.                      P.M.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTH BURLINGTON SCHOOL DISTRICT TRANSPORTATION REQUEST FORM**

**A) REQUEST INFORMATION**

Current Date

Requestor

School/Department

Requesting transport for (circle one):

Field Trip

Athletic/Co-Curricular

Special Services

Destination

Event Day/Date(s)

Departure Time

Return Time

Number of Students

Grade Level(s)

Will students be away for the lunch period?

Y

N

Requestor Signature

Principal/Director Signature

**REQUEST CONFIRMATION**

Bus Transportation has been scheduled as requested. In the event of a cancellation, notify Deb Courtemanche (Transportation Services Coordinator) at 652-7499. In the event of a last minute cancellation please notify the assigned driver.

Driver Assigned

Contact Number

Confirmation Date

Transportation Services Coordinator/Director Signature

**B) SPECIAL SERVICES REQUIRED**

Are special accommodations/Behavior Plan required (circle one)?

Yes

No

If yes, please explain

\_\_\_\_\_

\_\_\_\_\_

accessibility

If yes, please  
describe location and

Transport frequency (circle all applicable)

M

T

W

TH

F

One day only

Please attach the transportation portion of the IEP page to this request form.

**C) GENERAL INFORMATION**

- All trips should be scheduled at least one week (five school days) prior to the event date.
- All Field Trips should be scheduled to occur between the hours of 8:30 a.m.–2:00 p.m. Requests for trips beyond the 8:30 a.m.-2:00 p.m. are possible, but will require additional advance notice. Some request may not be granted because of extenuating circumstances.
- All Field, Athletic, and Special Services trips require that a staff member(s) be on board who is responsible for the student safety and discipline.

**E) BUS DRIVER TRIP LOG INFORMATION (to be completed by assigned driver)**

Bus number assigned

Trip Mileage

Fuel used

Trip Time:

Hours

Minutes

Driver Signature:

Driver comments on reverse

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