



# **TRANSPORTATION HANDBOOK**

**USD #325  
Phillipsburg**

[www.usd325.com](http://www.usd325.com)

**Regular Routes and Activity Trips  
Policy and Procedure**

**DRIVE SAFELY**

**Unified School District #325, Phillipsburg  
Home of the Panthers**

**Your school district is located  
At 240 South Seventh Street  
Phillipsburg, KS 67661  
785-543-5281**



## PREFACE

This handbook has been prepared for students, parents, bus drivers, coaches, activity sponsors, teachers, school administrators, class and organizational sponsors and other interested members of the public. It is based on Kansas School Transportation Regulations Standards and Statutes published July 1, 1992, and the suggestions of other school districts that were willing to send examples of their transportation handbooks for our consideration.

This information is intended to promote safety, effectiveness, efficiency, and understanding in the delivery of transportation services for the USD #325, Phillipsburg schools.

Suggestions for improvement of the transportation program are welcomed and will be considered. Comments may be directed to the USD #325 Central Office at 785-543-5281, or your bus driver.

Michael E. Gower  
Superintendent of USD #325 Schools  
Phillipsburg, Kansas

## REGULAR ROUTE TRANSPORTATION

The school district will furnish transportation to all children living two and one-half miles or more from the attendance center. Students residing less than this minimum distance from school may be provided transportation at the discretion of the Board of Education. In those cases where it is impractical to schedule a bus for the transportation of a student, the Board of Education may contract for transportation to the student to the regularly prescribed school route or to the school building.

### Transportation Arrangements:

Parents wishing to make arrangements for their children to ride the route bus should call the USD #325 Central Office at 785-543-5281.

### Pick-up Times:

Pick-up times are established each year when the routes are reviewed. If changes in routes are needed as the year progresses, pick-up times may change. Parents should contact their bus driver or the bus manager to establish pick-up times. Parents should also make arrangements with the route driver regarding the proper pick-up place.

### Adverse Weather:

When weather conditions are severe, the regular bus routes may not be run. In these cases, (when the buses cannot run at all) there will be no school. When adverse weather conditions allow, routes may be delayed, with school starting accordingly. School closing or delays will be announced over KKAN/KQMA radio. Adverse weather

may call for early dismissal for all students, while some conditions may require the release of rural students prior to the regular dismissal.

#### Storm Routes:

On rare occasions, it may be advisable to run “storm routes”. In that event, the announcement will be made on KKAN/KQMA. Storm routes will be confined to paved roads with the exception to that rule determined by the bus manager in consultation with the superintendent, as conditions warrant.

During the early fall of the school year each bus rider will be assigned to a “storm route”. The bus manager will be responsible to make these assignments and convey that decision to the parent(s) of each rider. Parents will be responsible to bring their children to a designated pick-up point to meet the bus at the end of the student’s school day for the ride home.

#### School Bus Loading:

School buses will load and unload at specified locations at each attendance center. This area is well used and vehicles other than school buses are not to enter this area during school hours unless special arrangements with parents transporting their children are made in advance. Whether at the buildings or at home, students should be ready to load the bus in a timely manner.

As a reminder, when the stop sign is extended on a school bus, all vehicles must stop until the sign is retracted.

#### Staying After School:

Occasionally, students are required to stay after school to make up work or for discipline reasons. When this occurs with a student riding a route bus, parents will be notified one day in advance and parents will be responsible to make special arrangements.

For students coming to school early or staying for after school activities, parents will be responsible for making arrangements for their travel to and from school as the need arises.

## **PASSENGER CONDUCT**

The Kansas State Department of Transportation (KDOT) has listed several passenger conduct regulations that apply to all passengers (adults and students) when being transported in a school bus. These rules can be found in the School Transportation Regulations Standards and Statues, published by KDOT (36-13-35).

1. The bus driver will be in charge of all passengers while they are riding, loading and unloading the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Students shall not stand in the traveled portion of the road way while waiting for the bus.
4. Students shall not extend any part of their body out of the bus windows.
5. Students shall not get on or off the bus or move about while the bus is in motion.
6. Smoking inside a bus is prohibited.

7. No weapons of any type shall be transported on a school bus, except side arms carried by a law enforcement officer.
8. Intoxicating alcohol or illegal drugs shall not be consumed or carried in a bus.
9. Animals shall not be transported in a bus.

In addition to the rules and regulations of KDOT, there are general school behavior standards that can be found in the student handbooks provided by each building principal.

Bus drivers are responsible for maintaining proper discipline of the pupils while they are being transported. Bus drivers shall be responsible to the principal in the same manner and degree as a teacher for this purpose. A bus driver may recommend to the principal that a student not be transported because of improper conduct aboard a bus. If, after an investigation, the principal accepts the recommendation, the principal will report to the superintendent, the bus manager and to the child's parents that the student will not be transported for a stated period of time, giving reasons for the action. Parents must provide transportation at their own expense while their child is suspended from the bus.

## **TRANSPORTATION FOR ACTIVITY TRIPS**

All school sponsored student activities that require transportation will be made in vehicles approved by the administrators of the school district. Most activity trips will be taken in buses or in a suburban owned by USD #325.

### **Passenger Conduct on Activity Buses:**

Requirements for students and adults riding on activity buses are the same as riding regular route buses and include the general rules governing student behavior at school.

### **Adult Sponsorship:**

Every activity bus will have an adult sponsor in addition to the bus driver. The bus driver is ultimately responsible for maintaining proper behavior and safety of students while they are being transported, but the driver should drive and the sponsor should see to student discipline concerns. Drivers should make the sponsor aware of any situation that could cause distraction of the driver and result in an unsafe condition.

### **Special Conduct Requirement on Activity Buses:**

Because some activity trips may require a considerable time to complete or unusual circumstances caused by the nature of the event may require additional standards of behavior, the following are general guidelines to be used in special situations.

Food may be brought on board activity buses, but the sponsor must make sure students clean up the area before leaving the bus upon returning home. No glass containers should be brought aboard the bus.

Radios are allowed with the use of headphones only. Students should converse in a normal tone of voice.

**Pick-up and Returning of Students:**

According to KDOT regulations (36-13-33), loading and unloading students along the activity trip route shall be limited to stops designated in advance and then only in the event that parental approval for discharging a student has been received.

*District policy regarding this issue is as follows:*

No student shall be loaded and unloaded along activity trip routes unless prior parental approval for such at other than the end point of the activity has been obtained by the bus manager. No student shall be loaded and unloaded along activity trip routes unless the bus manager has approved the stopping location. This location will take into account visibility and other safety concerns and will conform to all applicable conditions under 36-13-33.

Students that participate in a school-sponsored activity must be transported to and from the activity site in transportation provided by the school district. An exception to this rule may be made by the activity sponsor to allow a student to be transported by the student’s parents or guardian (brothers, sisters, other relatives or friends are not parents or guardians). Arrangements for this exception must be made by actual personal contact between the parent and sponsor.

**Seat Belts:**

Sponsors using the 9-passenger suburban for transportation of students must be responsible to see that all passengers use seat belts.

**Non-School Riders:**

Each school or activity bus driver shall not allow anyone other than school personnel and students to ride the bus unless written permission has been issued by the transportation supervisor.

**Special Notes and Phone Numbers:**

Michael E. Gower, Superintendent

785-543-5281

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Your Route Driver’s Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Your Bus Number

**Other Numbers You Need**

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USD #325, Phillipsburg, does not discriminate on the basis of sex, national origin, race, age, handicap, or disability in admission or access to, or treatment, or employment in its program.