

TRANSPORTATION PARENT/STUDENT HANDBOOK

Board Approved: August 8, 2023

WELCOME TO THE SCHOOL BUS!!!

Park County School District #1 has a fleet of 24 school buses and over 29 staff and maintenance vehicles to provide transportation and support to the students and educational system within the District.

MAINTENANCE

Experienced technicians provide for repair and regularly scheduled preventive maintenance of the fleet vehicles. The **drivers** and **students** are responsible for the daily cleaning of the vehicles.

Each school bus is subject to two state-mandated safety inspections annually and a daily pre-trip inspection.

DRIVERS

Each driver receives a minimum of six hours of training each year, passes an annual DOT physical, and has been issued a Commercial Driver's License (CDL) by the State of Wyoming before driving with children on the bus. Drivers also attend a full day professional defensive driving school. Drivers are subject to random drug testing (50% of drivers) and alcohol testing (10% of drivers) annually. Every new driver has his/her driving record checked and undergoes a criminal background check prior to employment. The bus fleet is equipped with two-way radios and a GPS system which allow for communication between buses, the

Transportation Facility, and the District's Administration Office.

SCHEDULING AND ROUTING

The District's Transportation Administrative Assistant has up-to-date information concerning your child's bus number, location of stop, and time of stop. However, due to the community's dynamics, the routes, stops, and bus loads may change weekly. The Transportation Administrative Assistant is located at the Transportation Facility (799 Lane 9 ½) from 8:00 a.m. to 5:00 p.m. Monday to Friday. The phone number is 764-6189.

EMERGENCIES

If a bus must be contacted for an emergency while on route, please call 764-6189 from 6:00 a.m. to 5:00 p.m.

LOCKDOWN

A situation may arise that requires lockdown in District facilities. Transportation may be suspended and parents may be required to pick up their children at a designated site.

LOST CHILD

If your child does not arrive home at the scheduled time, please call the Transportation Facility at 764-6189. The sooner we have the information, the sooner we can respond. **DO NOT WAIT!**

LOADING ZONES AND HAZARDOUS

AREAS

Loading zones on the left side of the roadway are hazardous. All crossovers (crossing the road in front of the bus) are evaluated for safety. Students are a part of the loading process; each elementary student receives training in the correct method of loading and unloading and the use of hand signals. We prefer students be on the right side of the roadway at designated stops. However, due to routing priorities, this may not always be possible. Parents¹ are to instruct their children to observe and follow the driver's instructions while attempting to cross the roadway.

Designated loading zones in hazardous areas will require right side stops. As per

¹ All references to "parents" also includes guardians.

state law, crossovers are prohibited on a roadway with four or more lanes. In some cases, parents may be asked to transport their children to the first safe location. Concerns may be addressed to the Transportation Supervisor at 764-6189.

SAFE HAVEN

No kindergarten, first, second, or third grade student will be released if the driver does not have reasonable assurance that a safe haven exists. The driver must have physical proof of a responsible party at the bus stop.

K through 3 students, when accompanied by an older sibling (4th grade and up), will be allowed off the bus. If no responsible adult appears at the bus stop, the student will be brought back to the Transportation Facility. Parents must come to the Transportation Facility to sign their children out before taking them home.

ADVERSE CONDITIONS

A safe haven will be assured for all students during adverse conditions. Drivers will not leave students at bus stops where they may be in danger unless a responsible adult is present. The drivers will take students to the Transportation Facility when a responsible adult is not at the bus stop. In Clark, students will be held on the school bus until contact with parent or guardian is made. You may call the Transportation Facility at 764-6189 for pick-up details.

When adverse conditions exist, parents may be notified and arrangements may be made for the pick-up and delivery of their children.

Please be advised that, when buses do not run in the morning and parents bring their children to school, parents are responsible for seeing that the children get home in the evening.

DRIVER RESPONSIBILITIES

The bus driver shall:

1. Approach loading zones cautiously and establish and maintain visual contact with students as they board and exit the bus.
2. Maintain discipline and assure the **safety, order, and rights** of students. A student shall never be removed from a bus en route unless others on the bus are in physical danger.
3. Enforce student responsibilities on the bus **(see page 12). Drivers may assign seats.**
4. Require students to get on and off at their assigned loading zones.
5. Maintain communication with parents, as necessary.
6. Instruct students in the procedures of loading and unloading, evacuating in emergencies, and knowing the location and use of safety equipment.

PARENT RESPONSIBILITIES

1. Students are only to be picked up and dropped off at their designated loading zones. Loading zones need to be monitored by parents. If concerns exist or help is needed, contact the Transportation Supervisor at 764-6189.
2. School bus routes are on a tight schedule. Students should be ready for the bus. **It is the parent's responsibility to have the child ready and at the designated loading zone before the bus arrives.**
3. **CHANGE OF ADDRESS OR PHONE NUMBER:** Parents are asked to inform the school office and transportation department in writing of any change of address or phone number so that we have accurate, up-to-date information for all students.
4. A parent may request a temporary loading zone or bus route change for students via a note written to the building principal for approval. The student will be issued a bus

pass, which is to be given to the bus driver. This only applies to a request for pick up or drop off at an existing loading zone. If a parent requires a temporary change to a new location not presently designated as a loading zone, arrangements must be made through the Transportation Department at 764-6189. If a student must unexpectedly board a different bus in the morning, please provide the driver with written permission.

5. Discuss the bus rules and regulations with your children. The District encourages open communication between the parent and the bus drivers or transportation staff.
6. Report unusual behavior of students, bus drivers, other motorists, or strangers to the Transportation Office at 764-6189.
7. On days of inclement weather, tune in to KPOW 1260 AM, KODI 1400 AM, or KTAG 97.9 FM at 6:30 a.m., 10:00 a.m., and 1:00 p.m. for special bus route information, or you can check the school district website at <http://www.pcsd1.org>.

8. **Due to extreme weather changes in our area make sure your children are dressed to withstand cold temperatures in case of emergencies or breakdowns.**
9. NO pets, animals, insects, reptiles, etc., are allowed on the buses. Please keep your pets away from the loading zone.
10. Please provide closed containers for classroom treats. DO NOT send open food containers to school. DO NOT send breakable containers.
11. **All toys must fit and remain in the backpack. Large toys such as stuffed animals, sleds, skateboards, balloons, or scooters are not allowed.**
12. **For your child's safety, parents should examine their child's clothing, book bags, and backpacks for belts, strings, or dangling toys that could become tangled in the bus door, handrails, or seats.**
13. Students will be held to the same standards regarding weapons on the school bus as they are at every

school. Please refer to the District website: <http://www.pcsd1.org> under the weapons tab.

14. Medications transported to school must be kept in closed containers in the backpack. Please refer to the Health and Wellness tab on the District website: <http://www.pcsd1.org>

STUDENT RESPONSIBILITIES ON THE BUSES

1. Students will maintain visual contact with the driver at all loading zones and on cross-overs and obey hand signals.
2. Students must follow the same rules of conduct on the bus as are required in the student handbooks.
3. Students must be courteous, must not use inappropriate language or curse words, and may not possess inappropriate material.

4. Students shall not eat or drink while on route buses.
5. Students are to help keep the bus clean.
6. Students are to cooperate with the driver.
7. Students may not use tobacco products on the bus and they may not possess or be under the influence of alcohol, tobacco or illicit drugs. Please refer to "Alcohol/Tobacco/Drug Abuse tab on the District website: <http://www.pcsd1.org/policies>
8. **Students are not to vandalize buses. If damages occur to the bus or seats the student responsible will make restitution for all costs incurred from those damages.**
9. Students must be sitting with their back to the back of the seat and their bottom to the bottom of the seat facing forward at all times. **Compartmentalized seating, used in lieu of seat belts, requires passengers to remain seated and facing forward to**

take advantage of this safety feature.

10. Students must keep heads, hands, and feet inside the bus at all times.
11. Students will be held to the same standards regarding weapons on the school bus as they are at every school. Please refer to the Weapons tab on the District website: <http://www.pcsd1.org/policies>.
12. Those students assigned an advocate to attend classes will also have an advocate on the bus.
13. Visual, verbal, or written bomb threats, shooting threats, or threats of violence will be treated as factual and action will be taken.
14. Students will raise their hands at all railroad crossings and remain quiet until the bus has cleared the tracks.
15. Students will use emergency doors only with driver's permission.
16. Students will participate in all safety training as provided.
17. When a substitute driver is running the route students will need to be very quiet and attentive due to the

substitutes possible need to communicate with students and the Transportation Department more frequently.

18. Members of the same family need to sit together.

These rules are not inclusive of all situations. The bus driver is the ultimate authority on the school bus. Students shall not infringe on the safety, order and rights of other occupants.

DISCIPLINARY ACTION

Parents and students must understand that riding the school bus is a **privilege** which may be denied or suspended if the student's misconduct jeopardizes the safe operation of the school bus or the **safety, order, or rights** of the other passengers. When a student enters the school bus, authority lies with the bus driver, bus aide, and the School District. Bus drivers will make every attempt to work with students and parents to resolve infractions on a one-to-one informal basis.

When a student does not abide by established standards and/or the students' personal actions jeopardize the **safety, order, or rights** of the passengers or him/herself, the student may be formally disciplined. **Students who have lost their riding privileges to and from school will also lose privileges on fieldtrip and activity buses until those privileges are reinstated.**

Disruptive Students: A student may be retained at a school site. If this occurs, the parents will be notified where to pick up their child.

Mild Misbehavior: The student will receive a written warning, with a copy to the principal. If possible, the parents will be called by the Transportation Supervisor, building principal, or the bus driver. The warning must be signed by the parent and returned with the student before he/she is allowed back on the bus. Where kindergarten students are involved, the bus driver will make verbal contact with the parents.

Moderate Misbehavior: On a moderate stage offense, the student will receive a written suspension. Parents, the student, and school authorities will meet, and a

Performance Contract may be established to control student action before the student will be allowed back on the bus. Parents need to call to make an appointment for this meeting by calling the building principal.

Severe Misbehavior: Once a severe misbehavior notice has been made, all bus riding privileges will be suspended. Student is suspended until a decision is made at a conference concerning student's ability to comply with District expectations. If this notice is given to the student on the morning route, alternate arrangements will have to be made for the student's trip home in the afternoon. If the student's riding privileges are reinstated, a Performance Contract must be made and agreed upon by the student, parent, and school authority. Any additional suspensions will be made by the Transportation Supervisor.

Final Suspension: Once a student has received more than one severe misbehavior notice plus one other notice, he or she may be suspended from all riding privileges for the remainder of the school year.

EXAMPLES OF SEVERE VIOLATION

including but not limited to:

- Student willfully endangers or threatens to endanger the welfare of other student(s), him/herself, driver, sponsor, or chaperone.
- Student is disrespectful in language, gestures, or notes to a driver, aide, another student, sponsor, or chaperone, including sexual harassment.
- Smoking, lighting matches, fighting, etc.
- Student possesses or uses a weapon as per District regulations and procedures.
- Possession or being under the influence of illicit drugs or alcohol.

HARASSMENT

There is zero tolerance for harassment, sexual harassment, or hazing. Please see the District website: <http://www.pcsd1.org/policies>.

SURVEILLANCE CAMERAS

Surveillance cameras are used on all District buses, and are recording at all times. All footage is property of Park County School District #1.

AUTHORIZED/DESIGNATED

LOADING ZONES

Authorized loading zones are assigned to protect your child. Drivers will only stop at designated loading zones. The driver will not release a child to an adult at another authorized stop unless the driver recognizes that adult. Once en route, the driver shall not stop for individuals attempting to flag down the bus unless the driver perceives that there is an emergency situation.

FLASHING RED LIGHTS!!!

The greatest **"SAFETY MEASURE"** that can be performed by **YOU**, as parents, is careful attention to our buses with flashing red lights.

Drivers are required to use flashing red lights when loading and unloading students. Students depend on your obedience to this law. They have been taught in safety class that **"DRIVERS STOP FOR FLASHING RED LIGHTS"**. They expect you to stop. They have been taught to watch the bus driver to see if it is safe to cross the street.

THEY DEPEND ON YOU!

WHEN TO STOP!

The "Flashing Red Light Law" applies on city, county, and state roads and streets throughout Wyoming.

All motorists in all lanes must stop for buses loading and unloading students. On highways with four or more lanes, oncoming traffic must stop for flashing red lights unless there is a physical barrier between directions of travel. A physical barrier is a concrete barrier, metal fence, or grassy median. The new multi-lane Highway 14A between Powell and Cody requires drivers in all traffic

lanes to stop when red lights are flashing.

School bus drivers, in cooperation with the Powell Police Department, County Sheriff, and the Highway Patrol, take descriptions and license plate numbers of all vehicles passing school buses with flashing red lights and turn this information in to appropriate authorities.

RAILROAD CROSSINGS

A route driver may stop before crossing railroad tracks as many as 2,100 times a year depending on the route. Each crossing is a danger area to your child and to the driver. Students need to be part of the crossing process, as they are when loading and unloading. This will permit the driver to concentrate on safety while crossing railroad tracks.

- 1) As the bus approaches the crossing and begins to slow, the students will abide by the following procedure until the bus has crossed the tracks:
 - A. Be seated and facing forward.

- B. Have hand and arm raised.
- C. Refrain from talking.

- 2) The driver will use raised arm and hand signal or alternate signal at all danger areas.

SUMMER SCHOOL

Transportation for summer school programs will be provided.

AFTER-SCHOOL PROGRAMS

Transportation for after-school academic programs will be provided, depending on need and available funding

SCHOOL STARTING TIMES

SCHOOL	BEGINNING TIME	DISMISSAL TIME
High School	7:55 a.m. 7:55 a.m. Friday	3:30 p.m. 12:50 p.m. Friday
Middle School	8:00 a.m. 8:00 a.m. Friday	3:25 p.m. 12:41 p.m. Friday
Westside Elem.	8:07 a.m. 8:07 a.m. Friday	3:15 p.m. 12:35 p.m. Friday
Parkside Elem.	8:07 a.m. 8:07 a.m. Friday	3:15 p.m. 12:35 p.m. Friday
Southside Elem.	8:07 a.m. 8:07 a.m. Friday	3:15 p.m. 12:35 p.m. Friday
Clark	8:07 a.m. 8:07 a.m. Friday	3:15 p.m. 12:35 p.m. Friday

BUS SCHEDULE

Morning Arrivals M-F

7:30 AM-7:35 AM

High School	Southside	Westside
15	8	11
16	60	12
13	30	4
	64	63

7:35 AM-7:40 AM

Middle School (Parkside Shuttles)	High School	Parkside
15	8	11
16	60	12
13	30	4
	64	63

7:40 AM-7:45 AM

Parkside	Middle School (Westside Shuttles)	High School
15	8	11
16	60	12
13	30	4
	64	63

7:45 AM-7:50 AM

Westside	Parkside	Middle School (Southside Shuttles)
15	8	11
16	60	12
13	30	4
	64	63

Morning Arrivals M-F (Continued)

7:50 AM-7:55 AM

Southside	Westside	Southside
15 16 13	8 60 30 64	11 12 4 63

After School M-Thurs. 3:15 PM-3:20 PM

Westside	Southside	Parkside
64(MS Shuttle) 16 13 63	60(MS Shuttle) 8 30 4(MS Shuttle)	15(MS Shuttle) 11 12

Middle School

3:30 PM-3:40 PM

High School

3:35 PM-3:45 PM

After School Friday 12:35 PM-12:40 PM

Westside	Southside	Parkside
64(MS Shuttle) 16 13 63	60(MS Shuttle) 8 30 4(MS Shuttle)	15(MS Shuttle) 11 12

Middle School

12:50 PM-1:00 PM

High School

12:55 PM-1:05 PM

BOARD OF TRUSTEES
2023-2024 School Year

Chairman:	Mr. Kim Dillivan Address: 620 Avenue F Home: 970-570-9881 Work: 271-7568
Term of Office:	12/01/16-11/30/24 email: kddillivan@pcsd1.org
Vice Chairman:	Mr. Trace Paul Address: 859 Riverside Dr. Home: 254-1840
Term of Office:	12/1/10-11/30/26 email: trpaul@pcsd1.org
Clerk:	Mrs. Lillian Brazelton Address: PO Box 537 Home: 754-2758 Term of Office: 6/17/16-11/30/26 email: lrbrazelton@pcsd1.org
Treasurer:	Mrs. Tracy Morris Address: 10 Llama Dr. Home: 250-9599 Term of Office: 12/1/16-11/30/24 email: tdmorris@pcsd1.org
Trustees:	Mr. Beau Fulton 2197 Lane 9 Home: 254-0177 Term of Office: 12/01/22-11/30/26 email: bjfulton@pcsd1.org Mr. Dustin Paul Address: 679 Shoshone St. Home: 271-2484 Term of Office: 12/1/22-00/30/26 email: dtpaul@pcsd1.org Ms. Laura Riley 940 Road 12 Home: 272-9776 Term of Office: 12/01/20-11/30/24 email: lriley@pcsd1.org

DISTRICT ADMINISTRATION

2023-2024 SCHOOL YEAR

SUPERINTENDENT: Mr. Jay Curtis 764-6186

PRINCIPAL: Mr. Jason Hillman 764-6182
PARKSIDE ELEMENTARY

PRINCIPAL: Mrs. Angela Woyak 764-6184
WESTSIDE ELEMENTARY

PRINCIPAL: Mr. Scott Schiller 764-6183
SOUTHSIDE ELEMENTARY

PRINCIPAL: Mr. Kyle Rohrer 764-6185
POWELL MIDDLE SCHOOL

ASSIST. PRINCIPAL: Mr. Chanler Buck 764-6185
POWELL MIDDLE SCHOOL

PRINCIPAL: Mr. Tim Wormald 764-6181
POWELL HIGH SCHOOL

ASST. PRINCIPAL: Mr. Steve Lensegrav 764 6181
POWELL HIGH SCHOOL

ALT. SCH. COORD: Mrs. Shannon Blackmore
764-6187
SHOSHONE LEARNING CENTER

SUPERVISOR: Mr. Stephen Janes 764-6189
TRANSPORTATION

ADMINISTRATIVE ASSISTANT: Christy Schwartz
764-6189 TRANSPORTATION

Park County School District #1 does not discriminate on the basis of race, color, national origin, sex age, or disability in admission or access to, or treatment of employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Park County School District #1, Ginger Sleep, Civil Rights Coordinator, 160 North Evarts, Powell, Wyoming 82435, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-03582, (303) 844-5695 or TDD (303) 844-3417.