

# TRANSPORTATION HANDBOOK

GREENFIELD C.U.S.D. #10  
GREENFIELD, ILLINOIS

2019-2020

**IMPORTANT  
PLEASE SAVE**

EMERGENCY BUS ROUTES INSIDE

BUS GARAGE PHONE NO. 368-2215

## INTRODUCTION:

This handbook was designed so that the students and parents can better understand rules and regulations of bus transportation. It can answer questions you may have regarding our district procedures. It also contains some state regulations and school board policy.

Sincerely yours,

*Ron Plogger*

Ron Plogger  
Transportation Director

**Greenfield Community Unit School District #10 does not discriminate on the basis of race, color, national origin, or handicap. This institution does not follow policies or procedures that intentionally or unintentionally discriminate on the basis of sex.**

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### **BUS ROUTE TIMES**

Bus route pickup times will be given to you when you enroll in August. If you do not get them at this time please call the bus garage at 368-2215, 8:00 a.m. - 11:00 a.m.

The routes are timed so we can pick up your child as late as possible and still be to school on time. Your child should be dressed and at the bus stop a few minutes before the set pickup time. If the child is late at the pickup point and the driver has to wait, then the other children standing waiting for the bus are required to wait longer and students could be made late for school.

Bus drivers are required to pull up to the pick-up-point, honk the horn, and if no one is in sight, drive on. There is no waiting time built in on the bus route. State regulations recommend children be ready ten minutes before the bus is expected to arrive.

Established bus route pick-up times do vary slightly because of unpredicted student absence and illness. These are unpredictable adjustments that must be accepted with understanding from drivers, parents and students alike.

## **BUS ROUTE REVERSE**

To equalize the time required of students for transportation to school, all school buses will travel the routes in a clockwise direction during the first semester and on a counterclockwise direction during the second semester of each school term when possible.

## **ROADS TRAVELED BY BUS**

Buses will travel only public roads, such as state, county, township, and city streets. The only time we travel private roads would be for safety. Example: We cannot turn around on the highway, here we would, or could, use a private road or drive.

## **BUS ROUTE CHANGES**

Bus routes are established before the beginning of each semester. If need for a permanent change arises, requests should be made to the transportation director during the two-week period before the first day of the new semester. Requests are routinely accepted when new students are enrolled in the district and when families change place of residence within the district during a semester.

Any other requests for change will be considered individually and must meet specific criteria approved by the district. To address particular areas where valid requests for change may arise, the district recognizes that children with both parents working or children in single parent situations, or children with special education needs may require day care providers that can change during a school semester.

Requests will be considered valid when they are presented as permanent rather than temporary changes. The safety and well-being of all students must be considered.

Requests for change will be considered only when there is loss of accessibility of parent, guardian, or child.

## **SHORTENED DAYS**

Drivers should be informed at the beginning of each year which regular stop should be used in the event school is dismissed early. A form for this information is included in this handbook. Please take a few minutes to complete it and have your child give it to his/her bus driver.

## **STANDEES ON BUS**

**NO CHILD IS ALLOWED TO STAND ON THE BUS OR STAND IN A SEAT. THEY MUST SIT IN A SEAT. NO CHILD IS ALLOWED TO SIT ANY OTHER PLACE BUT IN A BUS SEAT. DRIVERS ARE REQUIRED TO ASSIGN SEATS TO STUDENTS.**

## **BUS LOADING**

Most of the buses can haul 65 passengers, three to a seat, depending on the age and size of the student.

## **STUDENTS GETTING OFF THE BUS**

If you get on the bus at the grade school or high school you cannot get off until you get to your pickup point unless you have a bus permit or your parents take you off the bus. The bus driver is held personally responsible for you until you arrive at your discharge point. The only way he or she will let you off is one of the methods described above.

## **BUS PASSES**

To get off the bus at a different place than your regular drop point, you will need a bus pass. To get a bus pass, take a note from your parents to the building Principal at the grade school or to the Principal at the high school and you will be issued a bus pass to get off at a different place than your regular drop point.

The drivers can let you off at any of their regular stops, but they cannot stop any place but the regular stops. They will not stop in town or pick up in town or in the country at any place but the regular stops. However, drivers will let you off any place as long as you go with your parents.

**Remember, once on the bus the only way you can get off any place else but your regular drop point is with a bus pass or your parents picking you up.** This can be at the school or any place the bus stops on the bus route. The reason for this rule is for your personal safety.

## **CHILD PICK-UP PROCEDURE (GRADE AND HIGH SCHOOL)**

Each child will be picked up in the morning and returned each afternoon at the same point each day. The bus driver cannot let your child off the bus at any other point. The driver may not let off or pick up a child any place in town except at the school. If your child wants to get off at a stop other than his or her own, the child is to bring a note from the parent. The student should take the parent's note to the office and get a bus pass to ride the bus. The student should give the bus pass to the bus driver. A bus pass could be issued to ride another bus, only in an emergency case.

## **TRANSPORTATION OF ATHLETES**

Coaches shall request transportation for athletic events. All athletes shall ride the team bus both to the event and return; unless pre-approval is secured from the coach involved. Such approval shall be granted only to ride with parents.

## **BUS DRIVERS AND PHONE NUMBERS**

<b>Regina Bowman</b>	<b>(cell) (217) 248-6486</b>
<b>Dan Bowman</b>	<b>(cell) (217) 248-9317</b>
<b>Rose Parker</b>	<b>368-2003</b>
	<b>(cell) (217)248-0250</b>
	<b>(cell) (618)535-9578</b>
<b>Cherie Vinyard</b>	<b>368-2296</b>
	<b>(cell) (217)248-3516</b>
<b>Baxter Maggart</b>	<b>368-3302</b>

## **STUDENT CONDUCT ON SCHOOL BUSES**

School bus drivers must devote 100% of their time to driving the school bus, and therefore, should not be distracted by the conduct of passengers. Each year, millions of boys and girls are transported to and from school safely. This is only possible because they understand how to act on the school bus. Everyone has a part in helping the driver maintain order. The classroom teacher, parents, and riders are all responsible.

The following list of safety rules, although far from complete, will provide a basis for safe conduct as required by the State of Illinois. You must obey these rules or you will lose your right to transportation for a period of time. A report will be sent home by the school bus driver, through the building office, anytime you are disciplined. This includes reprimand, changing seats, or whatever is done by the driver to get you to ride the bus in a safe manner and to follow the rules. You are to treat the bus driver with the same respect you treat your parents and teachers.

1. Be careful in approaching bus stops, walk on the left side facing oncoming traffic, cross the road only after the bus driver has signaled that it is safe to do so.
2. Be sure to leave home early so that you will be on time. The driver has a schedule to keep, so he or she cannot wait for you; if thirty students each delay thirty seconds, the schedule will be fifteen minutes late.
3. Wait in an orderly fashion for the bus and be sure you are off the road and out of danger of passing vehicles and flying stones--this is particularly important during icy weather, because the bus might skid as it is stopping for you.
4. Board in an orderly fashion, do not crowd, push, or shove and always use the hand rail both when getting on and off the bus.
5. Go quickly and directly to your assigned seat without disturbing or crowding other pupils. Remember the driver has to wait until you are seated before he starts and, as other traffic is stopped for the bus, the sooner you get to your seat, the sooner the driver can be on his way.
6. Obey the drivers promptly and cheerfully; realize that they have a big responsibility for your safety and that it is everyone's duty to help--don't question any of their requests when they are given; if you don't understand, ask about it at the end of the trip or when you are leaving the bus.
7. Behave on the school bus just as you would in the classroom, observe rules just as your classroom teacher would have you observe them.
8. Help keep the bus clean and sanitary; this means no eating on the bus; save your lunch for lunch time.
9. Stay in your seat while the bus is in motion, because any sudden stop, swerve, or other defensive driving maneuver may knock you on the floor--or throw you against an object and cause an injury; if you must stand, face the front and brace yourself in case the driver has to make a sudden stop.
10. Keep your voice low; remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident, a safe bus driver must be able to hear the sounds of traffic such as sirens, horns, and train whistles at railroad crossings. You should be absolutely quiet so the driver can hear a train whistle; this is very important when it is raining and during foggy weather when the windshield wipers, heater and defroster are operating.
11. Keep your head, arms, and hands inside the bus at all times; windows are for light, ventilation, and to see through; relax and enjoy the ride going to school and on your way home.

12. If you detect any approaching danger that you believe the driver is not aware of, don't hesitate to warn the driver--sometimes the driver cannot see in all directions; if you see a car that is not going to stop while loading or unloading, or if some vehicle is passing on the right, let the driver know about it quickly and calmly.

13. Be courteous to fellow pupils, and the bus driver; greet your driver with a cheery good morning and a smiling goodbye as you leave the bus--remember we are all working together for safety.

14. Keep your feet and other objects out of the aisle, so that students will not trip over them as they enter and leave the bus--musical instruments, lunch pails, brief cases, and other large packages should be placed under the seat.

15. Treat bus equipment as you would valuable furniture in your own home; damage to seats, etc., is unnecessary, costly and wasteful.

16. Remain seated until the bus stops to unload; then get off the bus quietly and quickly--do not crowd or push; if you must cross the street, take five or six steps from the bus and cross at right angles so that the bus driver can see you; wait until the driver gives you the signal then look both ways before crossing.

If the above rules and regulations are thoroughly understood by all concerned, the safety of the students traveling to and from school can be assured.

## **BUS DISCIPLINE CONSEQUENCES**

1st Offense: Talk with student privately to be sure he or she knows the rules, unless a more serious consequence is warranted.

2nd Offense: Move to front seat on bus for two weeks and have building principal contact parents as to why (the parent will be told the actual infraction), unless a more serious consequence is warranted.

3rd Offense: Refer to building principal for possible loss of privilege for a period to be designated, unless a more serious punishment is warranted.

## **EMERGENCY ROUTES**

From time to time, during winter months, we will have weather severe enough to prevent school buses from traveling their routes, yet not severe enough to warrant closing school. Under these circumstances, school buses will operate directly to specific **pick-up-points** as shown on the map on the last page of this document. Please file this map for future reference. The following procedures will be followed when emergency routes are used:

An announcement will be made on radio stations WLDS (1180) Jacksonville, WSMI (106.1)

Carlinville, and WJBM (1480) Jerseyville and KMOV-TV Channel 4 , KSDK-TV Channel 5, and Fox TV Channel 2. Buses will arrive at **pick-up-points** in time to leave for Greenfield at 8:00 A.M. Children may board school busses at any point along the route being traveled and also at the **pick-up-points**. Busses will return to the same points (see schedule). **PARENTS WILL BE EXPECTED TO MEET THEIR CHILDREN AT THE SAME PLACE IN THE EVENING** or to arrange other transportation for them at that discharge point.

Should road conditions dictate a change, this will be announced on the radio stations. Drifting snow sometimes makes early dismissal necessary which will be announced on the radio stations. Parents may personally pick up their children early on any bad weather day that they feel road conditions warrant doing so.

During such emergency periods, the health and well being of the child should not be placed in jeopardy in attempting to reach school or a school bus. Absence due to such conditions will be treated as any other absence for good cause - ample time and assistance will be provided for making up school work.

It is hoped this plan will accomplish the following:

1. Remove confusion and misunderstanding as to the operation of school during severe weather when bus service is limited.
2. Provide a clear-cut plan for operating school busses during periods of reduced service. If possible children always will be returned in the afternoon to the place where they boarded the bus that morning.
3. Provide a plan in case early dismissal becomes necessary.

By having a plan and working together, we believe the hardship can be greatly reduced of limited bus service during periods of severe weather.

If you have any questions about the above procedures, please feel free to call the bus garage at 368-2215.

## **SCHOOL CLOSING, EMERGENCY EARLY DISMISSALS DUE TO BAD WEATHER**

When a decision to close school has been made, an announcement will be made on radio stations WLDS (1180) Jacksonville, WSMI (106.1) Carlinville, and WJBM (1480) Jerseyville and KMOV-TV (channel 4), KSDK-TV (Channel 5), and FOX TV (Channel 2). It is hoped the announcement will be made between 6:00 a.m. and 7:30 a.m. each morning schools are to be closed. If it becomes necessary to close school during the day, the decision will be made as quickly as possible and announced on the above radio stations. School will be held each day as scheduled if possible, and should there be no announcements, please assume that school will be held.

If it is a bad day and you want to know if the buses are going to run, please listen to the radio and do not call the school.

### **SchoolReach**

Greenfield CUSD #10 will also utilize the SchoolReach program to call and notify parents of school closings and early dismissals. Please notify the school secretary to get the correct phone numbers in the SchoolReach system.

## **EMERGENCY EVACUATION DRILLS**

Such drills shall take place twice annually on school grounds under the direct supervision of the transportation director and a report of the drills shall be forwarded to the Superintendent.

### **STATE ADMINISTRATIVE RULES**

Rules related to the operation of a school bus are set forth in Title 23 Illinois Administrative Code, Subtitle A, Chapter I, paragraph 275, Subchapter h, Section 275.110.

1. School buses must be operated in accordance with all state statutes and rules of the State Board of Education and the Illinois Department of Transportation.
2. Each driver shall conform with the Illinois Department of Transportation's pre-trip inspection requirements.
3. The service door shall be closed at all times when the bus is in motion.
4. Windows shall not be lowered below the stop line painted on the body pillar.
5. The emergency door shall be unlocked but securely latched when the school bus is in operation.
6. The driver shall not leave the bus while the motor is running.
7. The gasoline tank shall not be filled while there are any persons on the bus or while the motor is running.

8. The school bus signs shall be displayed only when the bus is being used for official school transportation.
9. The required alternately flashing warning lights and stop arm shall be used only when stopping the bus to receive or discharge students.
10. The manufacturer's capacity for a bus shall not be exceeded.
11. All passengers shall be seated when the bus is in motion.
12. Students shall not be asked to leave the bus along the route for breach of discipline, nor shall they be asked to sit anywhere other than a seat for breach of discipline.
13. Gross disobedience or misconduct on the part of a student shall be reported to the proper school authority for appropriate disciplinary action.
14. The driver shall not back a bus at the school while students are in the vicinity unless a responsible person is present to guide the bus driver.
15. Loading: When children to be picked up must cross a roadway, the driver shall beckon them to cross the road when it is safe to do so. Students shall be instructed to wait for the proper signal to cross the roadway when traffic conditions are such that they may go safely ahead of the bus.
16. The driver on a regular route shall not be expected to wait for a tardy student but may proceed on a timely route if the student is not in sight. The driver shall be seldom late and never early.
17. Unloading: At school, the bus shall be driven onto the school grounds to discharge pupils, or they should be discharged so they will not have to cross a street. At all discharge points where it is necessary for pupils to cross a roadway, the driver shall direct students to walk to a distance at least ten feet in front of the bus on the shoulder of the highway and to remain there until a signal is given by the bus driver for the student to cross.
18. The driver shall not allow a student to get off the bus at any place other than the student's designated discharge point unless permission is granted by the proper school official.
19. Except with the permission of school authorities, the driver shall transport no school children with animals. The animal must be properly confined at all times on the school bus.
20. The driver shall not permit a weapon or explosive of any kind on the bus.
21. In case of an accident or breakdown while the bus is transporting students, the first consideration shall be whether it is safer to evacuate or to leave the students on the bus.

22. All accidents shall be reported immediately to the appropriate school officials.
23. A complete copy of the Illinois Department of Transportation's "Motorist Report for Motor Vehicle Accident Form" (SR-1) shall be forwarded immediately to the regional superintendent in case of an accident.
24. When stalled on the highway or shoulder of the highway, the driver shall place appropriate signals as outlined in Ill. Rev. Stat. 1981, ch. 95 1/2, par. 12-702.
25. The driver shall not smoke nor be under the influence of intoxicating beverages or drugs when operating a school bus.
- 26.1 The driver shall stop between 15 and 50 feet of the first rail. While stopped, the driver shall open the service door, listen and look in both directions for any approaching train. When the driver determines that no train is approaching, the driver shall close the door, then proceed completely across the grade crossing in low gear.
- 26.2 The driver shall not change gears while crossing the tracks.
- 26.3 The driver shall not use the alternately flashing warning signals or stop arm at railroad grade crossings.
27. The driver's seat belt shall always be properly fastened before putting the bus in motion.

### **FREE TRANSPORTATION**

Parents or legal guardians who must provide transportation to and from school because free transportation is not available for their children, may be eligible for money from the state to help offset some cost. Since this state law changes from time to time, please phone the school if you desire information concerning this.

To be eligible for the above, **the child must live more than 1 1/2 miles from school or live on a serious safety hazard route which has been approved as such by the Illinois Department of Transportation.**

**SHORTENED SCHOOL DAY TRANSPORTATION INSTRUCTIONS**

Dear Bus Driver,

In the event school is dismissed early, please transport my child as indicated:

\_\_\_\_\_A. transport as usual

\_\_\_\_\_B. transport to the following regular stop:

\_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_C. Do not transport, we will pick up.

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Home Phone # \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_