

TRANSPORTATION RULES AND RESPONSIBILITIES

Welcome to the Goshen Community Schools Transportation Department. You have chosen the safest, most efficient, and most environmentally friendly way to transport your student to and from school. At Goshen, we strive to provide safe and efficient school bus service that will enhance your student's educational day.

Keeping everyone efficient and **safe** requires rules and procedures to be in place. Three rules sum up this entire manual, BE KIND, BE ON TIME AND BE SAFE!!!

For details regarding school transportation, please familiarize yourself with this handbook and feel free to contact the transportation office if you have any questions, 574-533-7176.

It is important to remember that school bus transportation is a bus service, NOT a taxi service. Bus stops are designed for efficiency and safety.

Students are expected to be at their designated pick-up point ten (10) minutes prior to the published stop time. **BUS TIMES MAY VARY.** Allow ten (10) minutes after the published bus stop time before leaving the designated pick-up point and/or calling the transportation department.

Have a safe school year,

Transportation Department
613 E Purl St
Goshen, IN 46526
574-533-7176

GENERAL RULES:

- School bus riding to and from school, extra-curricular trips and field trips is a privilege, not a right.
- School bus transportation is not required by the State of Indiana and therefore the services provided are an option chosen by Goshen Community Schools and subject to change.
- All bus riders are expected to demonstrate the same standards of conduct and citizenship as required on the school campus.
- All bus safety rules and policies must be demonstrated to maintain bus riding privileges.
- Drivers have the authority to direct the student in any reasonable manner to maintain order and safety.
- The **safety** of all students, at all times, is of utmost importance!

ELIGIBILITY:

- Bus transportation may be provided for students who live within the Goshen School District
- Students living out-of-district must comply with out-of-district tuition transfer policies
- Some walk-zones exist. Please contact the transportation office for no-eligible areas.
- Failure to follow all safety rules or behavior expectations may result in the loss of riding eligibility to and from school.

SCHEDULING AND CHANGES: (These guidelines are in effect to ensure student safety at all times)

- Schedule all transportation plans and changes using a transportation request form.
- All transportation plans must be scheduled and documented with the transportation department.
- Student will not be permitted to ride unassigned buses for any reason other than emergency.
- Students will ride only their assigned school bus and will board and depart from the bus at assigned bus stops.
- High school students must re-register for transportation every summer prior to the next school year. High school students who do not register are not permitted to ride a bus.
- Elementary and middle school student transportation plans will be based on their home address unless a plan change is submitted to the transportation office by July 10 prior to each school year.
- Telephone requests to the school office or transportation office will no longer be accepted due to safety concerns.

- Handwritten notes to the school office, teacher, or bus driver are no longer accepted due to safety concerns.
- Same day/last minute transportation changes are discouraged. **If plans change during the school day, the parent/guardian must make arrangements to meet or arrange for someone else to meet the child at his/her regular scheduled bus stop.**
- Requests for a change in transportation will become effective only after approval and adequate time has been given to properly notify all persons concerned.
- Changes to transportation plans might not be approved. Bus capacity may not be available for additional riders. Again, this is a safety concern.
- If, at any time, a parent wishes to pick-up their student rather than having them ride the bus a phone call can be made to the school office. Be sure to call early in the day so the office staff has enough time to notify your student. The office reserves the right to ensure the caller has the authority to make changes and pick-up the student.

Temporary or One-time Schedule Changes:

- A temporary change in a student's regular assigned bus stop may be granted for a special need if a transportation request form is submitted to the transportation department within adequate time for approval and for the change to take effect. No phone calls or handwritten notes.

Permanent Schedule Changes:

- A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Transportation Coordinator.

Requests for a change in transportation will become effective only after adequate time has been given to properly notify all persons concerned, which is determined, by the transportation office.

Complete a transportation request form at your school office.

Schedule your bus plans according to the following guidelines:

Option 1

Safest Option

AM Plan:

Choose **one** morning location. Home or an alternative site.

Same location every morning; Monday thru Friday, all school year.

PM Plan:

Choose **one** afternoon location. Home or an alternative site.

Same location every afternoon; Monday thru Friday, all school year.

* An alternative site is any site other than the home address.

*Alternative sites must be within the school boundary.

Option 2

Good Option

Varied Locations (home or one alternative site) but a consistent schedule.

AM Plan:

Choose up to two (2) * morning locations but keep the schedule consistent every week of the school year.

PM Plan:

Choose up to two (2) * afternoon locations but keep the schedule consistent every week of the school year.

*May only be home and one alternative site.

*Multiple alternative sites are not allowed.

*Alternating week or custody schedules must be submitted in writing to the transportation office.

Option 3

Good Option

Varied Schedules (home or one alternative site) but with an inconsistent schedule.

*Unknown or varied schedules are not a safe option.

*This option is only available if approved by the transportation coordinator.

*School staff and drivers are not responsible for your student's whereabouts if you request an unknown or varied schedule.

*May only be home and one alternative site.

*Multiple alternative sites are not allowed.

*Submit request for varied schedule to the transportation office via a transportation request form with an explanation.

RIDING RULES:

- The driver may assign seating for all or some of the students on the bus.
- Riders are to follow all rules and be courteous to drivers and others.
- Remain seated, facing forward while the bus is in motion.
- Remain seated until the bus has completely stopped.
- While the bus is in motion, never cross the line into the driver area.
- Remain quiet. Noise on the bus shall be kept to a minimum with students speaking in reasonable conversation voices.
- Become silent at all railroad crossings, school bus stops and other danger zones as designated by the bus driver.
- No window will be lowered past the halfway point.
- Keep all body parts inside the bus at all times.
- All bus equipment is off limits to students.
- Keep all objects out of the aisle at all times.
- Understand the driver is concentrating on the roadway and traffic. Do not distract the driver.
- To ensure safety, students may not distract the driver during a student stop. Understand that the driver must concentrate on students outside of the bus.
- Report problems to the bus driver when the bus is parked in a safe location, contact the driver at a later time, or call the transportation office.
- Remove all trash. Littering is not allowed.

VIDEO SURVEILLANCE:

- The use of video recording devices may be installed and used to assist the driver in providing for the safety and well-being of the students while on the bus.
- Video and audio surveillance data is the property of Goshen Community Schools and not available for viewing by parents, students, or community members.
- Video and audio surveillance data may be used during the discipline process.

PROPERTY DAMAGE:

- School buses are considered school property and therefore government property.
- Riders who cause damage to school property will be responsible for repair costs and may experience school discipline action, school suspension or expulsion, loss of riding privileges, and/or legal action.

PERSONAL BELONGINGS:

- The following cargo is forbidden to be transported on a school bus: pets, alcohol, drugs, ammunition, explosives, firearms, knives, tobacco, nicotine-containing products, or any other dangerous or objectionable materials or objects.
- Large and/or loose items are not permitted on the bus. All items must fit in a bag or case. All items must fit on the student's lap or between their feet on the floor.

- Use of technology is permitted if it does not cause a distraction to the driver or others. Drivers will revert to the school technology guidelines if students abuse the use of technology devices.
- All belongings must be placed in a zipped bag while boarding and unloading the bus. Loose items are a safety hazard.
- The school corporation is not responsible for lost, damaged, or stolen personal belongings.
- Both the use of the bus radio and the station/programs, which students listen to, must be approved by the bus driver.
- Bus drivers may confiscate any object that has been deemed questionable and submit the item to the principal.
- Shoes must be tied, and bag and clothing strings must be tucked away.

MEDICATIONS:

- For safety reasons, avoid transporting medication on the bus.
- All medication that must be transported must be in the original container and always secured in the student's bag while on the bus.
- A note from the parent must accompany any medication.
- No medication may be used or taken while riding the bus.
- In the event of an emergency need to use or take medication during the bus ride, the student must notify the bus driver and the driver will notify the school nurse.
- Parents must inform the school nurse, in writing, of lifesaving emergency medication needs and provide instructions on how and when to allow or administer the medication. This information will then be forwarded to the transportation office and/or bus driver.

FOOD AND BEVERAGES:

- No hard candy is allowed to be eaten on the school bus due to possible choking hazard.
- Only water is allowed on the school bus. All bottles must be spill proof.
- Individual drivers may allow riders with long rides to have certain foods.
- All riders are responsible to remove all trash. Food privileges may be revoked.
- Individual drivers may allow riders to chew gum unless gum is found on floors, walls, seats, windows, etc.

PARENT RESPONSIBILITIES:

- It is the parent's responsibility to ensure school attendance. If school bus riding privileges have been revoked, it is the responsibility of the parent to ensure the student is transported by other means.
- Know and understand transportation scheduling requirements. (see scheduling)
- No one is allowed on school buses except those who are invited. Uninvited persons who enter a bus may be guilty of criminal trespassing laws and therefore may be punished by law. Do not board a school bus for any reason unless invited to do so by the driver.
- For safety reasons, do not approach the bus doors to talk to the driver. Either speak to the driver through the driver window or wait to communicate by phone or email at a later time. For safety reasons, drivers are directed to shut the door if an adult approaches the bus and if he/she feels safety may be in question.
- Read and understand the infractions and consequences policy as well as all transportation rules. Discuss all transportation rules with your child(ren).
- Support the bus driver by teaching children to respect and obey those in authority.
- Support discipline decisions by the school principal.
- Teach your children respect for others.
- Bus stops are at specific points designated by the Transportation department. Students should wait at that spot. Students should not trespass on the property around/near the stop.
- Supervise travel to and from school bus stops. Parents are responsible for their child's safety while going to or from the bus stop and while waiting on the school bus to arrive.
- Supervision at bus stops is a parent responsibility.
- Goshen Community Schools will not take responsibility for or enter disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus or after the student has disembarked from the bus on his/her way home.
- Bus stop conflict should be handled by the parents and, if necessary, local law enforcement.
- Ensure children are out and waiting for the bus at least 10 minutes prior to their published stop time. Understand that bus drivers cannot hold traffic or delay routes while waiting on students.
- Allow 10 minutes from the published stop time before leaving the stop and call the transportation office. Various factors may cause a delay in bus routes.
- Ensure children are properly dressed for dark mornings and cold weather. Be prepared for an emergency. This includes all middle school and high school students as well as younger ages students. Provide reflective clothing.
- Ensure all students belongings are securely placed in a zipped bag.

- Do not send large items on the bus. I.E., school projects, large band instruments, and unsecured food products for parties.
- Do not enter school bus parking lots. Use the school's designated area for picking-up and dropping-off. Follow traffic directions on all school property.
- Parents will be held responsible for damage caused by their child to school property.

DISCIPLINE PROCESS:

- The school bus driver is in charge. Students must follow bus and safety rules to maintain bus-riding privileges.
- Drivers will work with students to ensure safe and courteous behavior.
- Drivers will document concerns on a verbal warning log.
- If a student's behavior warrants, the driver bus will complete a referral form and submitted to the school principal. The principal will decide the discipline outcome.
- If removed from riding the bus, the student may not ride ANY Goshen Community Schools bus during the time of the bus suspension.
- When asked to address a behavior problem, parents should remember that school personnel have all the student's best interest in mind. It is not productive to try to minimize the consequence of your child's actions. Allow your child to learn from his/her mistakes.

EMERGENCY PROCEDURES:

- All drivers are trained in emergency procedures.
- All buses have assigned student emergency helpers.
- Bus evacuation drills are conducted once each semester on school property.
- All students are trained in emergency procedures each school year.
- Parents: In the event of an emergency, contact the school or transportation office for direction as to where to meet your child. For your own safety, do not go to the scene of an accident.
- In the event of an emergency students will only be released to parents after proper documentation and approval by school administration.

COMMUNICATION PROCEDURES:

- Drivers may contact parents directly to relay information to concerns regarding students or the route.
- Parents may contact the driver directly, call the school office, or transportation department regarding questions about their student or the route.
- Should conflicts arise, parents and transportation will jointly, in a civil manner work to resolve issues.
- Threats to any school employee is considered, by law, a Class D felony. IC: 35-44-2-1
- Allow two school days for the transportation department to return messages.

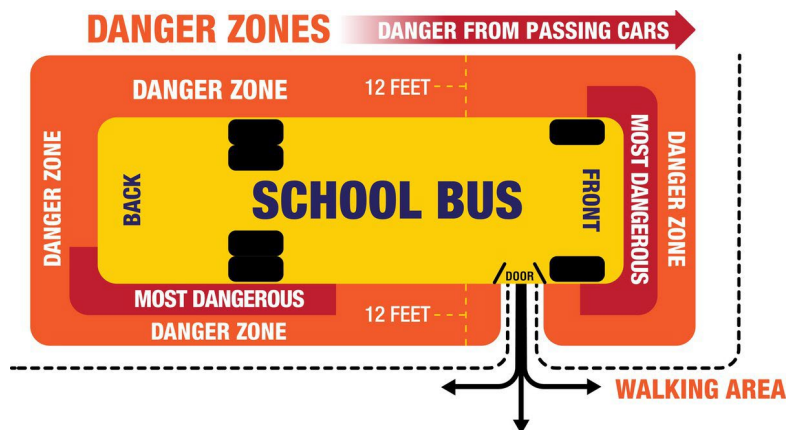
GENERAL STUDENT RESPONSIBILITIES:

All student rules may be summed up in these three points:

- Respect others
- Obey the bus driver
- Be responsible for your own safety and the safety of others

BUS STOP RULES:

- Be at the bus stop at least 10 minutes prior to the published stop time. Wait 10 minutes past the published stop time before leaving the stop or calling the school or transportation office.
- Bus drivers cannot wait for students who are not at the bus stop-this delays the remainder of the route.
- Stay out of the road while walking to and from the stop and while waiting at the stop.
- Stay in a single file line 10 to 15 feet off the roadway or away from the curb while waiting to board the bus.
- Wait for the bus to come to a complete stop before moving toward the bus.
- Never run toward the bus. If you miss the bus, go home, and call your school or the transportation office.
- Wait to cross the road until the bus driver gives you the signal to cross.
- Cross the road at least 15 feet in front of the bus, NEVER behind the bus.
- ALWAYS look both ways before crossing the roadway.
- Be alert for a possible danger signal (horn) from the driver.
- When you board the bus go immediately to your seat and be seated.
- Stay out of the danger zone around the bus.



- Never bend down and/or reach for anything under or around the bus. Get out of the danger zone and notify the bus driver.
- If there are problems with other students at the bus stop, please notify the police department, as bus stops are not school property.

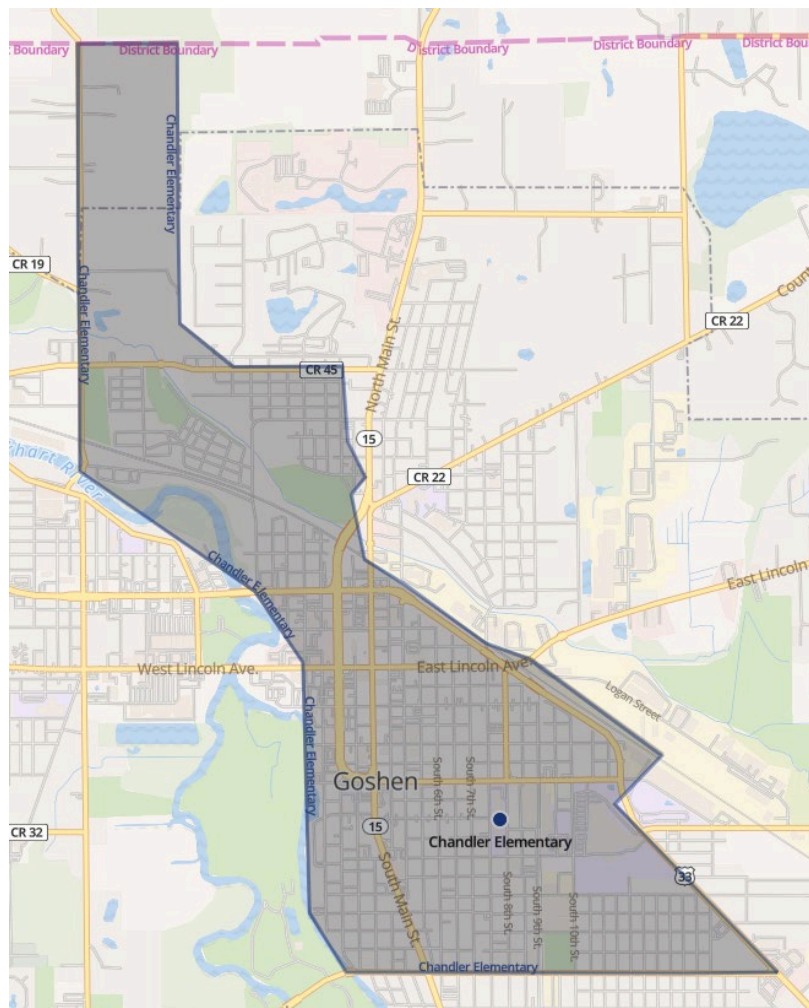
NARRATIVES FOR ALL BOUNDARIES BEGIN IN THE NORTHEAST CORNER OF THE BOUNDARY AND ARE DESCRIBED CLOCKWISE.

- **East Boundary** – Elkhart Township Line from CR 28 extended to just north of SR 4.
- **South Boundary** – everything north of SR 4 from CR 31 extended west to 29th Street (both sides of SR 4 attend Parkside) then north to the city limits and Pumpkinvine Trail intersection, southwest to Steury Avenue and Lincoln Avenue intersection. From Steury Avenue boundary drops south to the railroad tracks (both sides of Lincoln Avenue from railroad tracks to Steury Avenue attend Chamberlain) and follows tracks northwest to 3rd Street extended.
- **West Boundary** – Railroad tracks north to just east of 3rd Street (both sides of 3rd Street will attend Chandler) then continuing north to a midpoint between SR 15 and CR 21.
- **North Boundary** – Elkhart Township Line (CR 28) from a midpoint between CR 21 and SR 15 to CR 31 extended.



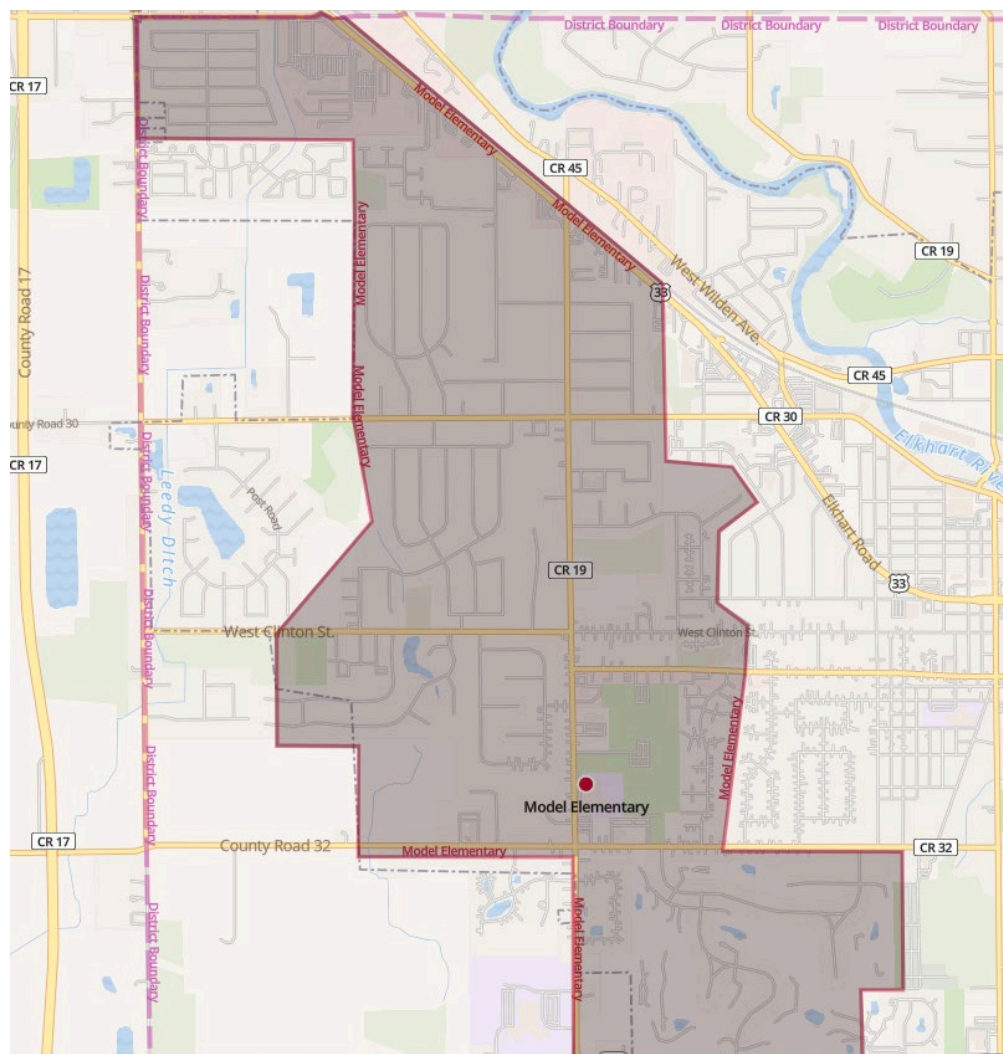
Chandler Elementary

- **East Boundary** – South/southwest from a midpoint between SR 15 & CR 21 to just west of Fescue Ct. South along Van Gilst (both side of Van Gilst attend Chamberlain) to the intersection of Michigan & Wilden. East along Wilden (both side attend Chandler) to 3rd St. South along 3rd St (both sides of 3rd attend Chandler) to the RR tracks. Southeast following the RR tracks to just past 11th & Madison. South to the intersection of Monroe & Lincolnway East. Southeast along Lincolnway East to Plymouth Ave.
- **South Boundary** – Middle of Plymouth Avenue from the railroad tracks to the Elkhart River.
- **West Boundary** – North following the Elkhart River to N. Indiana Ave. North on Indiana Ave/CR 21 (both sides attend Chandler) to a point on the Elkhart Township line between CR 19 & CR 21.
- **North Boundary** – Township line from a point between CR 19 & CR 21 to a point between CR 21 & SR 15.

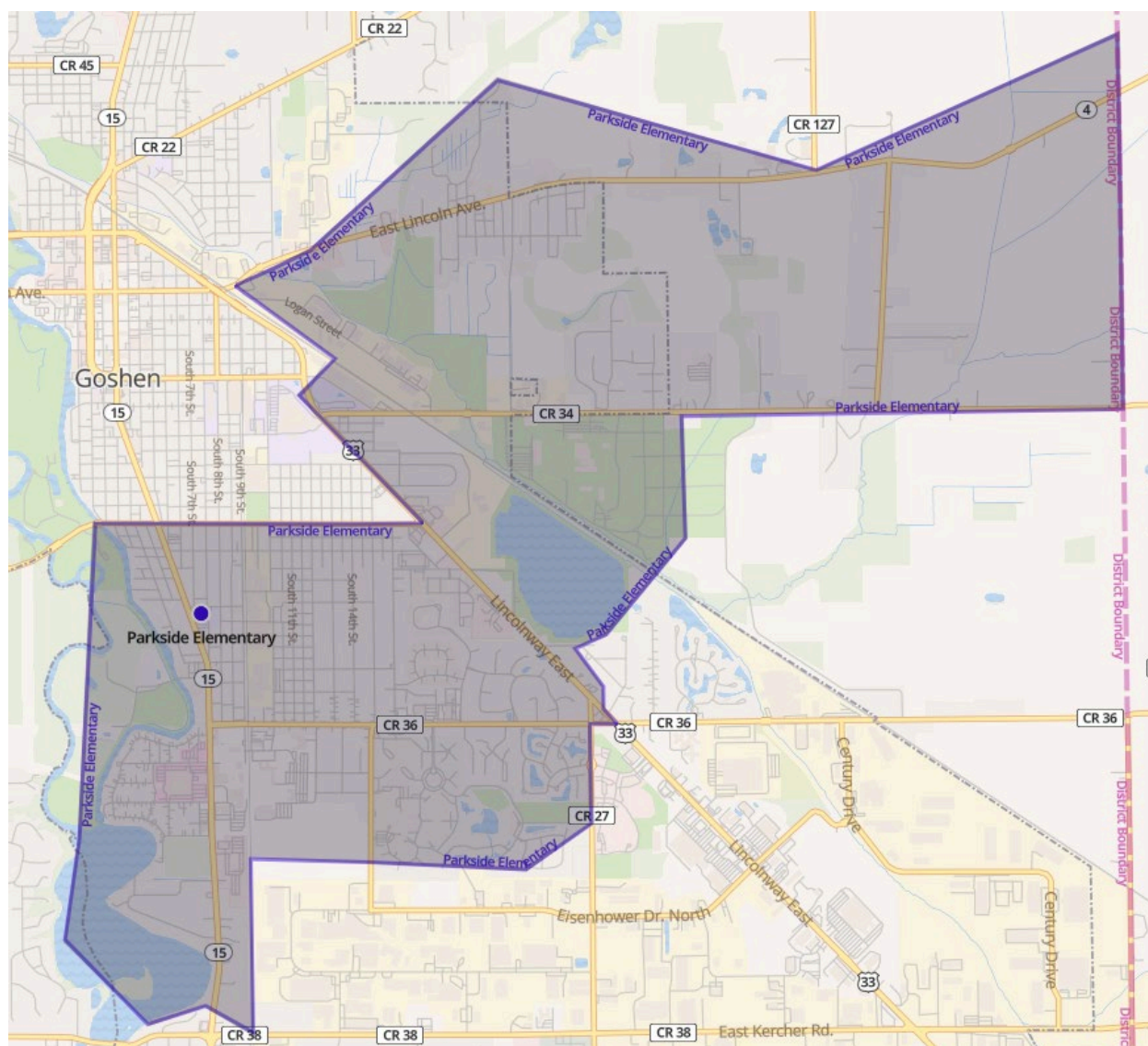


Model Elementary

- **East Boundary** – US 33 south to just east of Lynwood extended, south to the intersection of Lynwood and Bashor Road (both sides of Lynwood attend Model), southeast to Nebraska extended, excluding Longwood Court (Longwood Court attends Model), south to just south of Berkey Avenue following the valley between Silverwood Lane and Wheatland Drive, east to Winter Ave (both sides of Berkey Avenue attend West Goshen), southwest to Plymouth Avenue just east of Foxbriar.
- **South Boundary** – West following the middle of Plymouth Avenue from just east of Foxbriar to Greene Road. From Greene Road west the boundary is just north of SR 119 (both sides of SR 119 from Greene Road to CR 17 attend Waterford) and extends north to a point on CR 32.
- **West Boundary** – From a point on CR 32 north to appoint between the newer section of Brookside Manor & Aspen Meadows.
- **North Boundary** – From a point between Brookside Manor & Aspen Meadows to the Elkhart Township Line from the middle of CR 17 to the middle of US 33.

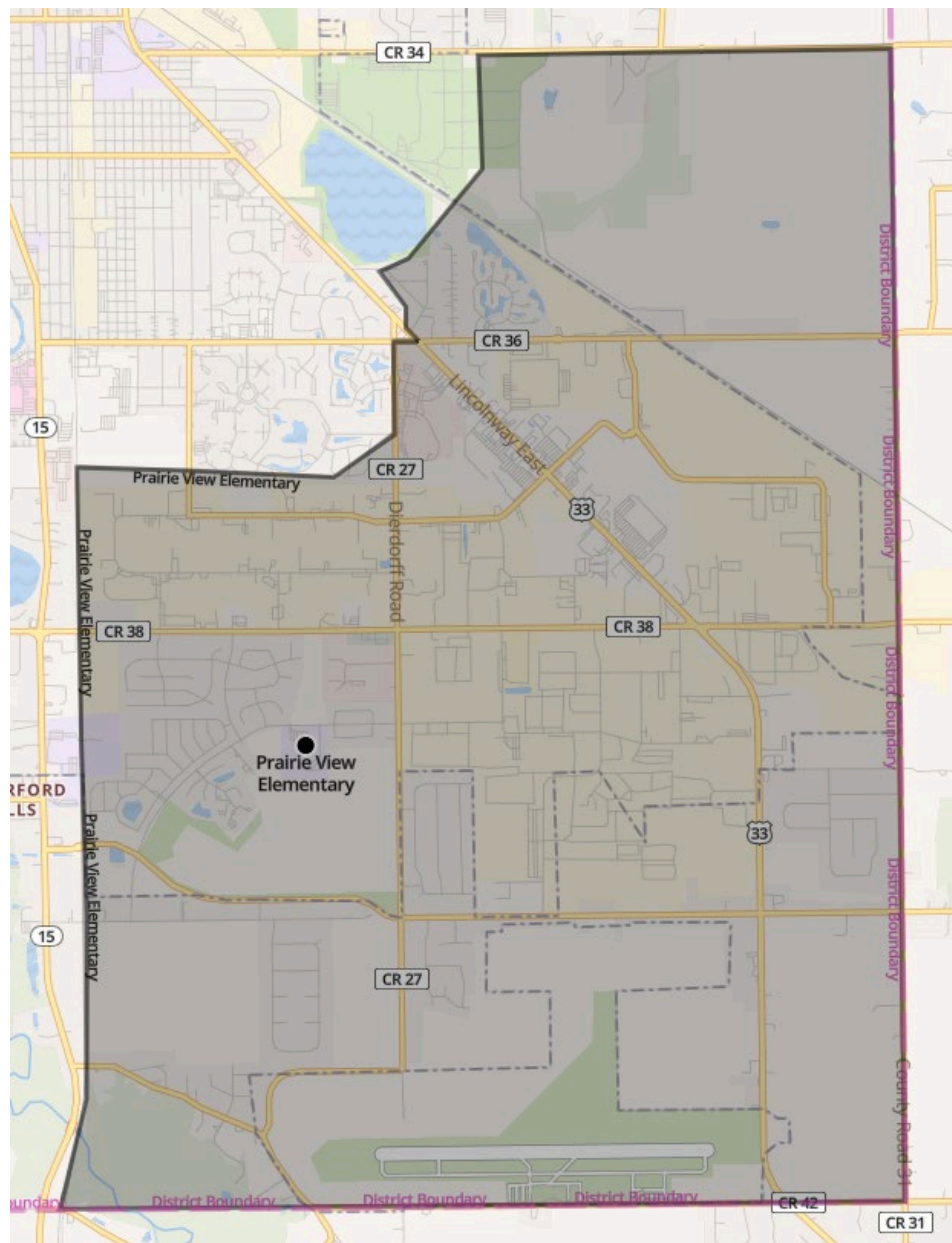


- **East Boundary** – South following the township line from SR 4 to a point just north of CR 36 on CR 31.
- **South Boundary** – West from a point just north of CR 36 on CR 31 to just north of Gorham Woods in line with CR 27/Dierdorff Rd. South along CR 27 to a point just south of LeRoy St. West to the RR tracks. South along RR tracks to CR 38. West along CR 38/Kercher Rd to the Elkhart River (excluding CR 38 & Island View who attends Waterford).
- **West Boundary** – North along the Elkhart River to Plymouth Ave. On Plymouth Ave from River to US 33. Northwest along US 33 to the intersection of Monroe & US 33. North to a point just east of 11th & Madison. Then North to the intersection of Lincoln & Steury.
- **North Boundary** – East along Lincoln Ave from Steury to the Township Line, both sides of Lincoln & SR 4 attend Parkside.



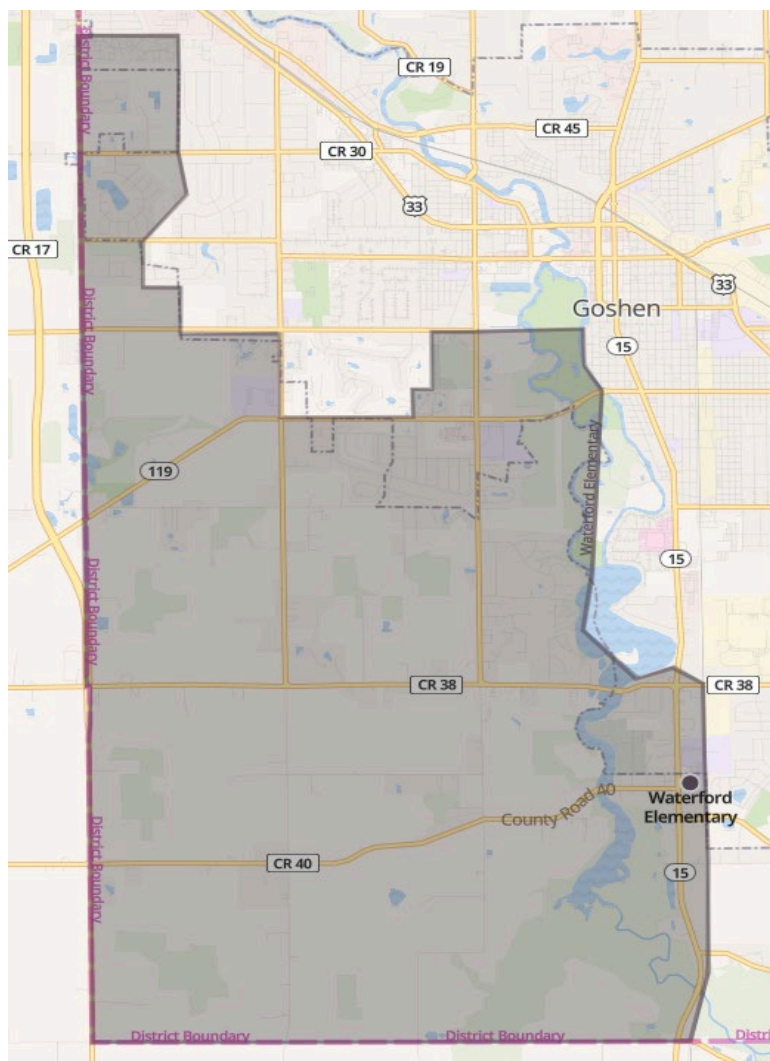
Prairie View Elementary

- **East Boundary** – From a point along the Elkhart Township line between SR 4 & CR 36 south to CR 42.
- **South Boundary** – Elkhart Township line from the middle of CR 31 to the RR tracks.
- **West Boundary** – RR tracks north to a point just south of LeRoy St. A point on the RR tracks just south of LeRoy west to CR 27. North along CR 27 to appoint just north of Gorham Woods.
- **North Boundary** – A point just north of Gorham Woods west to the middle of CR 31.



Waterford Elementary

- **East Boundary** – From a point between the newer side of Brookside Manor & Aspen Meadows south/southwest to a point on CR 32. Southeast to the intersection of SR 119 and Greene Rd. East along SR 119 to just east of Foxbriar. Northeast to the intersection of Winter & Berkey. East along Berkey to the Elkhart River (Berkey Ave both sides attend West Goshen). South along River to CR 38 then East along CR 38 to the RR tracks (including Island View & CR 38 both sides attend Waterford). South along RR to CR 121.
- **South Boundary** – RR tracks west along Elkhart Township line to the middle of CR 17.
- **West Boundary** – Middle of CR 17 along Township line to just past the entrance to the newer section of Brookside Manor.
- **North Boundary** – Middle of CR 17 east to just north of the newer section of Brookside Manor to a point between Brookside Manor & Aspen Meadows.



West Goshen Elementary

- **East Boundary** – South from a midpoint between CR 19 & CR 21 beginning on the Elkhart Township line. East to CR 21 (both side of CR 21 attend Chandler). South along CR 21/Indiana Ave to the Elkhart River. Southeast along the river to a point parallel to Berkey Ave.
- **South Boundary** – west from the intersection of the Elkhart River and just south of Berkey Avenue extended to a midpoint between Silverwood Lane and Wheatland Drive (both sides of Berkey Avenue attend West Goshen).
- **West Boundary** – north from the midpoint between Silverwood Lane and Wheatland Drive to just west of the intersection of Pike Street and Nebraska Drive, northwest to just east of the intersection Lynwood Drive and Bashor Road excluding Park West, Longwood Court, and Mayfield Drive (Park West, Longwood Court, and Mayfield Drive attend Model), north to US 33 and Lynwood Drive extended (both sides of Lynwood Drive attend Model), northwest following the middle of US 33 to CR 28.
- **North Boundary** – east following the Elkhart Township Line from the intersection of US 33 and CR 28 to a midpoint between CR 19 and CR 21.

