



# dodea americas

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## SOUTHEAST DISTRICT



**TO: Parents and Guardians** *(signature required on page 8)*

**SUBJECT: Student School Bus Transportation Information**

### **GENERAL TRANSPORTATION GUIDANCE**

School bus transportation is an important facet of the educational experience. The school bus is the first and last thing many of our students experience each school day and it shapes how their day begins and ends. The following information will help your student get the most out of their school bus experience.

### **BUS TRANSPORTATION ELIGIBILITY**

This service is provided in full compliance with local, state and national safety requirements. Special needs students may receive special transportation based on the student's Individual Education Program (IEP).

Students are eligible for DoDEA school bus transportation if they meet the following criteria:

- Student must live on the post
- Student must be an authorized dependent enrolled in a DoDEA school
- Student lives outside the walking distance
- Student lives within the commuting radius

### **IMPORTANT DEFINITIONS**

**Walking Distance:** The distance a student may be required to walk between the student's primary residence and the school or designated bus stop should not exceed the state guidelines for the individual state in which the military installation is located. However, the walking distance for any student cannot extend beyond 1½ mile. Walking distance for grades 6 and below will not normally exceed 1 mile from their primary residence to the school or designated bus stop, but may be slightly expanded or contracted to conform to natural boundaries such as a housing area or street. The walking distance for middle and high school students will not normally exceed 1½ mile from their primary residence to the school or designated bus stop. Regular school bus service will not be provided within the designated walking area to and from the school.

**Commuting Area:** A specific geographic area established by the school and military facility for determining eligibility for school bus transportation service of dependent students to a DoD operated school. The commuting area is outside the walking area and based on availability of housing and travel time for a bus to the school (should not exceed one hour). School bus services will be provided to all authorized students residing outside the walking distance and within the designated commuting area.

## **BUS ROUTES AND BUS STOPS**

Transportation normally will be provided to or from centrally located bus stops in the commuting area. The sponsor, parent, or guardian may request their child be picked-up or dropped off at an alternate bus stop located within the commuting area and outside of the walking area. This request may be granted on a space-available basis; however, transportation service may be terminated at any time due to seating availability. Changes in transportation service will be held to a minimum and will not be authorized on a day-by-day basis.

Students will be required to ride the one bus to which they have been assigned. This means students will not be able to ride different buses to and from school each day. There will be a few exceptions granted but the guidelines for exceptions will be very limited.

An example of an acceptable exception would be: A 6th grade student who rides the bus from his home each morning, but requires to be dropped off at the CYS after school, as long as the schedule does not change day-to-day or from week-to-week.

The exception for students riding a different bus or being dropped off at a different bus stop can be made by written request to assigned school. Parents will no longer be able to call the school and leave a message making alternative arrangements if they have not been granted an exception. See Bus Change Request Form.

This rule is for the safety, accountability and security of the students. Frequent bus changes make it difficult for bus drivers to monitor riders and to know where each student disembarks each day. Students riding buses to destinations outside their normal routine is a difficult challenge for drivers to maintain on a daily basis.

## **CHILD SUPERVISORY GUIDELINES**

Students in grades Pre-K through Kindergarten or Pre-K through 1st Grade, depending on your installation Child Supervision Policy, must be met at the bus stop by a parent, guardian, or authorized alternate adult (*18 years or older*). This

individual must be at the bus stop, not nearby or the student will not be allowed to be dropped off. Any student that is not met at the bus stop by a parent, guardian, or authorized alternate adult will be returned to the school and parents will be contacted to pick their child up from the school. An Alternate Adult Authorization Form must be filled out and provided to the school which will be provided to the School Bus Contractor. Alternate Adults will be asked for identification before the release of the student.

## **SPECIAL TRANSPORTATION FOR STUDENTS WITH DISABILITIES**

Special emphasis will be placed on meeting the transportation needs of students with disabilities. Special transportation services that are prescribed in a student's IEP by the Case Study Committee of the receiving school, a Special Education Hearing Officer, or a court must be requested on the special transportation request form.

Examples of special services that may be required include, but are not limited to, curb-to-curb transportation between the student's residence and the school, establishment of a special bus stop within a designated distance of the student's residence, use of a special safety harness, transportation of a seeing eye or hearing dog, or assignment of a one-on-one aide, for physically disabled or physically aggressive students. Curb-to-curb service will not be provided to students who live within the walking area of the school that have a disability that does not prohibit them from walking, or being escorted by the sponsor or guardian, to and from school safely.

Safety aides are authorized for each special transportation bus to assist students with disabilities when the student is being transported to or from school. Safety aides are adults with special training that equips them to supervise or assist students with disabilities or special needs identified in the IEP and special instructions provided by the school officials.

## **SCHOOL BUS BEHAVIOR**

Riding a school bus is a privilege. Should any student be reported for misconduct, corrective action may be taken, including the loss of bus riding privileges.

Students must behave in a safe, appropriate, and non-destructive manner. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, they will be held more responsible for their conduct. All misbehaviors may include parental notification.

Weapons, controlled substances, alcohol, or other serious incidents will be reported and may result in removal or expulsion from school in addition to the loss of bus privileges.

- **Students are responsible for:**
  - Complying with the behavior standards for school bus students and with the general behavior standards.
  - Obeying the instructions of bus drivers, DoDEA personnel, and military officials.
  - Attending and completing school bus safety training sessions when offered by the school or military installation.
  
- **School Bus General Rules** (*Please go over the following rules with your child(ren):*)
  - Always stay seated on the bus
  - Do not stand, whether on knees or on feet, on the seats
  - Never horseplay, fight, and/or trip another student
  - Sharp objects are not allowed (i.e., pencils, protractors) unless they are in pencil holders
  - Excessive loudness or noise is not permitted
  - Eating and drinking are not allowed, which includes gum, candy, lollipops, sodas, water, etc.
  - Profanity or rude language is not allowed
  - Do not litter
  - Do not destroy or tamper with bus property (Parent or Guardian may be liable for any damages)
  - Do not extend any parts of the body from the bus windows
  - Treat the driver with respect

□ **Consequences of Discipline Problems on the Bus**

- **1st Offense**-Student may be counseled by the administrator about questionable conduct on the bus.
- **2nd Offense**-Parents may be notified.
- **3rd Offense**-Student may be suspended from riding the bus for a specified number of days, depending on the severity of the offense.
- **4th Offense**-Student may lose bus privileges for the remainder of the school year.

*Note: The principal may exercise professional discretion for any incident requiring disciplinary action.*

**QUESTIONS OR CONCERNS**

If you have any questions or concerns regarding student school bus transportation services, you can contact your installation's Student Transportation Office or your child's assigned school and ask to speak to the Administrative Officer.

**ENCLOSURES**

- Bus Stop Change Request
- Alternate Adult Authorization

# REQUEST FOR ALTERNATE BUS STOP

DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 5, United States Code, Section 301

**PRINCIPAL PURPOSE:** To aid sponsors/parents/guardians in requesting an alternate bus stop for their dependents.

**ROUTINE USES:** To determine the information needed by the Student Transportation Office to evaluate and implement requests.

**DISCLOSURE:** Providing information is voluntary. Not supplying information will impede and limit the ability of the Student Transportation Office to honor a request for an alternate bus stop.

**NOTE:** The Transportation Contract Manager & DoDEA Transportation Officer determine Bus Stops locations. Bus Stop locations and distances may vary depending upon the number of students in the area. Submission of this request does not compel the Transportation Office and Transportation Contract manager to make changes to alternate bus stops. Please allow 3 to 5 school days for careful consideration and review of your request. As a gentle reminder, the students in Pre-Kindergarten through 1st Grade or six years younger must have an adult 18 years or older present at the bus stop. Parents are also encouraged to provide adult supervision during a child's walk to and from the bus stop, including waiting at the assigned pick-up and drop-off location for Pre-Kindergarten through 1st Grade or six years and younger. Elementary students can walk up to one mile, while Middle/ High School students can walk up to 1.5 miles if required.

SPONSOR/PARENT/GUARDIAN NAME:	DATE OF REQUEST:
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HOUSING COMMUNITY:	WORK PHONE:
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HOME ADDRESS (Street, City)	HOME PHONE:
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NAME(S) OF DEPENDENT STUDENTS INVOLVED IN THIS CHANGE:	DATE REQUESTING CHANGE TO START:
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CURRENT BUS NUMBER & PICK-UP STOP:

CURRENT BUS NUMBER & DROP-OFF STOP:

ALTERNATE PICK-UP STOP REQUESTING:

ALTERNATE DROP-OFF STOP REQUESTING:

SPONSOR/PARENT/GUARDIAN ACKNOWLEDGMENT OF THE CONDITIONS FOR REQUESTING AN ALTERNATE BUS STOP

I understand my request for an alternate bus is contingent on the following conditions:

- a) Sponsor resides in the commuting zone.
- b) This transportation will be on a space available basis only and may be withdrawn at any time.
- c) The alternate location is within the commuting area for the school my student is enrolled.
- d) A safe bus stop has been established within walking distance of the alternate location.
- e) The change is expected to be long term; not authorized on a day-by-day basis.
- f) If approved, this change is only good for the current school year.

REASON FOR CHANGE:

SIGNATURE	DATE
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APPROVED	DISAPPROVED	STO/DTS Signature / Date
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**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)  
AMERICAS SOUTHEAST DISTRICT**

**Effective Date:** 29 March 2019

**Subject:** Student Transportation Alternate Adult Authorization

**Governing Directive:**

Students in grades Pre-K through Kindergarten or Pre-K through 1<sup>st</sup> Grade, depending on your installation's Child Supervision Policy, must be met at the bus stop by a parent, guardian, or authorized alternate adult (18 years or older). This individual must be at the bus stop, not nearby or the student will not be allowed to be dropped off. Any student that is not met at the bus stop by a parent, guardian, or authorized alternate adult will be returned to the school and parents will be contacted to pick their child up from the school. This Alternate Adult Form must be filled out and provided to the school which will be provided to the School Bus Contractor. Alternate Adults will be asked for identification before the release of the student.

We want to ensure that our children are safe as they transit to and from school, so we appreciate this opportunity to partner with you on behalf of their safety.

Student Name	Authorized Alternate's Name/Telephone	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Bus #** \_\_\_\_\_ / **Bus Stop** \_\_\_\_\_ **School** \_\_\_\_\_

**NOTE:** Please keep in mind that the bus driver may ask for ID for identification purposes if the child is picked up by the above listed individuals.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

# ***SPONSOR'S CERTIFICATION OF UNDERSTANDING***

I certify the Student Transportation Office or designee has advised me of the bus eligibility, commuting areas, bus assignment procedures, child supervisory guidelines, special transportation, and school bus behavior rules.

I understand that school transportation is provided only within my assigned school's designated commuting area. I acknowledge that if I obtain housing outside this area, I must transport my dependent students between my residence and the school at my own expense.

Student(s) Names / School: \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Signature of Sponsor/Parent & Date

\_\_\_\_\_  
Printed Full Name and Rank of Sponsor/Parent

***(PLEASE SIGN AND RETURN PAGE 8 ONLY TO YOUR  
SCHOOL OR BUS DRIVER)***