

# HOHENFELS COMMUNITY SCHOOLS



## Student Transportation Handbook

### STUDENT TRANSPORTATION OFFICES

HOHENFELS SCHOOL BUS OFFICE  
COMM: 09472-83-3162 DSN: 466-3162

HOHENFELS ELEMENTARY SCHOOL  
COMM 09472-83-2829 DSN 466-8632

HOHENFELS.SBO@DODEA.EDU

# Registration Process

It is time to register for school transportation. Please read through this registration packet outlining the rules, regulations, and guidelines for this service.

How to register:

- Read this Student Transportation Handbook in its entirety.
- Fill out and sign the Student Transportation Request form. By signing the Student Registration Form, you are signing an agreement that you have read and understand all of the guidelines and regulations contained in the Student Transportation Handbook. Email the completed form to your Student Transportation Office (STO).
- If you are a new family registering for the first time, please email (an) individual picture(s) of your student(s) to the STO. This allows us to keep our accounts up to date and your student can be issued a bus pass with a student picture. The picture should be a clear image of the student's face.
- If you are registering a temporary address, such as a hotel, please contact the STO as soon as you know your new address to prevent delays or gaps in service while switching from one bus stop location to the next. It can take 5-10 school days for the STO to process your new request. Additional time could be required if a new stop must be added to accommodate your student near your permanent address.

## I have completed and submitted the documentation. Now what?

The STO will process and file your registration request. You will receive your student's bus pass and route information in the mail to your CMR address before the start of the school year. Once you receive your bus pass and information, you may contact your STO with any questions you may have.

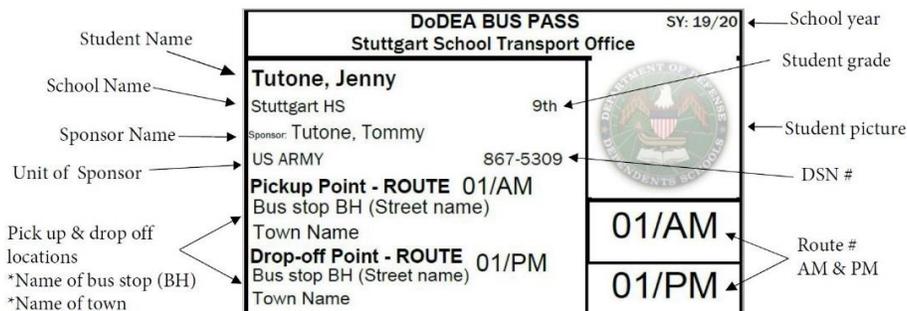
If you are registering after the start of the school year, due to a new PCS or new move, you will receive your new bus passes and route information in 1-5 school days. There may be further delay if a new stop must be added to accommodate your student near your permanent address.

## Bus Passes

**It is the student's responsibility to ensure their bus pass is available every time they board a DoDEA bus.**

All bus riders will be issued bus passes by the Student Transportation Office (STO).

1. **Students are only authorized one bus pass.** If the original bus pass is lost, a replacement pass will be issued.



**2. Bus passes will be colored coded for children requiring special pickup by an adult or authorized person.** Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students will automatically be issued a **pink pass**. This signals the driver that a parent or authorized adult must be present for the student to be released from their custody.

- a) Kindergarten students cannot be issued white passes. A parent or authorized adult must walk kindergarten students to and from the bus stop. (Per Army Europe Regulation 608-18-1 Child Supervision Guidelines, See Attachment 1)
- b) First and second grade students may be issued white passes to walk to/from school bus stops alone or with a sibling only after:
  1. The individual school's principal has authorized students to walk to/from school bus stops alone or with a sibling. For more information on your school, contact the Student Transportation Office.
  2. The parent signs the "authorization to release" form, allowing their child(ren) to walk to and from school bus stops alone or with a sibling. (See attachment 2)
- c) If a parent is not at the bus stop at the designated time, the driver can not release any student(s) with a pink pass. The student(s) must remain on the bus. The driver cannot remain at that bus stop beyond the scheduled time. This would cause delays at the rest of the stops with parents waiting. If the parent cannot connect with the bus in time, the driver will be instructed by the STO to return the student to his or her home school to wait safely for parent pick-up.

**3. The bus pass is a control measure to:**

- a) Identify the student to the bus driver as an authorized passenger.
- b) Identify which bus and stops the student is assigned.
- c) Ensure that all students assigned to a bus have a seat (i.e. avoid overcrowding).
- d) Assist in identifying students in matters of school bus misconduct.

Bus drivers, safety attendants or security attendants are required by contract to verify student passengers boarding their assigned bus by checking for a bus pass which corresponds to the passenger list.

**Tip: Hole-punch the bus pass and attach it to your student's backpack to make it accessible and harder to lose.**

**4. Temporary passes** can be issued when a family is PCS'ing or a temporary change is required due to deployment/extended TDY and for other emergencies, such as hospitalization of a family member. Only the sponsor/parent or legal guardian may make a request for a temporary pass and this should be occasional; and day-to-day changes will not be approved. STO's will honor these requests only when:

- 1) There is space available on the desired route and
- 2) The request is submitted directly to the STO in writing from the sponsor/parent via e-mail or in person, and includes the following information:
  - a) Sponsor name
  - b) Student name
  - c) Current bus
  - d) Student grade
  - e) Temporary Bus number and stop number (or the name of the student they are traveling with)
  - f) Dates the change is to take place
  - g) Contact number for the sponsor/parent

**The request should be received no later than noon on the day prior the change is to take place.**

# Walking Zones

In accordance with DoDEA policy, DoDEA AI 4500.02, walking distances for students are as follows:

1. Students in grades K-6 should not exceed one (1) mile from the student's primary residence to the school or designated bus stop.
2. Students in grades 7-12 may walk up to 1.5 miles from their primary residence to the school or designated bus stop.
3. These distances may be slightly expanded or contracted to conform to natural boundaries such as housing areas or neighborhoods. In locations having middle schools, which include grade 6 (i.e., grades 6-8), the walking distance criteria shall be the same as the criteria for grades 7-12.

All base housing units are located within walking distance to the schools that are located on the same base and transportation will not be provided for those students. The same is true for School Aged Centers and Child Development Centers.

## Walking Zone Safety Tips:

- 1) **Walk, don't run.** Walk to all bus stops and to school if you reside within the walking zone.
- 2) Use crosswalks when crossing the street. Look left, right, left before stepping into the street. Pedestrians are required to follow all host nation traffic laws.
- 3) Per Army Europe Regulation 608-18-1, kindergarten students are not permitted to travel to and from school alone.

# Commuting Zones

It is very important to obtain housing within the commuting zone and register to the corresponding school(s) in order to be guaranteed DoDEA-sponsored transportation to and from school. You can attain a map of the commuting zone and a list of all towns serviced from the STO. The housing office also has a copy of the commuting area. Make sure to check that the homes you are interested in are within the commuting area and individual school zone, if you need student transportation.

Families that choose to live outside the commuting zone may obtain transportation from a bus stop already in use within the designated commuting zone. Parents will be responsible for arranging transportation of their student to the closest bus stop within the designated zone. Families that choose "Exception to Feeder" for an elementary school are not provided transportation. Please keep the additional burden of providing your own transportation in mind when considering this option. If you are not certain what zone a house is located in, contact the STO to verify the availability of school-sponsored transportation before signing a lease.

# Space Available Riders

Students enrolled as Space-Available, Tuition-Paying (Non-Federally Connected) approved by the Registrar to attend a DODEA school may be permitted to utilize school bus commuting services on a space required transportation basis; based on DODEA HQ Resource Management including transportation cost in the tuition. (i.e. Retired military or DOD employees that remain in the host nation and other non-federally connected residents.) Exception to feeder students are not provided transportation.

- 1) The bus stop is already in place being used by space required riders. New bus stops will not be put into place for space available riders. Additionally, the bus stop will not continue use if the space required students are no longer in need of that stop. Bus stops will not continue to be serviced if only space available students are assigned. The space available students will be reassigned to the next closest stop to their residence.

- 2) The bus is already routed to the desired school. School buses are generally not routed to more than one loading zone (school). School buses will not be routed to more than one school to accommodate individuals.
- 3) There is a seat available on the bus. Bus sizes cannot be increased for space available riders. If a space available rider is assigned to a bus and new space required students are registered, the space available students may lose their seat to create room for the space required student(s).

The list above provides a few scenarios in which space available riders may lose riding privileges or have their arrangements changed. This list is not all-encompassing. Space available riders can lose riding privileges, their bus stop, or their bus route at any time. They will be reassigned to the next closest bus stop or bus route as long as the previous conditions are met. It is possible that the STO is not able to conveniently accommodate a space available rider. The parents will then be responsible for their own student's transportation.

## Authorized Riders

Only authorized riders are permitted on any DoDEA daily commute buses. Authorized riders are those Hohenfels Community School students that are officially registered with the school district and the STO. Authorized riders are responsible for having their bus pass ready for the driver's inspection upon boarding. Parents, friends, other family members, teachers, and garrison workers are not authorized riders and may not board DoDEA daily commute buses at any time. Any unauthorized individuals attempting to board DoDEA buses will be reported to force protection and the military police.

## Bus Stops

Bus stops for daily commute routes are generally located at German bus stops (bus haltestelle). Why German bus stops?

- 1) German bus stops are signed locations that are easy to find for parents, students, and bus drivers.
- 2) Traffic patterns allow for a vehicle to stop for passengers at these locations and POVs expect stops at these places.
- 3) Many German bus stops have shelters, cross walks, and street lights to ensure safe pedestrian travel to and from the bus stop.
- 4) They accommodate all sizes of vehicles as many of our buses are quite large.
- 5) They ensure that the vehicle does not need to reverse in or out of the bus stop.

## Pick Up Times

When your student is registered for a bus route and you receive the bus pass(es), you will also receive the student information sheet that contains the bus stop location and time for the bus stop. You should arrive at the bus stop 5 minutes prior to the listed time to ensure adequate time to meet the bus. Please allow for extra walking time on the mornings with bad weather or when the sidewalks and footpaths may be icy.

Parents of students with pink passes must be at the bus stop at the designated time in the afternoon. Remember that students with pink passes are not permitted to leave the bus without a parent or authorized adult present.

**Reminder: All Community Schools release one hour early every Thursday.**

## *What do I do when the bus is late?*

There are many factors that may contribute to a late bus; traffic, weather, mechanical issues. The STO sends out emails by route when they are notified that a bus may be delayed. It is important to register email addresses that are checked frequently for notifications. If the bus is more than 15-20 minutes late and you have not received notification, please call the student's school or STO to report the delay and obtain more information.

## **Student Behavior & Discipline**

Per DoDEA Regulation 2051.1:

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, principals are equally as responsible for discipline on school buses as they are on school campuses. Principals may take disciplinary action for school bus misconduct consistent with Attachment 2 or may process them in accordance with procedures available for other school discipline. Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner. Nothing in this handbook precludes the principal from exercising appropriate discipline, including suspending the student from school or from school related activities, for misconduct on school buses.

All students are expected to adhere to the bus rider rules outlined below and throughout this Student Transportation Handbook.

### **Student Responsibilities**

Students are responsible for:

- 1) Complying with the behavior standards for school bus students and with the general behavior standards, listed below.
- 2) Obeying the instructions of bus drivers, DoDEA personnel, and military officials.
- 3) Attending and completing school bus safety training sessions when offered by the school or military installation.
- 4) Presenting a school bus pass on demand, where bus passes are used.
- 5) Reporting the loss or damage of school bus passes, if used, to the local STO or School Administrator's Office.

### **On and around school buses, students will:**

- 1) Comply with all school rules and bus behavior guidelines listed throughout the Students Transportation Handbook.
- 2) Board and exit the bus in an orderly, safe manner.
- 3) Present bus pass when boarding the bus, and upon demand.
- 4) Remain seated while on the bus. This includes staying seated until the bus comes to a complete stop at your destination.
- 5) Talk with other passengers in a normal voice.
- 6) Keep all parts of the body inside the bus windows.
- 7) **Keep aisles, steps, and empty seats free from obstruction. Backpacks, athletic bags, instruments, and other student belongings must be kept out of the aisles.**
- 8) Remain fully and properly clothed.
- 9) Treat the driver and fellow students with respect.
- 10) Promptly comply with the bus driver's or monitor's instructions.
- 11) Treat the bus and other private property with care.

## **On and around school buses, students will NOT:**

- 1) Fight, push, shove, or trip other passengers
- 2) Use or possess unacceptable items identified in the school "Code of Conduct."
- 3) Push while boarding, on, or exiting the bus.
- 4) Get on or off the bus while the bus is in motion.
- 5) Make excessive noise, or play electronic equipment without earplugs.
- 6) Put objects out of bus windows or hang out of windows.
- 7) Engage in horseplay.
- 8) Obstruct aisles, steps, or seats.
- 9) Engage in public displays of affection.
- 10) Eat, drink, or litter on the bus
- 11) Use profane or abusive language or make obscene gestures.
- 12) Spit or bite.
- 13) Harass, bully, or interfere with other students.
- 14) Disrespect, distract or interfere with bus driver.
- 15) Damage private property.
- 16) Sit in the bus driver's seat, or touch bus operating devices or equipment.
- 17) Open or try to open bus door.
- 18) Throw or shoot objects inside or out of bus.
- 19) Tamper with bus controls or emergency equipment.
- 20) Violate any other school rule, law or military installation regulation.

## **Sponsor/Parent/Guardian Responsibilities**

The sponsor/parent/guardian is responsible for:

- 1) Ensuring that student family members afforded school bus riding privileges have been advised of, and understand, the school bus behavior management policy, and understand that bus service is a privilege, not a right.
- 2) Ensuring that student family members have valid school bus transportation passes, if required.
- 3) Ensuring the safety of student family members to, from, and while waiting at the bus stop.
- 4) Ensuring that student family members are at the designated bus pickup point 5 minutes before the scheduled arrival of the bus.
- 5) Reporting incidents to the local DoDEA STO of unsafe or unruly behavior observed on school buses and at school bus stops.
- 6) Providing school personnel with timely written notification, including by email, when a student has a change in his or her normal transportation schedule or plan.
- 7) Getting their student family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended by DoDEA or appropriate military officials.
- 8) **Acknowledging that student ridership is contingent upon sponsor/parent/guardian agreement to these responsibilities described in this enclosure.**

**The consequences to rule violations will be determined by the school principals. Failure to comply with student behavioral standards could result in expulsion from bus services for 1 day, 5 days, or any amount of time up to and including the remainder of the school year. (See Attachment 2) The loss of DoDEA funded student transportation requires the parent, guardian, or sponsor to provide any affected student(s) with transportation to and from the school at their own expense.**

## **Student Safety & Security**

School Bus Safety training for students occurs twice a school year – fall and spring. These safety trainings are conducted at the schools by administration and the Students Transportation Office.

Listed below are some important safety tips. Please review them with your student(s) to ensure safe travel to and from school.

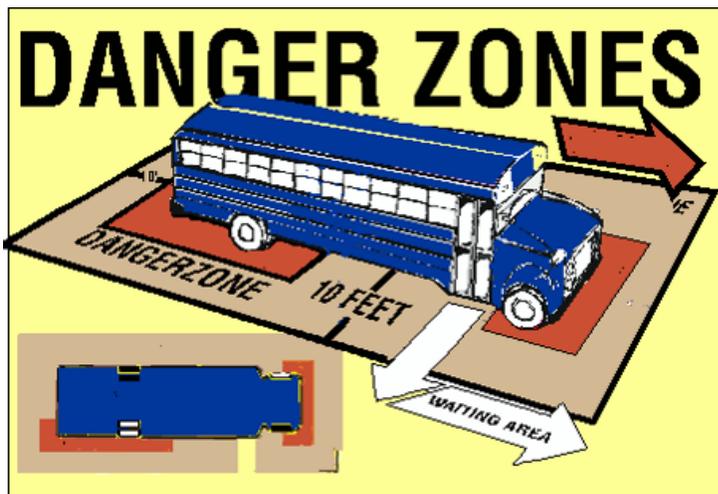
## Bus stop safety

Arriving to the bus stop safely takes a conscious effort from the students and parents.

- 1) **Be visible.** It is important for students to be visible to all drivers while walking to the bus stop. Please make sure your student has reflective tape, flashlight, or other lighting system to wear in the mornings. It is vital that your student is visible to traffic at all times of the day, especially in the winter months.
- 2) **Walk, don't run.** Please allow adequate time to arrive at the bus stop in time to meet the bus. Rushing and not allowing adequate time will encourage students to run toward the bus. This is dangerous as a student can slip on icy sidewalks or rush into the street without looking for oncoming traffic. Look left, right, left before stepping into the street. Please organize your mornings to allow adequate time to reach the bus stop. Remember, you should be at the bus stop 5 minutes before the designated time.
- 3) **Weather appropriate clothing.** Dressing appropriately for the weather will go a long way for the health of your student(s). Please check the weather before sending your student(s) to the bus stop. Even on warm spring days, the temperatures during the morning walk to the bus stop can be quite cold. Preparing your student for the weather they may see throughout the day, including rain and snow is important for student health.
- 4) **Situational awareness.** Stay aware of your surroundings and understand that school students may be targets for obtaining information. If your student notices adults loitering at school bus stops, adults asking your student questions about who they are, where they live, their school, or asking for favors of any kind, tell them to report it to an adult immediately. Parents, please report this information immediately to the Student Transportation Office. The STO will investigate, along with force protection, to keep your students safe.

## Boarding and disembarking buses

Please help your student(s) to be aware of the “Danger zones” surrounding the school bus. Traffic does not stop for student boarding and disembarking buses. Students must use a crosswalk or wait for the traffic signal to cross the road. All students should wait at least **3 large steps** away from the curb when waiting for the bus. Wait until the bus comes to a complete stop and the door opens to approach and board the bus. Students should also take **3 large steps** away from the curb after disembarking from the bus to wait for bus to pull away before attempting to cross the street at the nearest crosswalk.



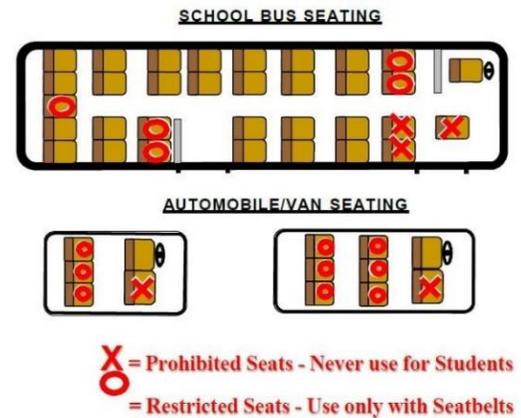
## Danger Zones

**Traffic DOES NOT stop for school children!**

Students must wait on the sidewalk until after the bus pulls away, then use a crosswalk to cross the street.

## Restricted Seats

For the safety of your student(s), there are certain seats that are prohibited from being used. In buses with seat belts, the empty seats in the diagram below and the seats with the “O” marking can be used. In buses without seatbelts, only the empty seats in the diagram can be used. Drivers and security attendants are trained to enforce these seating requirements.



## Lost Student Procedures

Occasionally a parent, guardian, or concerned individual will contact the STO and report that a child did not make it home from school. STO personnel are ready to respond immediately and will remain at work and continuing the search until the student is located.

- 1) Locating a lost student requires applying common sense and following investigative procedures. Cooperation with other students, parents, teachers, school administrators, community officials and pupil transporters is essential in locating the student as soon as possible.
- 2) The STO will gather as much information about the lost student as possible to include the parent's name and telephone number if they are not the student's immediate care giver. Reassure the individual that every effort will be made to locate the student and that a representative will be working until that the student is located.
- 3) If the caller is a childcare provider, the parents will be immediately contacted by the STO. The parent contacted will be asked to check with other family members and known friends of the student and to call the STO back if the student is found.
- 4) The STO will be contacting the school, bus contractor, and other bus riders. If the student is not found, the STO will contact the Military Police and Polizei, if necessary.
- 5) The STO will keep the parents informed every 30 minutes until the student is found.

\*\*Most cases of missing students stem from a miscommunication of calendars. Parents forget about afterschool clubs or students forget to ride or not ride the bus home. If your elementary student is having a change to their normal after school routine, please notify your student's teacher.

## Lost Items

If your student loses or forgets an item on the school bus, please contact the STO about the lost item as soon as you are aware it is missing. Please have some information available for the STO.

- 1) Description of the lost item.
- 2) When it was lost. Date and if it was left on the AM run or PM run.
- 3) Bus number the student rides.
- 4) Contact information for when the item is found.

Now that you have read the Student Transportation Handbook in its entirety, you may register your qualifying student(s) for transportation services. If you have any questions or concerns about your student's transportation, please contact the Student Transportation Office.

**We are happy to assist at any time. Thank you.**  
-Your Student Transportation Office Team

# Attachment 1

**Table 1**  
**Army in Europe Child and Youth Supervision Guidelines**

Grade of child	May be left alone at home	May be left alone overnight	May walk alone to and from home to and from adult-sponsored activities <sup>1</sup>	May be left outside unattended (to include playing)	May be left in a vehicle unattended	May babysit
Newborn until Kindergarten	No	No	No	No	No	No
Kindergarten	No	No	No (This includes school and bus stops.) <sup>1</sup>	Yes, in playgrounds or yards with immediate access (visual or hearing distance) to an adult.	No	No
Grades 1 to 5	No	No	Yes. May also walk to and from school and bus stops. (In some locations, the school may have further restrictions.) <sup>1</sup>	Yes, in playgrounds or yards with immediate access (visual or hearing distance) to an adult.	Yes, except in hot weather, for no longer than 10 minutes, provided the child has immediate access to an adult. The keys must be removed and the handbrake applied.	No
Grades 6 to 8	Yes, with ready access (phone number) to an adult, but no longer than 6 hours.	No	Yes <sup>1</sup>	Yes	Yes	Yes <sup>2</sup> Up to 3 hours
Grades 9 to 12	Yes	Yes for grades 9 and 10, provided the child remains in the local area, has access to a parent or sponsor, and the period does not exceed 24 consecutive hours.  Yes for grades 11 and 12, provided the period does not exceed 3 consecutive days and the parent or sponsor has designated an adult point of contact who will make daily face-to-face contact.	Yes <sup>1</sup>	Yes	Yes	Yes <sup>2</sup>

**NOTES:**

1. The U.S. Department of Defense Education Activity may adjust its child-supervision requirements for off-post bus stops if deemed necessary according to local security and safety indicators. School administrators and CYS personnel will inform parents of any local deviations from the requirements in this table.
2. Country-specific or local community guidance applies and is available through the Army Community Service FAP. Youths who wish to babysit (siblings or others) are encouraged to complete the Red Cross Babysitters Course. The number and ages of other children present need to be considered.
3. During the summer, children are considered to be in the grade they just completed until the first day of their next school year.
4. These guidelines do not apply to high-school students who are age 18 or older; nor do they apply to married dependents under the age of 18.
5. Homeschooled children will be considered to be in the grade that is consistent with their age (table 2).

# Attachment 2

School Bus Infractions and Recommended Consequences						
<i>The column designate the number of incidents.</i>		Written Warning	5 School Day	20 School Days	30 School Days	Remainder of the School Year
<b>1 UNSAFE BEHAVIOR</b>						
a	Fighting, pushing, shoving or tripping					
b	Use or possession of unacceptable items identified in this Regulation. (The school bus is an extension of the school/campus.					
c	Failure to have bus pass in possession.					
d	Pushing while boarding or leaving the bus					
e	Getting on or off bus while bus is in motion					
f	Not properly seated					
g	Putting objects out of bus windows or hanging out of window					
h	Making excessive noise or playing electronic equipment without using earphones					
i	Engaging in horseplay					
j	Obstructing aisles, steps, or seats					
<b>2 INAPPROPRIATE BEHAVIOR</b>						
a	Failure to remain properly clothed					
b	Public displays of affection					
c	Eating, drinking, or littering on bus					
d	Using abusive/profane language and/or gestures					
e	Spitting or biting					
f	Harassing or interfering with other students					
g	Failure to comply with the driver's or another adult's instructions					
h	Disrespect, distraction, or interference with driver					
<b>3 DESTRUCTIVE BEHAVIOR</b>						
a	Damaging private property (requires payment of damages)					
b	Sitting in driver's seat or tampering with bus controls					
c	Opening or trying to open bus door					
d	Throwing or shooting objects inside or outside of bus					
<b>4 PROHIBITED BEHAVIOR</b>						
a	Tampering with bus controls or emergency equipment					

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.
4. Possession of weapons or prohibited items, as described by DS or jurisdictional military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.