

# **Ansbach Area Schools**



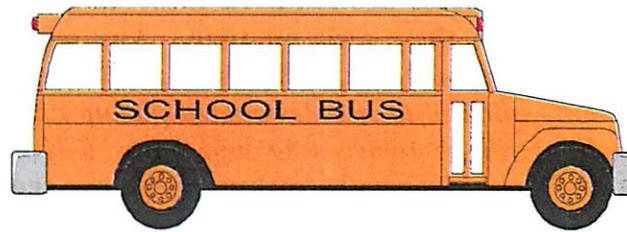
## **School Bus Handbook School Year 2012-2013**

## TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
I. School Bus Information	1-3
II. School Bus Standards of Behavior	4-5
III. Customer Complaints	6
IV. Inclement Weather Information	7
V. Lost or Missing Children Procedures	8-9
VI. Rules for Going To The Bus Stop	10
VII. Rules for Boarding and Exiting the School Bus	11
VIII. Rules for Crossing the Street	12

## SECTION I

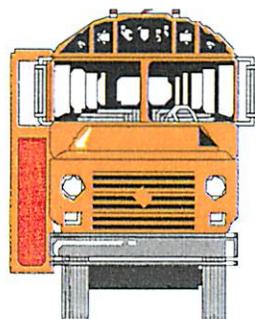
### SCHOOL BUS INFORMATION



1. **Registration Data:** The student must be registered in school before a School Bus Pass is issued. This data is used not only for registration purposes, but also in case of emergencies, such as bus breakdowns, accidents and/or incidents. So please, if you move, get a phone/new phone number, change units or offices, etc., notify the registrar's office and the School Bus Office (SBO) so that we can update your records. The School Bus Office is located in Room 14 at Rainbow Elementary School. Your child must also pre-register to ride the school bus for the next school year if bus service is to be continued.
2. **Bus Passes:** ALL students riding school buses will be issued a bus pass by the School Bus Office. The route number reflected on the bus pass is the bus number your child will ride. The pickup and drop off locations are reflected on the bus pass as well as the time of pick up and drop off. Only those students with passes will be authorized to ride school buses. Bus passes, temporary or permanent, must be carried by the student at all times and will be always checked by the bus driver upon entry. Failure of students to present a bus pass for the ride home, may lead to denial of transportation. Students will ride only the bus they are assigned to. Any student not in possession of a bus pass will be reported to the School Administrator and the School Bus Office. Not having a bus pass in their possession can result in disciplinary action. Lost bus passes will be reissued by the SBO; however, repeated loss of bus passes can result in disciplinary action. Each school year, your child will receive a new bus pass.
3. **Bus Routes:** Bus routes are established within the commuting area for transporting *space-required* students to and from school. The Department of Defense Dependents Schools (DoDDS) District Superintendent, or designee, after consultation with the Installation or Community Commander, shall establish a commuting area for each primary and secondary school. The commuting area will be based on the availability of adequate housing within the proximity of the school. Sponsors who obtain housing outside of the established routes (commuting area) are responsible for getting their children to the nearest pickup point on a space available basis. Approval and changes to routes will only be made by the SBO. The commuting zone is posted on a map in the housing referral office and also in the SBO. This map is available for you to view and will be useful for determining off-base housing.

4. **Pickup/Drop-off:** Students are required to be at their assigned bus stop at least 5 minutes prior to their pick up time. The school bus pass identifies sponsor information, the bus route, and pickup and drop-off locations and times. *Bus drivers are only allowed to use designated pickup and drop-off points. The designated schedule will be adhered to and buses will not deviate from their assigned routes and stops.* Normally, pickup points are centralized within towns or villages. This may require students in grades K-6 to walk up to 1 mile and students in grades 7-12 to walk up to 1.5 miles. However, pickup and drop-off points have been established to keep walking to a minimum and are determined to be the easiest access route for the students and for bus safety. *If your child(ren) is in grade Kindergarten, please ensure that a responsible adult is at the bus stop to meet them.* The SBO considers an unattended Kindergarten child at a bus stop to be inappropriate and unsafe. Bus drivers have been instructed to report younger children to the SBO if an adult is not present at the bus stop to meet the children being dropped off.
  
5. **Buses – Late Arrival:** Occasionally, due to road conditions, traffic delays, or a breakdown the buses may arrive late at their pickup points. In case of a breakdown the information is immediately reported to the SBO. *As a general rule, we advise students to stay at the pickup point for at least 20-30 minutes after the scheduled pickup time.* A bus WILL run, but we cannot be certain how long it will take for the replacement bus (if needed) to arrive.
  
6. **Inclement Weather:** During inclement weather, a 1 or 2-hour delay in school opening is imposed for safety reasons. When this occurs, the school bus will run 1 or 2 hours later than the scheduled time. When on a 2-hour delay, if your child is normally picked up at 7:00, the pick up time will be 9:00. *In such cases, parents are responsible for knowing if there is a delay or closure.* This information is generally announced on AFN Radio 1485AM, 107.3FM (Ansbach area) or 104.9FM (Illesheim area). Information is also available by calling 09802-83-3882 (Ansbach area) or 09841-83-4590 (Illesheim area) or by checking [www.ansbach.army.mil](http://www.ansbach.army.mil) and clicking on the “Weather, Road Conditions, and School Closings” link. School buses will not run if there is a school closure and parents should ensure their children are aware of a contingency plan so they are not stranded outside in the cold.
  
7. **Temporary Passes:** Only under special circumstances, on an individual basis will temporary passes be issued. *Written permission from parents with the name and telephone number of the person the student will be with, and prior approval from the SBO is required to permit students to ride another bus.* Only authorized DoDDS students are permitted to ride the school buses. The SBO will issue a temporary pass as necessary.

8. **Safety Attendants:** Safety Attendants are employees of the bus contractors. IAW DoD Directive 4500.36-R, they are only authorized for school buses transporting children in the PSCD and Sure Start programs. The primary function of a Safety Attendant is to ensure that children enter and exit the bus safely and conduct themselves in a safe manner while on the bus.
  
9. **After-School Activity Bus:** Activity buses are intended to provide transportation for middle/high school students participating in extra-curricular activities. Activity bus routes are planned to cover the major out-lying housing areas only and a limited number of central locations within the commuting area. In some instances it may be necessary for parents to supplement transportation from the nearest activity bus stop. Special activity bus passes will be issued for the applicable extra-curricular activity. Activity bus passes **MUST** be obtained prior to riding on the activity bus.
  
10. **Lost Property:** A lot of time is spent by school officials and bus contractors trying to find property believed to have been lost on the buses. When an item is turned into the SBO from the bus contractor, we can get it back to the student quicker if there is a name or some other means of identification on the item. Please help us identify your child's lost property by putting your child's name on clothing, school bags, etc. If there is no means of identification, the item will remain at the SBO located in, Room 14, Rainbow Elementary. The SBO will keep items found on the bus for a few days and then turn them over to the school's lost and found. In some cases items left on a bus are immediately turned over to the school. If an item is left on the bus during the afternoon run, an inquiry cannot be made until the next school day. If property is left on the bus, please contact the SBO and have your child's bus number available. The bus number is the same as the route number, which is reflected on the school bus pass.



## SECTION II

### DoDEA BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS



#### ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with the Behavior Standards for School Bus Students
2. Obey the driver or adult.
3. Present bus passes when boarding the bus.
4. Stay properly seated.
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.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver or security attendant's instructions.
11. Treat the bus and other private property with care.

#### ON AND AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push or trip other passengers
2. Use or possess unacceptable items identified in the School Code of Conduct.
3. Push while boarding 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 the 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.
13. Harass 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.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of the bus.
19. Tamper with bus controls or emergency equipment.

# SCHOOL BUS TABLE OF CONSEQUENCES

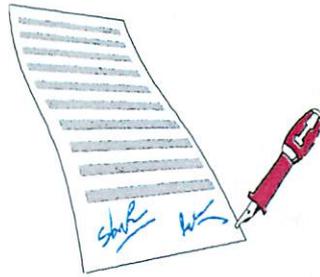
Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
<b>A</b> Minor Misconduct	1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing, insulting, or harassing other students 7- Public Display of Affection (PDA) 8* Using profane or obscene language or gestures 9- Littering	Oral/Written Warning	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY
<b>B</b> Serious Infractions	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Sticking objects or body parts out the window/door 6- Full or partial nudity 7- Damage, theft, or pilfering <\$100	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY	
<b>C</b> Severe Offenses	1- Tobacco or alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism, damage, or theft >\$100 7- Any action that leads to a bus accident	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges For the Remainder of SY		
<b>D</b> Criminal or Illegal Acts	1- Possession or use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb threat	<b>SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED</b> Serious Incident Report to appropriate authorities Notification to Installation Commander via Schools Liaison Officer (SLO) if appropriate				

**Note:**

- 1 • All rule infractions are cumulative in most cases for the SY. 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 incidents.
- 3 • SLO to be informed when suspensions/expulsions from bus occur.
- 4 • Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 5 - Discipline of students with disabilities must be consistent with the provisions of End. S to DoDEA Reg. 2051.1.

## SECTION III

### SCHOOL BUS SERVICE – FORMAL CUSTOMER COMPLAINTS



1. We are committed to providing safe & efficient transportation for DoDDS students. The Ansbach School Bus Office services all students attending DoDDS schools in the Ansbach community.
2. Transportation is provided by local bus firms under government contract through the DoDDS European Procurement Office (DEPO). The staff in the Ansbach SBO monitors these contracts.
3. The following items are required services within the contract:
  - a. **Timeliness** – Buses will stop at all designated pick-up/drop-off points along the route at the scheduled time (plus or minus five minutes). Please report any discrepancies in arrival times to the Ansbach SBO.
  - b. **Safety** – Buses are expected to operate in compliance with all German traffic laws and regulations, as well as on post laws and regulations. Drivers will ensure all passengers are seated or have disembarked before driving away from the stop. Passengers will be picked up or dropped off at the designated stops. For safety reasons, the seats on the right side directly behind the front stairwell of the bus are off limits to students. Drivers and SBO personnel will enforce this.
  - c. **Conduct of Drivers** – Drivers are responsible for maintaining required standards of conduct, which include driving at a safe speed, cautious driving and common courtesy. *PLEASE DO NOT APPROACH DRIVERS OR SAFETY ATTENDANTS DIRECTLY WITH COMPLAINTS.* This can cause further problems. Please direct any concerns to the SBO. School Bus Office personnel will investigate and resolve all concerns/problems.
  - d. **Complaints** – If you have a problem or complaint involving the operation of the school bus, please contact the SBO at DSN: 468-7874 or CIV: 0981-183-7874 between 0730-1600. If there is no answer in the office, please feel free to leave a message on the answering machine and we will return your call.
  - e.

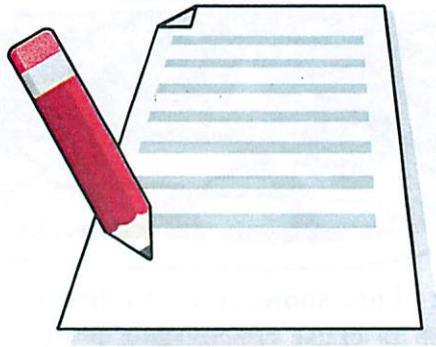
## SECTION IV INCLEMENT WEATHER



1. **Hazardous Weather:** Fog, snow, ice, or other hazardous weather conditions may be severe enough to cause cancellation or delay in starting the school day. The USAG Ansbach Garrison Commander or his designated representative is responsible for this decision. As a result, the Commander may choose to delay or to cancel school for the day. In all cases, decisions made will be with the safety and welfare of school children as the foremost priority. This decision will normally be made by 0500 hours.
11. **Closure or Delay of School:** Once this decision is made, the Garrison Commander, the school principals, the SBO, and the bus contractors will take appropriate measures. This information is generally announced on AFN Radio 1485AM, 107.3FM (Ansbach area) or 104.9FM (Illesheim area). Information is also available by calling 0981-183-7870 (Ansbach area) or 09841-83-4590 (Illesheim area) or by checking [www.ansbach.army.mil](http://www.ansbach.army.mil) and clicking on the "*Weather, Road Conditions, and School Closings*" link.
2. **Other Closures:** School may be closed early on rare occasions because of a sudden, severe change in the weather or a loss of heat or electricity. If this happens, the same procedures for weather-related closure in the early morning will be followed.



## SECTION V



### Procedures for Lost/Missing Children on School Buses

The attached memorandum identifies the School Bus Office policy on procedures for misplaced children.

1. In addition to the memorandum, children should be advised to stay where they are if lost, and to notify the bus driver if they discover that they are on the wrong bus, or have missed their bus stop. It is always a good idea for children to know home phone numbers and carry other important phone numbers and contact information with them.
2. Key Phone Numbers:

Ansbach Elementary School:	DSN: 467-2628 or CIV 09802-83-2628
Ansbach High School:	DSN: 467-2808 or CIV 09802-83-2808
Illesheim Elementary School	DSN: 467-4631 or CIV 09841-83-4631
Rainbow Elementary School	DSN: 468-7808 or CIV 0981-183-7808
Ansbach School Bus Office:	DSN: 468-7874 or CIV 0981-183-7874
	Cell: 0162-2724371
	Cell: 0162-2726459

#### Military Police Stations:

Ansbach	DSN: 467-3855
	CIV: 09802-833855
Illesheim (Storck Barracks)	DSN: 467-4565
	CIV: 09841-183-4565

## Lost Student Procedures

1. It can happen that a student does not arrive home or at a designated childcare provider within 30 minutes of the normal arrival time after getting off the school bus. Often, the student is with another family member or a neighborhood friend. If you are concerned that your child is late, we suggest that you first contact your spouse or any of your older children, if possible, to check if the child is with them. We also recommend that you check with neighbors and known friends of your child.
2. If you cannot locate your child, please call the Ansbach School Bus Office at:
  - a. During duty hours (0730-1600) at **DSN 468-7874**  
or **Civilian 0981-1837874**
  - b. After duty hours at: **0162-2724371** or **0162-2726459**
  - c. If you are not able to contact School Bus Office personnel at the above numbers, contact the Military Police at **Ansbach: 467-3855** **Illesheim: 467-4565/4581**
3. To save time, please provide the following information when you call:
  - a. Your name and relationship to the child. (Childcare providers should also give their telephone number and street address.)
  - b. Child's name and any nickname(s)
  - c. Description including age, height, weight, color of hair and eyes, and how the child was dressed.
  - d. Bus route and bus stop (so the School Bus Office records can be confirmed).
  - e. Time the child usually arrives.
  - f. If you are a childcare provider, have you contacted the parents yet?
  - g. If you are a parent, please confirm that the School Bus Office has your correct duty telephone number, home telephone number, and street address.
  - h. Please ensure your child knows, or has the following written information available: home, duty, and emergency contact telephone numbers and their quarter's address. This is very important information to anyone trying to help a lost child. Much of this information is located on child's bus pass, please ensure that he/she brings their bus pass on a daily basis.
  - i. Other information that might help locate your child includes any school or community activities (clubs, sports, youth activity centers, etc.) that your child is interested in, and the names of any friends that may ride the same bus or attend the same school.

## SECTION VI

### RULES FOR GOING TO YOUR BUS STOP:

Give yourself plenty of time. Plan on leaving your home early enough to arrive at the bus stop **at least five minutes** before the bus arrives. Dress for the weather. Wear clothing that is safe, visible, and warm.

- ◆ Never rush.
- ◆ Select a safe point to cross the street. Always stop, look, and listen before crossing the street, including driveways, on your way to and from your bus stop.
- ◆ Walk on sidewalks. When you must walk on a roadway walk facing the traffic so that you can see the cars as they approach.
- ◆ Go directly to your bus stop.
- ◆ Carry your belongings in a book bag.
- ◆ Show respect for the property of others.
- ◆ Stand back from the road at your bus stop.
- ◆ If possible, always walk to and from your bus stop with a “buddy”.
- ◆ If your bus is already at the bus stop - **DO NOT RUN TO CATCH THE BUS!** Your bus driver will wait if you are seen.



## SECTION VII RULES FOR BOARDING AND EXITING THE BUS



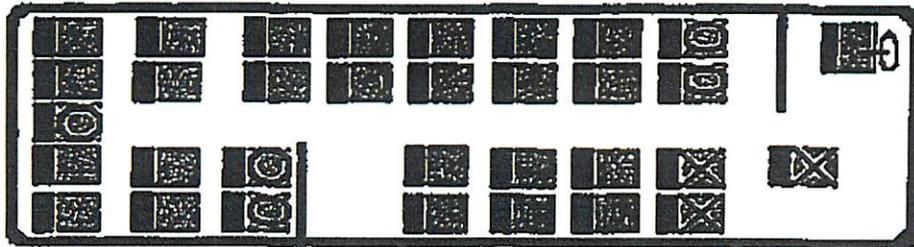
Stand well back from the road or where the bus will stop. Wait until the bus has completely stopped and the driver has opened the door before you move towards the bus.

- ◆ Line up in single file before moving towards the bus.
- ◆ Hold your personal belongings in front of you while boarding or exiting the bus.
- ◆ If you drop something, ask the bus driver to help you get it.
- ◆ Use the hand rail while going up or down the steps.
- ◆ Do not rush. Walk carefully so as not to trip entering or departing the bus.
- ◆ When boarding, go directly to your seat and remain there until you arrive at your stop. Remove your backpacks and hold your personal belongings in your lap.
- ◆ When exiting the bus, move a safe distance away from the bus.

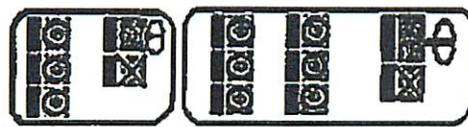
### **When arriving**

- ☞ At school, go directly to the assigned area.
- ☞ At your assigned bus stop, wait until the bus leaves, then go directly home.

### SCHOOL BUS SEATING



### AUTOMOBILE/VAN SEATING



**X= Prohibited Seats – Never use for students**

**O= Restricted Seats- Use only with seatbelts**

## SECTION VIII

### RULES FOR CROSSING THE STREET

- ☺ After exiting the bus, stand away from the curb until the bus has left the stop.
- ☺ Cross with a traffic light and use crosswalks whenever possible. Never cross between parked cars.
- ☺ **Before** stepping off the curb, look and listen for any cars, trucks, buses, or bikes. **Look left, look right, then look left again before stepping from the curb.**
- ☺ When no moving cars, trucks, buses, or bikes are in sight, walk quickly across the street. Do not run. Walk in a straight line.
- ☺ Keep looking and listening as you are crossing until reaching the opposite curb.
- ☺ If you drop something while crossing, **do not go back to get it until you have checked the traffic again!**

