

**HOLT PUBLIC SCHOOLS TRANSPORTATION
DEPARTMENT**



2023-2024 School Year

Dear Parents or Guardians,

Attached you will find Holt Public Schools updated Student Transportation Handbook which includes the Holt Public Schools Board of Education Bullying Policy. Please read the handbook and policy and share it with your student(s).

Student behavior on the school bus is taken very seriously. Holt Public Schools have the safety and security of all our bus riders as our number one goal.

If you have any questions or concerns throughout the rest of the school year, please feel free to contact us at 517-699-1113. Our office hours are 7:00 am to 4:30 pm

Thank you!

PLEASE SIGN AND DETACH THIS PORTION AND RETURN IT TO YOUR BUS DRIVER

I have received the Holt Public Schools Transportation Student Handbook and the Board of Education Bullying policy and I have reviewed it with my student(s).

Student(s) Name(s) _____ Route # _____

Parent/Guardian Signature _____ Date _____

HOLT PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT

2125 Delhi St NE

Holt, MI 48842

517- 699-1113



STUDENT HANDBOOK

Transportation Guide for Your Student(s) Safe To and From Daily Educational Opportunities

The purpose of this handbook is to provide students and parents/guardians with general information and guidelines about Holt Public Schools' pupil transportation system. Thank you for taking a few moments to review this handbook. Please help us in providing your children a safe and pleasant ride to and from school by reviewing this handbook with your student(s). These rules and policies are based on statewide standards of conduct, which the Holt Board of Education has approved. It was the goal of the committee to develop rules and policies that are both thorough and fair.

The Holt Public School District encompasses 32 square miles, which include the Village of Dimondale, most of Delhi Township, small portions of Windsor Township, Delta Township and the City of Lansing. The district is comprised of 11 schools: one early learning childhood center, five K-4 elementary schools, two 5-6 schools, one 7-8 junior high school and a 9-12th grade senior high complex with a North Campus. Two of our elementary schools operate on a balanced (year-round) calendar. We plan to enroll approximately 5,550 students for the 2018-19 school year. Our buses transport approximately 3000 students daily to and from school.

Holt Transportation is proud of its fleet of buses. We employ a full time licensed mechanic who provides maintenance and repairs to our fleet of 28 buses. The Michigan State Police inspects the fleet on a yearly basis.

At Holt Public Schools, we strive for excellence in Transportation services to you. Our staff is required to have yearly physicals, 6 hours of continuing education every other year, randomly drug tested 3 times a year and we conduct a professional development meeting once a month throughout the school year. Our fleet of buses have also been equipped with video cameras on each bus to help us with monitoring behaviors on the bus.

If you have any questions or concerns about anything written herein or have a problem on a bus, please call at 517.699.1113.

Bus Conduct & Rules

To provide for a safe and pleasant ride, students will:

1. Be at the bus stop **5 minutes** before pick up time.
2. Follow the **driver's directions**, the first time they are given.
3. If instructed by the bus driver, use the **jump seat** (first seat on right side) that is located in the front of the bus.
4. Remain **seated and facing forward** at all times.
5. Keep arms, legs, feet and objects to yourself and **out of the aisles at all times**. The driver must be able to see out of the top and bottom back windows.
6. Maintain a **low voice** level using their "indoor" voice.
7. Not make unnecessary **loud, boisterous sounds, yell, or use profane language**.
8. Not engage in **taunting, teasing, swearing, pushing, hitting, or fighting**.
9. Act in **respectful** manner towards others.
10. Keep all body parts (head, hands, fingers, arms, toes, etc.) **inside the bus at all times**.
11. Not bring **alcoholic beverages, tobacco products, illegal substances or weapons** on the bus.
12. Not bring **glass containers/objects** on the bus.
13. **Only home address will be taken into consideration to determine the location** for pick up and drop off unless a Special Transportation Request has been completed AND approved by the Transportation Department. These forms can be found on the Holt Public Schools web site - www.hpsk12.net under the Transportation tab.
14. Receive the same #13 courtesy if student(s) are Dual residents of the district. Bus drivers will not be responsible for your student's schedule and the student(s) will need to know which parents' home they are going to.
15. **In case of an emergency**, will need to make other arrangements for your student(s) busing. Parent MUST contact the Transportation Department at 517.694.0625 and speak with the office. Arrangements will not be accepted through a note, the school buildings, or by student's request. Students' will not be allowed to ride any other bus other than their assigned bus without prior arrangements being made through the Transportation office. Students are not allowed to utilize any other bus stop other than their assigned bus stop bus without prior arrangements being made through the Transportation office.
16. **Not bring pets or animals of any kind** on the bus at any time.
17. **Board and depart the bus at their own assigned school**. Special situations will be considered by the Transportation Department on a student-to-student basis.

STUDENTS VIOLATING BUS RULES MAY BE SUBJECT TO A SUSPENSION OF BUS RIDING PRIVILEGES. SUSPENSIONS WILL TAKE EFFECT AS SOON AS THE PARENT/GUARDIAN IS NOTIFIED. WHILE SUSPENDED A STUDENT MAY NOT RIDE ANY HOLT PUBLIC SCHOOL BUS TO OR FROM SCHOOL.

Consequences

It is the sole discretion of the bus driver to assign points to any student on their bus. Driver will take into account any previous verbal discussions that may have taken place addressing student behavior on the bus. The driver will fill out a Report of Student Misconduct on School Vehicle form when a student is not following the rules. Each violation carries a point value. A student's points accumulate for the entire school year. At the beginning of each year students will start with a clear record. The following will result based upon a student's accumulated points:

- 0-2 points - Warning
- 3-5 points - One-day Suspension
- 6-8 points - Three-day Suspension
- 9-16 points - Five-day Suspension
- 17-20 points - Ten-day Suspension
- 21-39 points - Suspension for up to 90 school days

Points 9-39 May/Will require a meeting with the student's school principal, parent, bus driver, and transportation supervisor to reinstate bus privileges.

40+ points - Suspension for 180 school days - Points will not be cleared at the beginning of the year and a **School Board hearing will be necessary for reinstatement of bus privileges.**

Violations and point values ()

1. Who are not at **assigned bus stop on time.** (0-1)
2. Who **litter** on the school bus. (0-2)
3. Who bring **glass containers/objects** on the bus. (0-2)
4. Who fail to stay off the **roadway and use proper boarding/departing procedures.** Students are required to remove ear buds while boarding/departing the bus when crossing the road is necessary for their bus stop. (0-2)
5. Who fail to get on or off at the **designated stop** without prior approval. (0-2)
6. Who make unnecessary **loud, boisterous sounds, yell, are rude, discourteous** or distracting to other students or the bus driver. **PLEASE NOTE:** Students will NOT BE allowed to make any phone calls unless there is an emergency and the call will be to a parent only. There will be NO pictures, NO videos and NO audio recordings allowed while riding the school bus (0-2)
7. Who fail to **remain seated and facing forward** at all times, except when properly moving to and from the jump seat. (0-2)
8. Who **eat/drink on the bus. Eating is not allowed on any school bus.** (0-5)
9. Who **threaten** others. (0-5)
10. Who cross **behind the bus** instead of in front. (0-5)
11. Who have part(s) of their body **hanging out of the windows.** (0-5)
12. Who use **improper language/profanity/gestures.** (0-5)
13. Who **throw objects** in, at or out of the bus (3-5)
14. Who engage in behavior that abuses **the safety, well-being and respect of others** on the bus or at the bus stop. (3-5)
15. Who **push/trip/kick** (3-5)
16. Who **disobey instructions of and/or show disrespect** to the driver. (4-6)
17. Who **spit or bite.** (5-7)
18. Who bring **illegal/dangerous articles/substances and or weapons** on the bus (7-17)
19. Who **light matches, use lighters or possess or use tobacco products.** (7-17)
20. Who **destroy property.** (7-17)
21. Who **tamper with bus equipment.** (7-17)
22. Who engage in **sexual misconduct/harassment.** (7-17)
23. Who **fight or engage in violent behavior.** (7-17)
24. Who **threaten** another person with **bodily harm.** (7-17)

25. Who **assault another person**. (10-17)

26. Whose behavior requires the bus driver to **pull the bus over in order to preserve safety** (will automatically be suspended for 10 days). (17)

Transportation Department Policies

Only home address will be taken in to consideration for pick up and drop off unless a Special Transportation Request has been completed AND approved by the Transportation Department. These forms can be found on the Holt Public Schools web site. www.hpsk12.net under the Transportation tab.

To provide maximum safety, we **do not** accept any requests/phone calls changing your child's pick up and/or drop off location unless it is in writing. These changes must be submitted in writing to the office at the Transportation Department. **Dual resident** students will receive the same courtesy for each parent's home within the district. Bus drivers will not be responsible for your student's schedule and the student will need to know which parent's house they are going

Please allow up to 3 days to make any address changes or busing requests, this will provide time to make sure the stop location is a safe and legal bus stop. For safety's purposes, **students who miss their bus may not board the bus at another location or time**. Many tragic bus accidents occur when students try to catch a missed bus. **PLEASE NOTE: WE DO NOT LET FRIENDS GO HOME WITH FRIENDS. WE DO NOT ACCEPT NOTES FROM PARENTS LETTING THEIR STUDENT GO HOME WITH ANOTHER STUDENT.**

In case of an emergency and you need to make other arrangements for your students busing, you **MUST** contact the Transportation Department at 517.694.0625 and speak with the office. Arrangements will not be accepted through a note, the school buildings, or by student's request. Students' will not be allowed to ride any other bus other than their assigned bus without prior arrangements being made through the Transportation office.

Due to safety regulations and policies - After the bus has closed and the bus has started to move after either loading or unloading students, the bus drivers are not permitted to stop and re-open the bus door. If you have any questions about this policy, please call our office.

NO GSRP OR KINDERGARTEN STUDENT WILL BE LEFT "HOME ALONE" – *It is the responsibility of the parent or guardian to have a designated/responsible person **VISIBLE** at home when GSRP and kindergarten students arrive home.* Bus drivers are very careful not to drop off any younger students at a location when they cannot see a person. When a bus driver suspects no one is home, they will radio the bus garage and will attempt to reach the home by telephone. If we are unable to contact anyone, the student will remain on the bus until the end of the route. Parents will be expected to pick up their student at the bus garage. After 3 times of having no designated/responsible person visible at the bus stop, your student(s) may lose their busing privileges and the school district may/will contact Ingham County Sheriff's Office and or CPS.

PARENT(S) or guardians ARE RESPONSIBLE FOR THE SAFETY of their students getting to and from the bus stops in the morning and the afternoon. Parent(s) or guardians are responsible for their student(s) safety while they are waiting at their bus stop.

ANIMALS – No animal (examples: birds, insects, worms, reptiles or rodents) **dead or alive**, will be transported on the bus.

GLASS – Anything that that is made of glass, (jars, bottles, cups, etc.) is not allowed on the school buses.

SLEDS/SKATEBOARDS – Unless prohibited at their school, roll up sleds and skateboards that can be contained in a backpack and may be transported on the bus.

STUDENTS CARRYING MONEY & CHECKS – Please be sure to place all important items in a sealed envelope with your child's name and school written on the outside. This will help us return lost items quickly to the student if they are left on the bus.

ELECTRONICS/CAMERAS/CELL PHONES – Students will not be allowed to make any phone calls unless there is an emergency and the call is being placed to a parent or guardian. There will be **NO** pictures, videos or audio recordings allowed while riding the school bus. Any personal music playing devices, earphones must be used and kept at a low volume level and must not be a distraction to the bus driver in any way. Students are required to remove ear buds while boarding/departing the bus and when crossing the road is necessary for their bus stop.

PLEASE NOTE: THIS WILL ALSO PERTAIN TO FIELD TRIPS, EXTRA TRIPS AND ATHLETIC/ACEDMIC TRIPS.

SPECIAL HEALTH CONCERNS – If your student has a special health concern, such as allergies or asthma, please make us aware of this condition. If you have given this information to your student's school that **does not** mean the Transportation Department has also received the information. Important information can make a big difference in case of emergency and will allow us to better support your student and assure a safe bus ride. Only the driver and the supervisor will have access to this private information.

NO EATING ON ANY BUS IS ALLOWED – With the increasing rise of food allergies, no student will be allowed to eat on the bus. Please do not send any kind of food that contains Peanuts or Tree nuts with your student to school. PLEASE NOTE: NO PERFUMES, AIRISOLS OF ANY KIND, HANDSANITIZERS OR COLONGE ARE ALLOWED ON ANY SCHOOL BUS.

LOST & FOUND - All items found on the bus are kept on the bus for a short time before they are placed in our lost and found. Please have your child ask the driver about lost items. You are welcome to come and look in the lost and found between the hours of 7 a.m. and 4:30 p.m., Monday through Friday. Please label all items with your child's name. Found items that are unclaimed are donated to area shelters. Eyeglasses are kept at the Transportation garage if you have lost a pair.

HOODED SWEATSHIRTS OF ANY KIND ARE NOT ALLOWED WHEN ENTERING OR EXITING THE SCHOOL BUS. Bus drivers need to see students faces for proper identification. This is for the safety of the bus driver and the students that are on the school bus.

DISCIPLINARY NOTIFICATION - Before any suspension takes effect, the driver will contact the parent/guardian. If possible, the parent will be contacted by phone. If the parent cannot be contacted by phone, the discipline will be sent home with the student with the dates of suspension and a copy will be mailed to the parent/guardian. When the form is sent with the student, documentation is noted on the student's transportation record and they will not be allowed to ride the bus on the dates stated on the form. When a student is suspended from one bus, they are suspended from **ALL** buses. PLEASE NOTE...In the afternoon, students will be taken back to the school and turned over to a school employee/staff if any behavior compromises safety of themselves, any other student on the bus or the bus driver.

SCHOOL CLOSINGS AND DELAYS - All families should receive a SKYLERT notification of a school closing or delay. It is very important for the schools to have your **updated and current** contact information to assure you receive all notifications.

PLEASE CHECK: YOUR LOCAL TV and RADIO STATIONS (listed below),

- **HOLT FACEBOOK PAGE: HOLT SCHOOLS ADVANTAGE**
- **TWITTER: @holtpublicsch**
- **HOLT'S WEBSITE: <http://www.hpsk12.net>**
- **FOR SCHOOL CLOSINGS AND DELAYS.**

WILX	100.7	94.9
WLNS	99.1	730AM
FOX47	97.5	1240AM

PLEASE DO NOT CALL THE TRANSPORTATION OFFICE...regarding closings or delays.
Our phone lines need to be kept open for **EMERGENCIES ONLY!**

**HOLT PUBLIC SCHOOLS TRANSPORTATION
STUDENT BUS CONDUCT FORM**

TO THE PARENTS OF _____	GRADE _____
SCHOOL _____	
BUS DRIVER _____	BUS # _____
DATE OF INCIDENT _____	TIME _____ AM _____ PM

Driver will fill out a Student Bus Conduct form when a student is not following the rules. Each violation carries a point value. Student's points accumulate for the entire school year. All points less than 40+ clear at the beginning of a new school year.

BUS CONDUCT/RULES/POINT VALUE/ CONSEQUENCES

Please refer to Student Handbook for Bus Conduct/Rules/Consequences

0-2 points - Warning

3-5 points - One-day Suspension

6-8 points - Three-day Suspension

9-16 points - Five-day Suspension

17-20 points - Ten-day Suspension

21-39 points - Suspension for up to 90 school days

9-39 points: May/Will require a meeting with the student's school principle, parent, bus driver, and transportation supervisor to reinstate bus privileges. 40+ points - Suspension for 180 school days - Points will not be cleared at the beginning of the year and a Transportation Department and the Holt Public School Board hearing will be necessary for reinstatement of bus privileges.

Driver Comments/Details:

Any incident can result in a warning by the bus driver. Any incident may lead to temporary suspension of transportation privileges.

This is not an exclusive list; Holt Public Schools reserves the right to add to or amend this list at any time without notice. As conduct points accumulate, there may/will be a meeting with parent, student, school administrator or representative, bus driver, Transportation Supervisor.

Any student may/can be denied Holt Public Schools transportation.

TRANSPORTATION SUPERVISOR _____	SUSPENSION START DATE _____
VIDEO CLIP NAME _____	SUSPENSION END DATE _____
DATE _____ TIME _____	RETURN ON BUS DATE _____
OFFICE COMMENTS:	
OFFICE USE ONLY Distribution: Transportation - Principal/Designee - Parent - Bus Driver	