

USD 398

TRANSPORTATION

H·A·N·D·B·O·O·K

For Parents and
Students



PEABODY-BURNS · USD 398

2025-2026

TRANSPORTATION DEPARTMENT CONTACT INFORMATION

TRANSPORTATION OFFICE

DIRECTOR

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Welcome! Let's make it a Great Ride!

This handbook has been prepared for students, parents, bus drivers, coaches, activity sponsors, teachers, school administrators, class and organizational sponsors and other interested members of the public. It is based on Kansas School Transportation Regulations Standards and Statutes published July 1, 1992 and Board of Education Policies.

This information is intended to promote safety, effectiveness, efficiency and understanding in delivery of transportation services for the USD #398 Peabody-Burns schools.

Reading this handbook carefully and discussing it with your children is an important step toward safe transportation. Our rules apply to all students who ride a school vehicle, whether on a daily bus route or when traveling with a class on a field trip. Please keep this guide handy for future reference. The direct support of parents in prompting compliance with school bus rules greatly helps our drivers in maintaining a safe and orderly environment while your children are traveling in a school vehicle. BOE Policies - ED, JGFF, JGG

OUR COMMITMENT: Safety First!

SAFETY, Efficiency, and Service are the basic philosophy of the Peabody-Burns School District Transportation Service. SAFETY is our first priority. Our commitment to safety begins with our equipment. Peabody-Burns school buses are maintained by district personnel. Each bus must pass a Kansas State Highway Patrol safety inspection. In addition, the district maintains a daily vehicle inspection checklist, and immediate response to problems that may arise is taken care of by the district transportation director, as well as maintaining a preventative maintenance program for our buses. To further ensure the safety of our passengers and drivers, buses are equipped with audio/video surveillance.

SAFETY is a priority for our drivers, too. All Peabody-Burns School District drivers meet all state and district certification requirements, which include:

- current CDL PS driver license
- biennial physical examination
- First Aid/CPR Course
- Defensive Driving Course
- driver training program
- periodic checks of each driver's driving records
- federally mandated drug and alcohol testing

Routes and Designated Stops

Routes and pick up times are established each year at enrollment. Each student must have a designated pick-up address and a designated drop-off address that is consistent daily. The pick-up and drop-off may be different from each other, but must remain constant. These addresses shall be declared during enrollment. Bus drivers will contact parents at the beginning of each school year to establish pick-up times.

If changes in routes are needed as the year progresses, pick-up times may change. If changes are made, parents will be contacted by the bus driver or other school personal.

Designated bus stops are established by the Peabody-Burns District Transportation Director, taking into consideration various factors including safety, distance, and efficiency.

Students shall ride assigned routes only. Parents will designate one pick-up location and one drop-off location for transportation within the student's school district. Students will not deviate from this arrangement without prior approval. If other arrangements are made, parents must contact the office no later than 3:00 pm. Only the principal (or designee) can grant exceptions to this rule and issue a bus pass.

Students are expected to be ready and waiting at the bus pick up time. The bus/van will wait for 2 minutes and then if students are not onboard, the bus/van will leave for the next stop.

Cameras - JGGA

All Buses are equipped with security cameras. Administration will review any incident on camera that administration believes is necessary. The camera footage is not to be reviewed by other drivers or discussed with non-school offices.

Bus Conduct Notices

Time on the bus is a part of the school day, and the rules of conduct which apply to the classroom also apply to the school bus. For this reason, the district and building administration has the responsibility of working with the parent, student, and bus driver in matters pertaining to student behavior on the bus.

In the event a student does not adhere to the Peabody-Burns School District transportation regulations, a "Bus Conduct Notice" may be given to the student. As part of the process, the building administrator may visit with the student during the school day at the student's school. Afterwards, the building administrator may attempt to contact the parent if the bus driver has not contacted the parent or the disciplinary action dictates otherwise. Discipline for students will be addressed by the individual school site and on an individual student basis. **A student is not permitted to ride when problems persist or endanger others.**

Bullying – ZERO TOLERANCE - JDDC

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. This applies to all school vehicles. School vehicle includes school bus, school van, or other vehicles used to transport students or staff members to and from school or any school sponsored activity or event.

Transportation Eligibility

Transportation is provided to eligible students to their assigned attendance center. Students who reside in the Peabody-Burns School District and go to a child care provider located in the district (outside the city) will be transported to/from the child's school.

Students with an Individualized Educational Plan (IEP) will be transported by regular education transportation services unless their IEP specifically states another type of transportation service. Students with an IEP whose program is offered at a school outside the district (a "co-op class") will be transported from either their residence or their respective attendance center.

Passengers Other Than School Pupils

No one other than the students assigned to a bus route are permitted to ride the school bus to school or from school. If an emergency situation arises where a student who does not ride the bus or is on the route and must go home with another student, **BOTH** parents/guardians must contact the office before 2:30 pm to make arrangements for drop off.

Preschool, Kindergarten & Special Education Riders

For the safety of your child, a responsible adult is required to be present to receive preschool and kindergarten children delivered from school. If no one is present, the driver will finish the route and return the child to the school. The parent/guardian or child care provider will then be responsible to pick the child up from school.

Changing Permanent Pick-Up or Drop-Off Location

A permanent change may be changed in a student's designated pick-up or drop-off address by contacting the school office at least two (2) days in advance of the change. All changes must be approved through the student's building office and a confirmation made before any change is allowed.

More Safety Precautions

For your child's safety, the following rules must be observed;

- If a student who usually rides the bus is to be picked up at school or has permission to walk, please direct the student to not get on the bus.
- Once a student gets on the bus, release can only be authorized by the school administrator (or designee).
- Never attempt to flag down the bus while it is enroute.
- Do not attempt to catch the bus at another stop if your student missed the bus at their designated pick-up spot. Either take your child to school, or take the student to another stop farther ahead on the route where the boarding can be safely done (*it is extremely unsafe for a student to approach the bus from the back or side of the bus*).

Inclement Weather

When inclement weather threatens to cause school to close, you will receive an email, text message or phone call via the USD #398 Alert System. Please also listen to one of the TV stations listed. Television stations notified are: KSNW-TV, KAKE-TV, and KWCH-TV. Information should be on the air after 6:00 a.m., depending on the situation. Many of these stations also post the school closing information on their website. If Peabody-Burns USD 398 is closed due to weather, no transportation is provided to any out-of-district or special education programs.

Dressing for Safety

Students should wear appropriate clothing to be protected in all weather conditions. This includes rain gear (head covering, coats, and boots) for wet weather and warm winter clothing for cold weather (caps, winter boots, winter coat and gloves). While students usually do not have to be out in the weather for very long, they should be prepared for emergencies. Even though we maintain our busses to avoid situations, a breakdown could occur causing students to have to wait longer than normal until help arrives. Busses do occasionally become stuck in the snow or mud. Students should always have adequate protective clothing to be safe in these circumstances.

Emergency Evacuation Drills

Two evacuation drills are held each year at the direction of the bus driver. The purpose is to prepare the students to recognize conditions that warrant evacuation, to know the correct procedures for each situation. The most important thing for students to remember in the case of an emergency is to stay calm. Students should never run (this creates panic). Other actions to remember in an emergency are to leave loose items (lunch boxes, books, etc.), to assist smaller children, and listen to and obey the bus driver.

Stopping for School Buses with Stop Arm Extended and Red Lights Flashing

School bus safety also includes the drivers of other vehicles. Please see that all drivers in your household know how to be safe and legal around school buses.

Kansas law requires the driver of a vehicle meeting or overtaking from either direction any school bus stopped on the highway to stop before reaching the school bus when the flashing red lights or stop arm of the school bus are in operation. Drivers must not proceed until the school bus resumes motion, or the driver is signaled by the school bus driver to proceed, or the flashing red lights and the stop signal arm are no longer activated.

The only time a driver of a vehicle is not required to stop for a bus with the stop arm extended or flashing red lights activated is on a highway with separate roadways when the driver of a vehicle is meeting or passing a school bus which is on the opposite side of the roadway, or on a controlled-access highway and the school bus is stopped in a loading zone which is part of or adjacent to the highway and where pedestrians are not permitted to cross the roadway.

Every school bus is equipped with red visual signals activated by the school bus driver whenever the bus is stopped on the roads/streets for the purpose of receiving or discharging school children. In accordance with state law, school bus drivers will not activate special visual signals at intersections or other places where traffic is controlled by traffic control signals or police officers, or in designated school loading areas where the bus is entirely off the roadway.

Every bus is required to have on the front and rear of the bus plainly visible signs containing the words "School Bus" larger than 8 inches in height.

For the safety of our passengers, Peabody-Burns School District has a list of bus rules and regulations that must be followed by all students who ride school buses:

- ✓ The driver is in charge of all passengers while they are riding, loading on, or unloading from the bus.
- ✓ Any act which may endanger the safety of others may be cause for temporary or permanent suspension of bus riding privileges.
- ✓ Prior to loading:
 - Pupils must be on time!
 - Be outside at the stop. In extreme weather pupils may wait inside, but must be on the way to the bus as it approaches. The bus cannot wait beyond its regular schedule for those who are tardy.
- ✓ At the bus stop:
 - Bus riders shall conduct themselves in a safe manner while walking to the bus stop, waiting for the bus, and boarding the bus.
 - Never stand in the roadway.
 - If you must cross the street to board the bus, cross only after directed to do so by the bus driver and after you have looked both ways before you enter or cross the street.
 - Wait until the bus comes to a complete stop and the red safety lights are flashing before attempting to enter the bus.
 - The bus will stop at least ten (10) feet away from the closest student.
- ✓ While on the bus:
 - Obey the driver promptly and courteously.
 - In the interest of safety, only low conversational volume levels are acceptable.
 - Unnecessary conversation with the driver is prohibited while the bus is moving.
 - Riders must keep music at a level that are low and only heard in the seat.
- ✓ Keep arms, head and all parts of the body inside the bus at all times.
- ✓ Assist to keep the bus clean and free from trash.
- ✓ Treat bus equipment with respect.
 - Damage to seats, or any other part of the bus, must be paid for by the offender(s).
 - Any damage to the bus is to be reported at once to the driver.
- ✓ Pupils shall not tamper with the controls or equipment on the bus.
- ✓ Do not throw anything out of the bus windows.
- ✓ Keep books, packages, coats, feet and all other objects out of the aisle.
 - All musical instruments and other personal items must be taken by the student to the seat.
 - If these items are too large for the student to hold without depriving another student of their seat, then the student must make other arrangements for their transportation.
- ✓ Pupils are to remain seated while the bus is in motion.
- ✓ Absolute quiet is necessary at railroad crossings.

- Drivers may also ask for silence from passengers when they are faced with adverse driving conditions, such as snow and ice.
- ✓ No glass containers, animals, pets, or weapons are allowed on the bus.
- ✓ Smoking or chewing tobacco, possession of alcohol, or illegal drugs, swearing, use of obscene language
unacceptable signs or moral offenses are prohibited.
- ✓ Eating and/or drinking while on the bus is an unsafe practice and is prohibited.
- ✓ Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver , unfasten any restraint systems, enter the aisle and go directly to the exit.
- ✓ After leaving the bus:
 - Never cross behind the bus. If you have to cross the street after de-boarding, walk along the side of the road in front of the bus, until you can see the driver's face. Wait until the bus driver signals you to cross. Then walk, checking traffic in both directions before crossing the other lanes of traffic.
 - Remain off the roadway until the bus pulls away. If your child checks the mailbox, teach him to wait in the drive until the bus pulls away before checking the box.
 - Never return to the bus for any reason after de-boarding.