

Berlin Area School District Student Transportation Handbook

Berlin Area School District	Northern Express Bus Service
(920) 361-2004	(920) 361-BUSS (2877)

The Berlin Area School District partners with Northern Express Bus Service to provide student transportation services for the public and private schools in the Berlin area. Please take a moment to review the rules, regulations, and policies that are in place to keep your child safe while on our school buses so that you and your child understand what is expected to ensure that our transportation plan operates as safely, effectively, and efficiently as possible.

Who is a Student Transporter?

Each person that operates a school bus must meet the following criteria:

- Maintain a WI Class B or C license with School Bus and Passenger Endorsements
- Complete a DOT physical at least every other year
- Pass a school bus license renewal test issued by a state certified examiner at least every eight years
- Maintain a clean background check and personal driving record
- Submit to random drug and alcohol tests
- Have at least annual training meetings about many different topics



Our Student Transporters are professionals who are extremely dedicated to their jobs. Many of our Student Transporters have been driving a school bus for over 15 years!

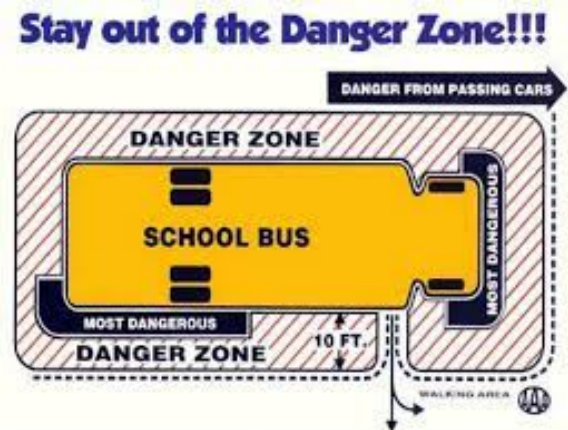
Loading and Unloading the School Bus

The most dangerous part of your child's day is when they are loading and unloading the school bus. The diagram below shows the "Danger Zones" of a school bus.

Please review the following safety measures with your child:

1. Avoid the danger zones at all costs.
2. Take ten giant steps away from the school bus.
3. Do not cross the road until your driver signals that it is clear.
4. Stop wherever you are if you hear the horn honk.

Our Student Transporters direct the students away from these areas when they are unloading and also ask each student who crosses to wait for their signal. By working together, we can prevent tragedy from occurring.



Video Cameras

Please be advised that every regular education bus is equipped with video and audio surveillance with at least two cameras per bus. Your child may be recorded during routes and field trips. Data is stored for up to 40 operating hours upon recording. Due to student privacy policies, only school district and/or bus company personnel are authorized to view the data. Video segments involving violations of the law may be viewed by legal authorities. Data may be used to discipline students when deemed necessary by the bus company or school administrators.

Procedures for Student Transportation

1. Students eligible for transportation services will be assigned one pick up and one drop off prior to the beginning of the school year. If a student enrolls during the school year, then the pick up and drop off will be assigned at that time. An alternate pick up or drop off point may be established each semester. This alternate point must be consistent from week to week and located along an existing bus route. **Any deviation from this schedule becomes the parent's responsibility to provide transportation.** Any changes to their schedule must be completed using a new Student Transportation Contract. A maximum of three requests will be granted each year. **Phone calls and emails to the bus company or schools for changes will not be accepted.**
2. Alternate points may include a relative, babysitter, or Boys and Girls Club. Alternate points may only be approved if the district does not incur any additional expense to transport to the location.
3. If it is deemed necessary to turn a school bus around at a student's home, there must be adequate space to turn the bus around. Adequate space means an area large enough that the bus only has to back one time.
4. Parents or guardians are required to contact the bus company when their child is not riding the bus in the morning. If the child does not ride the bus for three consecutive days and the parent or guardian fails to notify the bus company, transportation services will be suspended until the parent or guardian notifies the bus company to reinstate.

Frequently Asked Questions

My child needs to ride a different bus for just a day or two. What should I do?

You will need to make transportation arrangements for your child. Unfortunately, we cannot accommodate day to day changes due to liability and capacity issues. Please do not call the bus, the school, or send a note with your child. Requests cannot and will not be honored.

My child is bringing a friend home after school. Can they ride the bus?

You will be responsible for transportation. Only students who have a transportation form with a set weekly schedule will be allowed to ride the buses. Please also refer to the statement above.

My child is getting picked on by another student. What should I do?

Please call your child's school or the bus company. They will investigate each situation accordingly and work to resolve the issue.

My child is suspended from the bus for misconduct. Does he/she have to be in school?

YES! Your child must be in school for the suspension to count. They may be marked truant if they are not in school due to a bus suspension.

My child is being disciplined for inappropriate behavior on the bus. Can I see the video?

Due to student privacy laws, only school district and bus company personnel and in some cases law enforcement personnel may view the school bus videos.

Responsibilities		
School District & Bus Company	Parents	Students
Provide safe and reliable, transportation for your child	Help your child be at the bus stop at least five minutes before the scheduled morning pick up time	Follow directions the first time stated
Investigate any complaints or concerns that parents or students may have regarding student safety or discipline	If your child is too young or unable to be left unattended, be at home when your child is scheduled to be dropped off	It is very important for you to stay seated for the duration of your ride. You are only safe sitting correctly in your seat
Provide efficient routes to keep your child's ride time as minimal as possible	Review the school bus rules with your child to ensure that both of you understand what behavior is expected on the school bus	Be on time to your bus stop and respect all property around the bus stop
Supervise school loading zones before and after school to ensure your child's safety	Complete the required paperwork to begin your child's transportation services.	Weapons, glass, smoking, vaping, lighters, matches, live animals, and balloons are prohibited on the bus at anytime
Keep parents informed on any bus route changes and allow appropriate time for parents to adjust	If you move, notify the school and complete a new transportation contract. Allow up to three days for the change to take effect. Three days is from the time the bus company receives the paperwork	Throwing objects within or from the bus is prohibited and may result in an immediate suspension of bus riding privileges
Enforce all district policies in place regarding student transportation	Contact the bus company at (920)361-BUSS (2877) if your child will not be riding in the morning. This greatly helps routing efficiency and saves fuel	Be polite and courteous to your Transporter and peers. Profanity and obscene language are not allowed and may result in prosecution for disorderly conduct
Notify parents of any behavior issues with their child on a school bus	Get to know your child's Student Transporter and inform them of any concerns you may have regarding the transportation of your child	Fighting, pushing, tripping, and spitting will not be tolerated and may result in immediate suspension of bus riding privileges
	Be polite, courteous, and respectful when speaking with school district and bus company staff	Vandalism to the bus can result in immediate suspension of bus riding privileges, prosecution, and restitution.

Riding the school bus is a privilege provided to students by the school district. The school bus is an extension of the classroom and students are expected to abide by the same rules