

Student Transportation Handbook

**Woodhaven/Brownstown Schools
Transportation Facility
24793 Van Horn Road
Brownstown, MI 48134
734-783-0255**

Welcome to the Woodhaven/Brownstown City School's Transportation Program.

The main concern regarding transportation is the safety of all student passengers. This handbook contains information pertaining to the service level and guidelines regarding student transportation.

This handbook will be available on the school district's web page at www.woodhaven.k12.mi.us. Click on the Transportation Link to find the Student Transportation Handbook. If you have any questions, please contact the transportation department at 734-783-0255.



Use of the Woodhaven/Brownstown School District provided transportation is a privilege. It is absolutely necessary that all students riding the bus conduct themselves in the best possible manner. Misbehavior aboard the bus is a very serious matter when up to seventy-seven lives are in the hands of the bus driver. It must be realized that anything that happens on the bus to divert the driver's attention from his or her job immediately puts the safety of your child and all on board in jeopardy. District-provided transportation is an extension of the school, expected student classroom behavior will apply and must be followed.

General Information

The Woodhaven/Brownstown School District provides transportation to all eligible students enrolled in the district. The intent and purpose of the Board of Education policies and procedures is to provide safe, reliable and efficient transportation service to all eligible students. The overall rules and laws for the transportation of students are covered by the Michigan Education Association and the policies of the Woodhaven/Brownstown School Board.

The district will provide parents and students with an initial bus schedule and pick up location. This time schedule may change throughout the school year. Your student will be notified of any change. Depending on your child's age, this communication may occur to the parent, to the student or both. These changes will occur throughout the school year as a result of changes in the number of students riding on a specific school bus.

If your child is a school of choice student, you may drop off your student at the closest designated bus stop to your home. A stop will not be created for you. If the bus becomes over crowded, the school of choice student will be notified and removed from the route.

Pickup Locations and Drop-off Locations

Passengers must board and leave the bus at their assigned location. In an emergency situation written permission from the parent and principal may allow a student to ride a different bus and get off at an existing stop. PERMISSION DEPENDS ON AVAILABLE SPACE.

How do I make a change in my student's pick up or drop-off location?

It takes a minimum of 5 days to make changes to pick up and drop-off locations on bus routes. Please make sure that you notify the transportation department at least five school days in advance of any changes to avoid interruption of your students' transportation services. Once notified the transportation department will make the changed based on the current closest designated stop for that location.

Designated bus stops are based on the following criteria:

Students may walk up to a mile to the designated bus stop. All stops are consolidated and clustered to maximize our efficiency, based on the safety of our students. Parents of students in kindergarten are expected to be at the stop to meet your child's bus in the afternoon. Right side pickup and drop offs are made whenever possible.

Friends

A student going to a friend's home will be permitted for grades kindergarten through twelve. A note must be sent to the building administrator and given to the bus driver on the date the change is requested. There must be room on the bus for additional riders for this request to be granted.



Bus Pickup

Students are expected to be waiting at or near the designated bus pickup location five minutes prior to the scheduled arrival time of the bus. The bus picking up the students will not wait for students to walk from their home or other locations in order to meet the bus. When a student is not waiting at the bus stop, a delay is created for students riding on the bus later in the route. Therefore, in order to provide a uniform service to all students, it is necessary for students to be waiting at the bus stop. Students are encouraged to be at the bus stop five minutes prior to the arrival. The school bus will not return to a pickup location or to a dismissing school for a student that has missed the bus.

Arrival Times

Buses will arrive for preschool and kindergarten through eighth grade approximately 5 to 20 minutes prior to the established school starting time. Buses for high school students will arrive between 5 and 30 minutes prior to the established start time.

Dismissal

Buses will depart anywhere from 5 to 7 minutes after dismissal time for all schools. Once the bus departs from the school, the bus will not return to pick up students who failed to board the bus.

Consolidated/Cluster Stops

The school district will establish, in safe locations, consolidated/cluster stops for students' pickup and drop-off. Students may walk up to one mile to these assigned bus stops.



School Responsibility

The school district is responsible for student behavior from the time that student boards the bus until the student exits the school bus. The school district is not responsible for the behavior or safety of students while waiting for the arrival or upon the exit of the school bus.

Video Security Cameras

Video Security cameras are installed on all buses and maybe utilized by the Woodhaven/Brownstown School District.



Personal Belongings

Any personal items brought onto the bus must be in an enclosed case or bag. The item must be able to fit on a student's lap. The aisles must remain clear for safety reasons. Permission must be obtained from the bus driver and/or the transportation supervisor for any item(s) that do not fit on the student's lap. This provision includes musical instruments.

Shared Custody

The school district will make transportation provisions for court ordered joint custody or students. However, the provisions made by the school district will be limited to those specifically indicated in the court order regarding a student's joint custody. If the residential parent lives with in the district, the pick up and drop off location will be at the residential parents home.

Unauthorized Passengers

Only students who are eligible for transportation through the Woodhaven-Brownstown School District are permitted on the bus. If an unauthorized individual enters a school bus, contact will be made with the appropriate law enforcement agency. During pick up or drop-off parents are not allowed on the bus. If you wish to speak with your driver regarding any issue, please remain outside the bus.

Length of Bus Ride

There is no limitation on the amount of time or distance that a student rides to or from school; however, the school district will endeavor to limit the ride time for each student to no longer than one hour in each direction.

Weapons

All weapons are prohibited on school buses.

Vandalization and Destruction of Buses

Please be advised, any damage to the bus that can be associated with your son/daughter will be billed back to the custodial parent/guardian or advocate. The invoice will include cost of the materials, supplies and the time utilized by the maintenance staff to repair the damage.

School Procedures

Individual schools will have specific procedures and guidelines for parent pickup and drop-off. Please consult the individual building for more information.

Rules while Riding the Bus

In addition to the school district's Code of Pupil Conduct, the following rules apply when students are riding the bus:

- Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic and away from the bus stops
- Behavior at a school bus stop must not threaten life, limb or property of an individual.
- Pupils must go directly to an available or assigned seat.
- Pupils must remain seated, keeping aisles and exits clear.
- Pupils must observe classroom conduct rules and obey the driver.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus.
- Pupil must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus
- Pupils must not throw or pass objects on, from or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps
- Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put head or arms out of the bus windows.

Board of Education Policy Regarding Transportation

The policy adopted by the Woodhaven-Brownstown School District regarding transportation will be available after August 1, 2011 on the school district's Website



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