

# **THE WHEELS GO 'ROUND & 'ROUND**



**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46  
GRAYSLAKE, LAKE COUNTY, ILLINOIS**

REV. 01/07

# THE WHEELS GO 'ROUND & 'ROUND

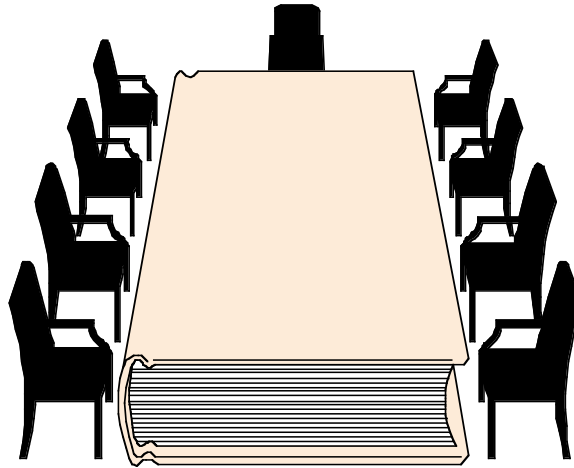
## TRANSPORTATION PROCEDURES MANUAL

### COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46

565 FREDERICK ROAD  
GRAYSLAKE, ILLINOIS 60030

"The Wheels Go 'Round & 'Round" is a revision of the "Yellow Bus"  
Written by Dr. Orvin R. Clark

"The Wheels Go 'Round & 'Round " has been tailored to meet the  
needs of District 46, Grayslake, IL.



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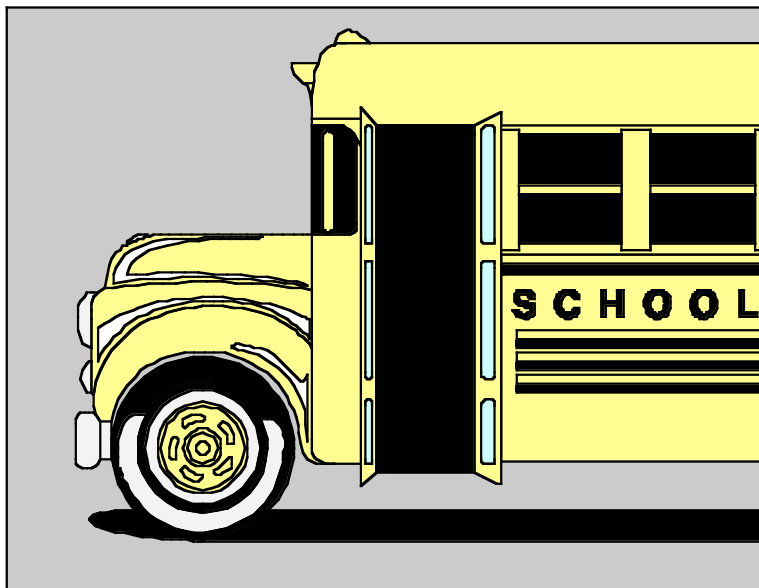
## FOREWORD

The student transportation program for District 46 is designed to provide safe, adequate, efficient, and economical service to all eligible students through the use of this manual.

Today's transportation and traffic problems affect everyone. Whether you take your children to school or they take a bus, you have probably encountered some sort of traffic problem. The responsibility of operating and maintaining a successful transportation program falls on all who are effected, the student, the parent, the school district, and the bus company.

"The Wheels Go 'Round & 'Round" is intended to provide procedures associated with our transportation program. We hope this booklet provides the answers to questions you may have concerning your child's(ren's) experience with the transportation program. Our goal is to provide the students in our district a worry free transportation environment so they can devote full attention to learning and growing.

The cooperation and efforts of the Jones School Bus Service, Inc. and National Bus Service in the preparation and implementation of this manual are appreciated.



**TABLE OF CONTENTS**

FOREWORD.....2

TABLE OF CONTENTS.....3

STUDENT RESPONSIBILITIES - Section 1.....4-6

PARENT RESPONSIBILITIES - Section 2.....7-8

SPECIAL EDUCATION - Section 3.....9

SCHOOL DISTRICT RESPONSIBILITIES - Section 4.....10-12

BUS COMPANY RESPONSIBILITIES - Section 5.....13-17



## **STUDENT RESPONSIBILITIES**

### **A. GENERAL**

1. Students must realize school bus transportation is a privilege, not a right.
2. Students who do not behave properly may be denied the use of school transportation.
3. Students shall respect and obey the instructions of the bus driver.
4. Students shall observe all rules and regulations which apply to bus transportation.
5. Students shall conduct themselves in a safe manner at all times.
6. Students will ride on assigned buses.
7. Students will board and debark their bus at selected designations. Transportation is provided to and from school not to a daycare center or babysitter's home.
8. Students who reside one and one-half (1 1\2) miles or more from their respective school or where walking constitutes a serious safety hazard will be provided school bus transportation.
9. Students must respect other people's property.
10. WALK ON THE ROADSIDE FACING TRAFFIC, when required.
11. Be aware that all buses are capable of video taping. This video tape will be used to ensure the safe operation of the bus. The principals can and will use this tape for disciplinary purposes.

### **B. BEFORE THE BUS ARRIVES (at the bus stop and at school)**

1. Be at your designated bus stop 3 - 5 minutes before the bus arrives. HELP KEEP THE BUS ON SCHEDULE
2. Stay off the road while waiting for the bus.
3. Line up in a single file line at the end of the driveway when the bus is approaching. DO NOT RUN TOWARDS THE BUS OR LINE UP IN THE STREET.
4. Use the handrail when boarding the bus. Watch your step as you are boarding and NEVER RUN up the steps.
5. Be courteous and careful of younger children.
6. Kindergartners will fill seats in the **FRONT** of the bus, maximum of three (3) per seat.

7. First through sixth grade students will seat three (3) to a seat, and fill the seats to the **REAR** of the bus first.
8. Seventh through eighth grade students will sit two (2) to a seat, when possible, and fill the seats to the **REAR** of the bus first.

**C. WHILE ON THE BUS**

1. Keep hands and head inside the bus at all times. Sit quietly, facing the front of the bus.
2. Assist in keeping the bus safe and sanitary at all times. There will be NO eating, drinking, smoking, or drugs on the bus. (Smoking and drug use are a serious incident)
3. Fighting is prohibited and is considered a serious incident.
4. Items brought on the bus are brought on at the individual's own risk.
5. Seat belts, when provided, are to be used only for the purpose of securing the passenger to their seat - nothing else.
6. Remember loud talking, laughing, or unnecessary confusion can divert the bus driver's attention and possibly result in an accident.
7. Treat the bus and it's equipment as if it were in your home. Any damage to the bus or its equipment will be paid for by the person responsible for the damage and is considered a serious offense.
8. Never tamper with the bus or its equipment.
9. Leave no personal items on the bus.
10. Hold all objects on your lap.
11. Animals, pets, firearms, large musical instruments, skateboards, or large school projects will not be transported on the bus.  
(Bringing firearms on the bus is a serious offense)
12. Remain in your seat during a road emergency, unless directed otherwise by the bus driver.
13. Do not throw objects in the bus or from the bus.
14. Always remain in your seat while the bus is in motion (**EXCEPT AS YOUR BUS APPROACHES YOUR STOP, YOU MAY GET UP AND MOVE TOWARDS THE FRONT OF THE BUS**).
15. Always be courteous to fellow students, the bus driver, and passers-by.
16. Keep **ABSOLUTELY QUIET** when approaching a railroad crossing.

**D. ARRIVING AT SCHOOL OR YOUR DESIGNATED STOP**

1. Remain seated until it is your turn to depart the bus.
2. Depart from front to back. One (1) row at a time, starting from the left front seat (seat behind the driver) and then the right front. Move back to the second row left side and continue on back and forth until the bus is off loaded.
3. Always depart in a quiet and orderly fashion.

**E. AFTER LEAVING THE BUS**

1. Go directly to the school or your home. Loitering or walking around the bus can be dangerous. Be sure to depart the bus AWAY from the bus so the bus driver is able to see you. If you have to cross the street, cross in front of the bus so you are in full view of the driver.

**F. EXTRA CURRICULAR ACTIVITY TRIPS**

1. Transportation for school sponsored activities will be provided, the same rules in paragraph C of this section still apply.



Section 2.

## PARENT RESPONSIBILITIES



- A. Parents must realize school bus transportation is a privilege and their child(ren)s behavior could jeopardize the safety of the entire bus load and result in injury to others.
- B. Parents will be notified prior to withdrawal of such privilege by the school principal.
- C. Parents are responsible for their children(s) behavior both on the bus and at the bus stop, they should periodically review these transportation and safety policies with their children.
- D. Parents are responsible for their children(s) observing and practicing all of the transportation rules and regulations. **Be aware that all buses are capable of video taping.** This video tape will be used to ensure the safe operation of the bus. The principals can and will use this tape for disciplinary purposes.
- E. Students will ride on assigned buses with an assigned stop.
- F. Parents are expected to cooperate with school and bus company officials relative to student safety issues and conduct reports. **PARENTS ARE NOT ALLOWED TO STEP ONTO THE BUS ONCE THE BUS ROUTE HAS STARTED AND CHILDREN ARE PRESENT ON THE BUS.**
- G. Parents are encouraged to communicate with school officials concerning any transportation problem or situation. If you suspect your child's bus is late call the bus company's terminal manager at **(847) 543-9244** for the most up-to-date information regarding bus schedules. Our bus company wants to do an excellent job for us, so please call them instead of the school secretaries.

**NOTE...ALL BUS DRIVERS HAVE DIRECT COMMUNICATION WITH THE TERMINAL MANAGER - ANY PROBLEMS WILL IMMEDIATELY BE CALLED IN TO THE TERMINAL MANAGER**

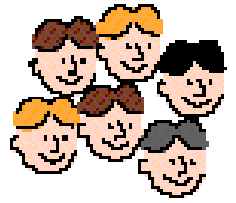
- H. Parents wishing to drop-off and pick-up their children must do so at the designated area. Parents must observe all school property, traffic and road regulations. All **NO**

**PARKING, STOPPING, WAITING** areas are **YELLOW CURBED** or have **YELLOW LINES** in the driveways! (see maps at respective schools)

**I. (DO NOT PARK OR STOP IN BUS LOADING AND UNLOADING AREAS)**

The following areas have been designated:

1. **AVON SCHOOL:**
  - a. East Side of School - bus loading and unloading zones
  - b. West Side of School - NO bus traffic, Parent traffic restricted in posted areas. (Parent drop-off and pick-up).
2. **MEADOWVIEW SCHOOL:**
  - a. Northeast end of School - bus loading and unloading zones.
  - b. Front Driveway - NO bus traffic, Parent traffic restricted in posted areas. (Parent drop-off and pick-up).
3. **MIDDLE SCHOOL:**
  - a. Service road and along Library Lane - bus loading and unloading zones
  - b. Front of school - Parent traffic restricted in posted areas. (Parent drop-off and pick-up)
4. **WOODVIEW SCHOOL:**
  - a. North and South ends of school - bus loading and unloading zones.
  - b. Front of school - Parent traffic restricted in posted areas. (Parent drop-off and pick-up)
5. **PRAIRIEVIEW SCHOOL:**
  - a. West side of school - bus loading and unloading zones.
  - b. Front of school - Parent traffic restricted in posted zones. (Parent drop-off and pick-up)
6. **ST. GILBERTS SCHOOL:**
  - a. West side of school - bus loading and unloading zones.
  - b. East side of school - Parent traffic restricted in posted areas. (Parent drop-off and pick-up)
7. **FREDERICK SCHOOL:**
  - a. West side of school (main parking lot) - bus loading and unloading zone..
  - b. Front of school - Parent traffic restricted in posted areas. (Parent drop-off and pick-up)



**SPECIAL EDUCATION**

Transportation for Special Education students will be provided by one source. Jones School Bus Service will provide transportation for students going to schools within School District 46 and will be providing transportation for students going to schools outside of School District 46.

**A. STUDENTS:**

1. Follow the guidelines established in section one of this manual.

**B. PARENTS:**

1. Should be contacted a few days prior to school starting or before starting school by the Bus company to notify of scheduled pick-ups and drop-offs.
2. Many route changes occur at the beginning of the school year, we will keep the parents informed, please bear with us until the rider list becomes stable.
3. Bus drivers follow a tight schedule, please do not ask them to deviate from the schedule.
4. Parents requiring a change in pick up or drop off, **for out of district students**, should contact the District's Special Services Department at 543-5846.
5. Parents with in-district students follow guidelines of sections one and two of this manual.
6. Children are to be ready at least 10 minutes prior to scheduled pick up to insure there are no delays while boarding the bus.
  - a. Bus drivers will wait a maximum of three (3) minutes after scheduled pick up before moving to the next stop.
7. Children who miss the bus must call Jones School Bus Service **(847) 543-9244**.
8. If your child does not require transportation please call Jones School Bus Service **(847) 543-9244** for in-district and for out-of-district students.
9. Your child will be placed in and out of the bus by the bus driver, if your child requires special seating,

i.e.; car seat, notify driver when they visit before services begin.

#### Section 4

## **SCHOOL DISTRICT RESPONSIBILITIES**

### **A. TEACHERS:**

1. Safety Instruction - All teachers shall review the student responsibility section of this manual. The importance of bus safety shall receive strong, positive emphasis during the school year, especially at the beginning of a new school year. Safety booklets, charts, films, film strips, video tapes and student-bus demonstrations will be made available to supplement this manual.
2. Loading Supervision - Designated teachers shall supervise students while buses are loading on school sites.
  - a. Elementary Schools- shall have inside supervisor(s) to line up bus riders according to bus route numbers and outside supervisor(s) to assist students in properly loading the bus.
  - b. Middle School(s) - shall have outside supervisors to insure proper student behavior and loading procedures.
3. Extra curricular Activity Trips
  - a. Teachers planning extra curricular activity trip (field trip or athletic event) must submit TRANSPORTATION REQUEST, see school office for form, to the Director of Transportation two (2) weeks prior to the date of the trip. Included with the request will be a list of all students not transported on a regular basis. The form "REGULAR PUPIL TRANSPORTATION REIMBURSABLE FIELD TRIPS WORKSHEET" will be used. The school office staff will have a list of destinations that already have directions on file. If your destination is not listed, you must provide a set of directions when you submit your request.

**B. PRINCIPALS:**

1. Shall effectively maintain student-community relations with respect to the transportation program.
2. Will maintain communication with buses while on school property.
3. Shall enforce the specified transportation rules and regulations.
4. Shall assist in coordinating the transportation safety program which includes the improvement of instruction, schools site precautions, bus routing guidelines, bus riding rules, and annual bus demonstration.
5. Shall maintain student transportation discipline and upon receiving a written conduct report from the bus driver or company, shall conduct an interview with the student and depending on the severity of the offense either issue a warning to the student or call the students parents. For multiple infractions or a serious offense the principal will suspend Transportation privileges.
6. Parents shall be notified prior to withdrawal of such privileges by the principal.
7. Bus company shall be notified of such withdrawal by the School Principal via the Director of Transportation.

**C. DIRECTOR OF TRANSPORTATION**

1. Shall effectively supervise and coordinate the student transportation program.
2. Shall effectively implement safe and efficient routing and scheduling of bus riders and approve all routes. The following routing guidelines shall be used:
  - a. Riding time: approximately 30 minutes, normally not to exceed 45 minutes. Our goal is to keep routes as close to 30 minutes as possible.
  - b. Stops: will be set up to allow the most students at a stop with the least amount of walking and depending on traffic conditions.
  - c. Routes: Will be utilizing a computer routing program to assist us in providing the most safe and efficient routes possible.
  - d. Walking distance: varies according to age level and traffic conditions.
  - e. Bus assignment: students ride assigned bus.
  - f. Arrival and departure: dovetail as much as possible with area schools.

- g. Bus spotting: Follow numbers on pavement. approximately 5 minutes before dismissal.
- h. Maps: Route maps will be available before school starts each year.
3. Shall investigate and determine serious safety hazardous conditions in accordance with Illinois Department of Transportation School Safety Busing Manual.
4. Shall periodically review and inspect all school loading and unloading sites, procedures and rules.
5. Shall follow-up all transportation complaints made by schools and parents with written communication to bus company and /or other proper parties.
6. Shall annually review the drivers assigned to the District by the bus company and maintain route sheets with driver's name and school dovetail details.
7. Shall maintain other effective student transportation practices and policies to insure safe, adequate, efficient and economical transportation service.

**D. SUPERINTENDENT AND BOARD OF EDUCATION**

1. Shall require the enforcement of the Legal provisions relating to student transportation in the Illinois Statutes Section.
2. Shall provide safe and adequate school sites, loading and unloading zones and student waiting areas.
3. Shall cause the study of potential serious safety hazardous areas in accordance with Illinois Department of Transportation School Safety Busing Manual.
4. Shall require the enforcement of all District student transportation policies and practices.
6. Shall enforce traffic and parking regulations on school property.



## **BUS COMPANY RESPONSIBILITIES**

### **A. BUS DRIVER RESPONSIBILITIES**

#### **1. GENERAL INSTRUCTIONS**

- a. Set an example of dignified, personal behavior and cleanliness, and thus obtain the respect and obedience due the driver from all students.
- b. Maintain order among the students when they are under your supervision, be friendly, fair and firm at all times.
- c. The driver and their bus act as public agents of the district. He\she must understand this important relationship and always represent the district properly.
- d. **SAFETY FIRST!!!** When in doubt, don't take chances, human lives are in your hands.

#### **2. SPECIFIC INSTRUCTIONS**

- a. Shall know and practice the rules and regulations of the Illinois Department of Transportation, School district, and bus company which pertain to the transportation of school children.
- b. **ALWAYS** stop before crossing railroad tracks, even if no district personnel are on the bus. Open the door, check carefully in both directions for approaching trains. Close the service door before crossing. Proceed only if it is safe beyond any possible doubt.
- c. Give proper driving signals far enough in advance to warn passing motorists before slowing down, turning or stopping the bus. Bus drivers must be courteous to other drivers.  
**DRIVE DEFENSIVELY!!!**
- d. Remember signals operating on other vehicles do not necessarily indicate the exact intentions of the driver. **DRIVE DEFENSIVELY!!!**
- e. Retain full control of the front door and its operation. Never give this duty to a student.
- f. Permit no one, except yourself, to occupy the driver's seat in the bus.
- g. Never try to correct student behavior when the bus in motion. Stop the bus on the side of the road and wait for the pupils to quiet down. The very act of stopping the bus to reprimand a

student lends emphasis to the situation. Speak to the offender(s) in a courteous manner with a firm voice and do not display anger. It may be necessary at times to move an offender to a seat near the driver. Solicit the cooperation of the school principal before the problem becomes too serious. In some cases, transportation privileges are temporarily withdrawn by school officials, pending an agreement on corrective action to be taken.

- h. Complete the entire route before returning to the school with a problem student
- i. Shall never threaten or punish, but refer discipline cases to the school principal via the Bus conduct report form. (figure 14-1)

### 3. SCHOOL BUS ROUTES, LOADING AND UNLOADING, ETC.

- a. Follow a strict time schedule, but never sacrifice safety to maintain a schedule.
- b. The location and extent of school bus routes and the location of bus stops shall be determined by the School District. Drivers should never deviate from the approved bus routes nor pick up or discharge students at other than designated bus stops or loading zones.  
(A student route list will be provided).
- c. Locate loading and unloading spots to assure maximum safety for everyone. Do not hide the bus behind a hilltop, around a curve, under an overhanging bush, or tree foliage. The drivers of other vehicles deserve a full chance to see and react to the school bus. **Receive authorization from the terminal office before relocating a school bus stop.**
- d. School buses shall be stationed at the loading zone on school grounds five (5) minutes before the students are dismissed.
- e. Permit no loading or unloading through the emergency door. This door should only be used for emergencies or during drills.
- f. Remember the service door of the bus should not be opened until the road is clear and no apparent danger exists.
- g. Flashing warning lights should ONLY be used to warn motorists students are about to be picked up or unloaded. These lights are not permitted to be used for any other purpose.
- h. Be careful in giving the signal for unloaded riders to cross a road. Instruct debarking riders to check traffic from both directions before crossing a road and remind the riders not to step out in the road beyond a point protected by the bus.
- i. Bring the bus to a full stop before opening the door to load or unload students.
- j. Unless they have an authorization from the Principal, do not permit a student to leave the bus at any point other than their regular stop.
- k. Inspect the bus after each route for students or items left on the bus.

4. **DO NOT**

- a. Leave the bus while motor is running.

- b. Leave bus, without adult supervision, while students are onboard
  - c. Drive in reverse on or near school grounds.
  - d. Allow unauthorized personnel to ride the bus.
  - e. Transport merchandise or other loads when transporting children, except the property of the passengers of the School District. Keep the aisles and driver's area clear of objects such as boxes, containers, and band instruments.
  - f. Evict a rider along the route - their safety is jeopardized and our insurance company will not be liable if anything happens to them.
  - g. Use corporal punishment, nor threaten a rider with violence.
  - h. Use profane or indecent language while around riders, or tolerate it from them.
5. DRIVER INSTRUCTIONS TO RIDERS
- a. Riders obliged to cross the road SHALL be required to walk around the FRONT of the bus. The driver shall make sure the road is clear before signaling the riders to cross the road. The riders should be instructed to cross about ten feet ahead of the bus. Drivers should carefully observe the number leaving the bus and make sure every rider is across the road safely before proceeding to the next stop.
  - b. Riders should be instructed to stand off the road in straight lines, rather than crowding the loading zone when waiting to board the bus.
  - c. Riders should be advised frequently concerning the dangers in crossing highways and entering and leaving the bus - call attention to any hazards.

## **B. BUS COMPANY ADMINISTRATORS**

- 1. Maintain an extensive bus driver applicant screening process include the following:
  - a. Driving record check
  - b. Physical examination
  - c. Conduct Criminal Background check.
  - d. Personal interview
- 2. Provide driver pre-service and in-service training programs.
- 3. Provide each driver with a company Driver Rules Manual and this manual.
- 4. Insure each driver understands and follows the safety procedures and rules of the company and School District.

5. Insure each driver completes all training programs.
6. Provide each driver with the proper route sheets which include riders names and addresses.
7. Provide for annual bus demonstration at each Elementary School.
8. Maintain an extensive equipment preventative maintenance program.
9. Install two-way radios or combination dispatch\ cellular phones in each bus operated in the School District.
10. Continue to develop and improve safety equipment on buses.
11. Carry Public Liability Insurance, Property Damage Insurance, and Passenger Medical Insurance in excess of the Illinois state requirements.
12. Communicate with parents and school on rider safety violations.
13. Provide route sheets which specify the driver's name, and school dovetailing details to the Director of Transportation.
14. In the event of a bus delay, breakdown or accident immediately notify the Director of Transportation at the District Office.
15. Continue to cooperate with school officials in maintaining a safe, adequate, efficient and economical transportation program.

