
Transportation Handbook



Las Cruces Public Schools

Vision Statement

Las Cruces Public Schools in partnership with STS-NM is privileged to be able to provide safe transportation to the students of our school district.

In order to maintain the highest level of safety for all of our students, this handbook provides valuable information pertaining to students and parents regarding bus services and the expectations of both parents/guardians and students.

Please become familiar with the enclosed information. Your attention to the general rules and regulations will help us to ensure that all children are transported to and from school each and every day in the safest environment possible.

Las Cruces Public Schools

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3600 Arrowhead Dr.
Las Cruces, New Mexico 88011
(575) 527-5998 or (575) 527-6631
www.lcps.k12.nm.us

Student Transportation Specialists of New Mexico

Bus Contractor
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PREFACE

Las Cruces Public Schools is committed to providing the highest quality transportation service and appreciate the partnership with parents/guardians to ensure that our students are safe when riding the school bus. Except as required by law, student bus transportation in New Mexico is considered a privilege. Students are expected to abide by the rules established by the LCPS Department of Transportation, which are necessary to ensure the safety of all students. The safety of our students is of utmost importance to parents and schools, and our drivers and attendants receive intensive training to ensure that they are well prepared to take on the great responsibility to safely transport our students to and from school each day. Parents also have a responsibility to work with their children to understand the rules of bus ridership.

ELIGIBILITY

Who is eligible to ride the bus?

An LCPS student will be provided transportation to his/her assigned school under the following criteria:

- **Grades K-5, Elementary:** A student whose registered address is one-mile-or-more one-way from his/her assigned school will be eligible for school bus transportation.
- **Grades 6-8, Middle School:** A student whose registered address is one-and-one-half miles or more one way from his/her assigned school will be eligible for school bus transportation.
- **Grades 9-12, High School:** A student whose registered address is two-miles-or-more one way from his/her assigned school will be eligible for school bus transportation.
- Transportation may be provided for students in grades K through 12 who reside within the statutory walking distance from their attendance center pursuant to state statute. [Section 22-16-4 NMSA 1978]

Special Needs / Modified Transportation:

504 and/or IEP Committees determine the need for special needs / modified transportation. Once determined then a Special Ed Transportation form is completed.

Who is ineligible to ride the bus?

Transportation becomes the responsibility of a parent/guardian when any of the following applies:

- A student who resides outside the LCPS district boundaries.
- A student who is attending a school outside his/her attendance boundaries on an approved transfer.
- A student who lives closer than the distance requirements described above for his/her grade level
- A student who has abused his/her bus privilege and through the referral process (see pg. 7) had their riding privilege revoked.



REGISTRATION/RIDERSHIP

How do I register for the bus?

Students new to the district (i.e., Kindergarten/transfer students) and who are eligible for transportation must register at their school. The school registrar will input this information into the Student Program “Synergy” indicating student requesting transportation. This process can take up to two days for the bus information to be available in Synergy and to the parent/guardian.

How do I register for a different bus or bus stop?

Temporary Bus Change Request

Permission to ride another bus or get off at another bus stop will be permitted only for extenuating circumstances. These circumstances are to be determined and approved by the school’s Principal/Designee. All school approved temporary bus change requests must be submitted by the school to the Bus Contractor no later than 12:00 p.m. on the day/date of the requested change. The exception to the 12:00 p.m. same day deadline is the first 2 weeks of a new school year due to the volume of forms and can take up to 3 business days to be approved.

Please call the Las Cruces Public Schools Transportation Department at 575-527-6631 or 575-527-5998 if any questions arise.

If you have moved:

LCPS will assist you with your child’s new bus number and/or bus stop and will provide your child’s school with the busing information. **You must also contact your child’s school with a change of address and phone number.**

Joint Custody:

If parents have joint custody of a student, the student may have two designated stops if both parents live within the same school’s boundaries, and both homes are located the statutory distance from the school required for bus eligibility. This request will need to be submitted each school year.

Day Care:

Students attending daycare facilities may be transported if the student’s registered address and the facility meet the distance requirement for transportation to his/her home school and the daycare facility is in the same school attendance zone as the student’s residence. For the safety of all students, the pick-up and drop-off locations need to be consistent all five days of the school week.

Infrequent Riders

- Stop locations and A.M. pick-up times may change at any point during the school year. Students who have not ridden the bus for more than three days, or students who are infrequent riders should inquire with their school’s front office on whether a change has been made to his/her bus route before resuming bus transportation.



STUDENT RESPONSIBILITIES

IT'S ALL ABOUT SAFETY

Student transportation is a privilege extended to students who qualify for transportation under state statutes and local district policy. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This applies to transporting to-and-from school and field trips.

- Cell phone use is for EMERGENCY only. Taking pictures and or recording on the bus is strictly prohibited and will require the bus driver to confiscate the electronic device used. Parents will have to pick up the device from the Bus Contractor.
- Students shall learn and obey the safety rules and responsibilities and will use appropriate behavior required while on the school bus and at the bus stop.
- Students who are required to walk a distance to meet the bus must walk on the side of the road on their left (facing traffic), except on divided or multi-lane roadways. Students shall use crosswalks whenever possible.
- Students must be at their regular bus stop five to ten minutes before scheduled stop time. (The bus driver will not wait for students who are not at the loading area and who are not making an effort to reach the bus.) Students receiving modified transportation services shall be ready at the assigned pick-up at the assigned times.
- Students must wait in a safe place, clear of traffic and away from where the bus stops.
- Students must maintain safe and appropriate behavior when waiting for and boarding the bus.
- The driver/attendant are in full charge of students when they are on the bus. Students shall obey all instructions from them. In cases where a Principal/designee is on the bus, they are also authorized to enforce student discipline.
- Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
- Students shall not be permitted in the driver's compartment while the bus is in motion.
- Students shall not tamper with any equipment on the bus.
- Students are not to carry on any unnecessary conversation with the driver while the bus is in motion.
- Students shall be courteous and obedient to the driver/attendant.
- Students shall not use profane language or obscene gestures while on the bus.
- Students shall cooperate with the bus driver in keeping the bus clean.
- Rough or boisterous conduct will not be permitted on the bus. Students shall be absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
- Students may drink only water on the bus; eating is not permitted except for medical reasons.
- Students should remember that misconduct or carelessness not only endangers their own safety but the safety of other passengers.
- Students must not extend their hands, arms, head or objects through bus windows.
- Students shall not throw any item inside or outside the bus while boarding, riding, or



leaving the bus.

- Students will not ride on the outside of the school bus at any time or attach any item to the bus.
- Firearms, knives, explosives, breakable glass, or other dangerous objects are not permitted on the bus. Animals, except those animals authorized by an IEP or 504 Accommodation Plan, are not permitted on the bus.
- No item that will block the aisle or is unsecured shall be carried on the bus. Items also cannot take the place of a student in the seat (see “Transportation of Large Articles & Instruments”, pg. 12)
- The use, possession, or distribution of tobacco, drugs, alcohol, or any other controlled substance shall not be permitted on the bus. The use of e-cigarettes is also prohibited on the bus.
- Students shall respect the private property where bus stops are assigned.
- Students shall report damage to the bus for any reason to the driver/attendant, who will report it to the Bus Contractor.
- **Students and parents/guardians shall be held responsible for any vandalism of the bus, bus stop location and/or private property.**

Loading & Unloading from a School Bus

Many injuries occur during boarding and exiting, both drivers and students need to be especially careful during these two procedures. Parents, School Personnel, and Bus Drivers need to instruct students in proper loading and unloading procedures.

Students must understand the following safety guidelines for the loading zone:

- Allow enough time in the morning to get to the bus without hurrying. Rushing causes carelessness, a major factor in accidents.
- Be a safe pedestrian when you walk to the bus. Whenever you cross a street, stop first and look left-right-left. Keep looking until the road is clear. Once traffic is clear, cross the street, checking for any sudden traffic changes.
- At the stop, wait for a safe distance from the roadway in an orderly fashion. Don't stray onto streets, alleys or private property.
- Wait for the bus to stop completely before trying to board it. Wait for the door to open before moving toward the bus. Then, board the bus carefully, using the handrail. Once on the bus, promptly sit in your assigned seat.

When exiting the bus, students should understand the following safety steps:

- Wait for the bus to stop completely before getting up from your seat.
- Walk to the front door and exit, using the handrail.
- Stay out of the danger zone (10 ft. area around the bus).
- Don't cross until the driver signals that it's okay to do so.
- Do not cross behind the school bus. Cross the street carefully, looking left-right-left until you are safely across. Stay clear of the bus at all times.



- If you have to cross the street in front of the bus, walk 8-10 feet ahead of the bus along the side of the road, until you can turn around and see the driver. Then stop and wait for the driver's signals, walk across the road, keeping an eye out for sudden traffic changes.

Student Rosters and Seating Charts

- School bus drivers maintain a student roster and student-seating chart for each school bus route. The student rosters and seating charts shall be kept updated. Information of the student rosters shall remain confidential and secured on the school bus. Copies of the student rosters and seating charts are to be maintained by the Bus Contractor and made available to school officials and law enforcement officers upon request. A copy of the student seating chart can be provided by LCPS and/or Bus Contractor to school administrators upon request.
- Student rosters contain the following information:
 - First and last name of each student
 - Grade

Disciplinary Procedures

It is the responsibility of the school bus driver to enforce all rules governing the conduct of students on the school bus. The driver shall report student non-compliance with these rules to the Principal and Bus Contractor Safety Officer in accordance with local school district policy. All school bus drivers have been supplied with School Bus Incident Report to Parents, forms which reflect the rules of student conduct. Students can be disciplined for the following actions:

- Improper boarding/Departing procedures
- Failure to remain seated properly
- Fighting/pushing/tripping
- Refusing to obey driver
- Spitting/littering
- Unnecessary noise, especially at all railroad crossings
- Tampering with bus equipment
- Rude, discourteous and disturbing conduct
- Destruction of property or vandalism
- Other behaviors that interfere with school bus safety
- Eating and/or drinking on the bus (including gum)

If students choose to break a rule, the bus driver will report this through the School Bus Incident Report to Parents.

The Progressive Disciplinary Plan is a guideline for Minor Infractions. Major Infractions may forgo the guideline and length of suspension may differ.

- Warning: No Suspension.
- 1st Offense: One (1) day suspension from bus.
- 2nd Offense: Three (3) days suspension from bus.
- 3rd Offense: Five (5) days suspension from bus.



- 4th Offense: Indefinite suspension from bus or until an eight (8) day minimum suspension with conference between Bus Contractor, student, and parents has been held.

If the parent/guardian disagrees with the finding of the incident report, the parent/guardian shall contact the Bus Contractor's Safety Officer to discuss the incident. The safety officer shall then confer with the driver of the bus on which the incident occurred, and shall review applicable video from the school bus on which the incident occurred, and shall complete an investigation of the incident and contact the parent/guardian with the results of the investigation.

If the parent/guardian agrees with the outcome of the safety officer's report of the incident, the student shall serve the required suspension, if any.

If the parent/guardian does not agree with the outcome of the Bus Contractor Safety Officer's report the parent/guardian shall have the option to appeal the safety officer's decision to the LCPS Transportation Specialist and/or the Associate Director of Operations. The LCPS Transportation Specialist and/or the Associate Director of Operations shall contact the Bus Contractor Safety Officer and the bus driver to discuss the incident report, and may review appropriate video, as necessary; and shall then make a determination as to validity of the findings of the incident report, and shall report his/her decision to the parent/guardian.

If the parent/guardian disagrees with the decision of the LCPS Transportation Specialist and/or the Associate Director of Operations, the parent/guardian may appeal the decision to the LCPS Director & Senior Advisor to the Superintendent & Board of Education and/or the Superintendent of Schools. The Superintendent of Schools shall have final authority for decision-making and no further appeal shall be possible.

The Bus Contractor will make every effort to notify parents/guardians of the suspension. Students will be given a copy of the Bus Incident Report to give to their parents the afternoon before the suspension.

Serious behaviors (Major Infractions) may result in suspension of transportation privileges. These may include but are not limited to:

- Physical harm to self or any student
- Possession and/or use of drugs
- Possession and/or use of weapons and/ or can be considered as a weapon (gun, knife, glass, toy gun, etc.)
- Physical harm to the driver
- Bullying/sexual harassment
- Objects thrown from the bus
- Physical damage to the bus or school property
- Tampering with any emergency exit
- Incidents involving fire (Lighting matches/smoking on bus)



In addition to suspension of transportation privileges, legal action against the student and/or parents/guardians may be taken. Students are subject to disciplinary action for violation of district policies while on school buses or at authorized stops.

Transportation to and from school for students who are suspended from school bus riding privileges will be the responsibility of the parents/guardians.

Special Needs / Modified Transportation Students

Students receiving modified transportation services may be suspended from the bus. The 504 or IEP Committee must review any suspension of a student with a current 504 Accommodation Plan or IEP. Parent/guardian shall transport their child in the event of bus suspension unless otherwise determined by a 504 Accommodation Plan or IEP. The Bus Contractor and the LCPS Transportation Department shall be notified by the 504 or IEP Committee of any student with disabilities that might exhibit problematic behaviors while on the bus. Information will be shared with the individual bus driver/attendant.

The Special Needs / Modified Transportation Form should include:

- Problematic behaviors
- Special disciplinary interventions
- Any restrictions
- Health Concerns
- Modified transportation justification
- All demographic information requested
- All emergency information requested

PROHIBITION AGAINST BULLYING, CYBERBULLYING, INTIMIDATION AND HOSTILE OR OFFENSIVE CONDUCT

Bullying behavior, cyberbullying, intimidation and hostile or offensive conduct by any LCPS student is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Any repeated and pervasive written, verbal or electronic expression, physical act, or gestures, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at designated bus stops or at school activities or school-sanctioned events. This includes, but is not limited to: hazing, harassment, intimidation or menacing acts against a student which may, but need not be, based on the student's race, color, sex, ethnicity, national origin, religion, disability, school age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- placing a student in reasonable fear of physical harm or damage to the student's property; or
- physically harming a student or damaging a student's property; or
- insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student



LCPS Policies/Regulations: JICKA, JICKA-R, JICFB, JICFB-R.

PROHIBITION AGAINST SEXUAL HARASSMENT OF STUDENTS

It is the policy of the Board of Education to prohibit harassment of any student on the basis of sex. The LCPS Board of Education and the administration will not tolerate sexual harassment of students by LCPS employees or by other students. Sexual harassment is illegal. No employee of the school district shall engage in any conduct of a sexual nature with any student, regardless of the student's age, ability to consent, or actual consent. Conduct by students or employees, including but not limited to, sexually oriented name-calling, graffiti, teasing, etc., has no place in school. However, requests by students to other students for dates or other age-appropriate expressions of interest or affection are not considered sexual harassment. The Board of Education's policy prohibiting sexual harassment against students is located on the school district's website: www.lcps.k12.nm.us. **LCPS Policies/Regulations: JICK-R, JICKA, JICKA-R (From the LCPS STUDENT AND FAMILY HANDBOOK)**

PARENT/GUARDIAN RESPONSIBILITIES

To ensure the safety of all students on a school bus, parent/guardian responsibilities include the following:

- Parents/guardians are responsible for ensuring that their child/children learn and obey the school bus safety rules and use appropriate behavior required on a school bus. This includes to and from transportation and field/activity trips.
- Parents/guardians who have problems regarding transportation are not to delay the driver. They should call the school transportation office regarding these matters.
- Parents/guardians shall ensure that their child/children arrive at the designated bus stop five to ten minutes before the scheduled arrival time in order to be ready to board when the bus arrives.
- Parents/guardians are responsible for instructing their child/children about their assigned bus stop and advising them to get off the bus only at their assigned stop.
- Notes and/or calls from parents/guardians requesting that their student be picked up or dropped off at a stop other than his/her regular stop will not be allowed unless for emergency reasons. These requests must be received and approved by LCPS via a temporary bus change request.
- Stop locations and a.m. pick-up times may change at any point during the school year. Notice of these changes are distributed by the bus driver to students riding the bus as soon as possible. If your student has not ridden the bus for more than three days or is an infrequent rider, please have your student inquire with their school's front office on whether a change has been made to his/her bus route before resuming bus transportation.
- The student's parent/guardian shall be held legally and financially responsible for destruction on the bus, such as cut seats or broken windows. If there is damage done, the student responsible will not be allowed to ride until the damage is paid for.

Kindergarten Riders

Under no circumstance will a kindergarten student be allowed to disembark at their home stop without an authorized person present. The authorized person must meet the child at the bus



service door. Older siblings who regularly ride the same bus can be designated as the authorized person with a kinder release form completed. If the bus arrives at the stop and an authorized person is not present at the service door, the bus will return the student to his/her school, which will then contact the student's parent/guardian to have them pick up their child at the school. Please contact the school by noon to request approval to have an alternate person pick up your child. This will provide us enough time to inform the driver of this change. The exception to the noon deadline is the beginning of a new school year due to the volume of kinder release forms that are turned in and may take up to 3 business days to process to ensure the information is given to the driver. Once again, this procedure is established for the safety of your child and will be strictly enforced.

Kindergarten Forms

- Kinder Bus Release Form – This form allows the parents of their kinder child to be able to authorize and identify other individuals that are able to meet the student at the bus service door so the student can disembark and/or allows an older sibling that rides the same bus as the kinder sibling to be able to escort the kinder sibling home.

*** This form will need to be filled out and approved by the school Principal/Designee before forwarding to the Bus Contractor.**

Recognizing Your Bus Stop

Many bus stop locations have very similar characteristics and to a young child, and may be difficult to discern without establishing a landmark location before taking the bus for the first time each year. While it is the bus driver's responsibility to manage the safe discharge of students, parents/guardians are expected to help their child learn their bus stop location, identify a landmark to help them recognize their stop from the bus, and establish the safest walk route home from the stop.

Parents/Guardians of Students who have been approved for Special Needs / Modified Transportation

Parents/guardians of students who have been approved for modified transportation services shall:

- Provide information required, from parents/guardians, on the LCPS Modified Transportation Form.
- Allow up to ten (10) working days after Bus Contractor receives the Modified Transportation Form to reconfigure the route and begin transportation services.
- Any changes in the student's assigned school, hours of attendance, and/or specific equipment constitute a change in the program and must go through the 504 or IEP Committee.
- Any changes in the pick-up and/or drop-off locations shall be submitted to LCPS Special Student Services and will be forwarded to the Bus Contractor. Allow up to (10) working days to reconfigure the route. A new form will be completed at the school.
- Pick-up and/or drop-off locations shall remain consistent 5 days a week.
- Sibling Rider will be indicated in the "IEP" as "sibling rider is to support". Limit to one sibling rider.
- Have the student ready to board the bus at the assigned pick-up time. The bus will wait



for two (2) minutes for a student receiving modified transportation before continuing on the route.

- Parent/guardian shall ensure that an authorized person meets the bus when it is indicated on the Modified Transportation Form that a student cannot be left unattended.
- Parent/guardian shall notify the LCPS Transportation Department and/or Bus Contractor, in advance, if the student does not plan to attend school on any specific day (a full day notice if possible or by 6:00 am of the current day). **If a student does not ride bus for three (3) consecutive days without notification to Bus Contractor; riding privileges will be put on a hold until informed.**
- Students receiving modified transportation services may be suspended from the bus. The 504 or IEP Committee must review any suspension of a student with a current 504 Accommodation Plan or IEP. Parent/guardian shall transport their student in the event of bus suspension, unless determined by a 504 Accommodation Plan or IEP.
- Cooperate in the completion of the LCPS Transportation Form by providing alternate phone numbers and addresses of responsible persons to be contacted in case of an emergency.
- Ensure students have clean diapers if they are not toilet trained and that colostomy bags are not filled to capacity before boarding the bus. Transportation will not be provided for students who are soiled or have full colostomy bags before boarding the bus.
- Transport their student when exceptional situations arise and call for a deviation from established bus service or in the event of a bus suspension.
- Parents/guardians cannot be transported to or from school on school buses.

Procedures for Delivery of Special Needs / Modified Transportation Students

When delivering a student receiving modified transportation service and the parents/guardians are not present to receive the student, the Bus Contractor will refer to the student's Confidential Emergency Information form as follows:

- If the parents/guardians have authorized that the student can be left unattended, the bus driver may leave the student at the delivery location.
- If the parents/guardians have not authorized that the student can be left unattended, the bus driver will not leave the student unattended.
- The Bus Contractor will attempt to contact the student's parents/guardians at work or at other phone numbers provided, and if necessary, call the alternate contacts listed on the form.
- If the Bus Contractor is still unable to make contact with parents/guardians or with the emergency contact listed on the form, the driver will transport the student back to the school.
- If the school is unable to contact parents/guardians or the emergency contacts, the student may be referred to the appropriate personnel for child protective services.

OTHER IMPORTANT INFORMATION

Transportation of Large Articles & Instruments

For the safety of all LCPS bus passengers, the following shall apply in transporting of instruments or other large articles. Parents are encouraged to transport large articles to and from



school. Students needing the assistance of oxygen or other mechanical ventilation devices during their bus ride must have this identified, justified, and outlined on the Modified Transportation Form. All such equipment shall be secured to prevent items from becoming projectiles in the event of an impact.

- Any type of skateboard is prohibited from being transported on the bus.
- No item shall block the aisle, emergency door, or service door of the bus.
- No item shall be placed in the driver's compartment.
- Students shall carry balls and any other athletic equipment in a zippered athletic bag (no plastic grocery bags).
- Items allowed on the bus shall be under the control of the student at all times, be carried on the student's lap or on the floor of the bus, only if the item can in no way come free of the student's control, causing it to slide freely underneath the seats of the bus. Said items, shall not extend beyond or above the height of the seat in front of the students as well.

The following instruments will **not be allowed** on the school bus daily runs:

- Tuba
- Snare Drums
- Cello
- Sousaphone
- Baritone Sax
- String Bass
- Guitar

The following instruments **will be allowed** on the school bus daily runs:

- Flute
- Piccolo
- Trumpet
- Cornet
- Clarinet
- Oboe
- English Horn
- French Horn
- Mellophone
- Bass Clarinet
- Alto Clarinet
- Trombone
- Alto Sax
- Tenor Sax
- Bells (in their case)
- Bassoon
- Violin
- Viola
- Baritone/Euphonium
- Concert Snare Drums



All instruments carried by students should be under their control at all times and carried on their lap or between seats. The aisle should not be blocked at any time. No instruments shall be placed in the driver's compartment.

Suggested guidelines for loading and unloading from bus:

- Band students should load buses last and exit at stops after other students exit.
- Band students should make seating arrangements with bus drivers so that their instruments do not create a safety problem.

School Band Directors have a copy and are aware of this instrument list

School Bus Driver Responsibilities

Bus drivers appreciate good conduct and good citizenship. Cooperating with your bus driver will result in the safety of all who ride the school buses. The following regulations apply to School Bus Operations:

- Drivers will provide safety instructions and emergency evacuation sessions to all students on their buses. Emergency loading and unloading procedures will be emphasized during the sessions. These demonstrations will be conducted twice each school year for each route assigned to a school bus.
- Drivers shall adhere to the established route schedules approved by the LCPS Transportation Department.
- Drivers must be on time at their assigned bus stops. The drivers are not expected to wait for students unless they are observed making a timely effort to reach their buses.

Bus Stops & Bus Schedules

- All regular school bus stops utilized to load and unload students will be established in a coordinated effort between the school Bus Contractor and the LCPS Transportation Department. School bus stops may be reviewed and changed by the State Department of Education School Transportation Division.
- If buses are late in arriving at school, students are to follow the instructions given by the schools' administrator (s) regarding tardiness and school breakfast, if applicable.
- School buses will pick up students at assigned stops and will return students only to the same assigned stops. A student may be allowed to board or exit the bus at a different stop only upon submitting a temporary bus change request.
- Students are to report to their buses as soon as schools are dismissed. Buses will wait no longer than seven (7) minutes. Once the entrance door is closed and the buses begin to move, drivers are not authorized to stop to allow any additional students on or off the bus.
- If an administrator wants a student off the bus prior to the bus leaving, the administrator must come to the school bus service door and identify him/her self before the driver will release the student. If the bus has started to move, the administrator must call the Bus



Contractor's dispatch office (575-523-5686) and request that the bus return to the school immediately.

- Notes and/or calls from parents/guardians requesting that their student be picked up or dropped off at a stop other than his/her regular stop will not be allowed unless for extenuating circumstances. (See Temporary Bus Change Request – pg. 4)
- Reasonably placed stops will be determined at the discretion of the Bus Contractor.
- LCPS will accept requests to move bus stops when property damage is occurring at the stop location. All requests to move or add bus stops to a route must be submitted to LCPS Transportation Department
- Complaints and/or concerns regarding route schedules and/or school bus stops may be addressed to either the LCPS Transportation Office or the Bus Contractor.
- Complaints regarding discipline on board school buses may be addressed to the Bus Contractor's **Safety Officer at 575-523-5686** or the LCPS Transportation Office.
- Drivers will not transport any person(s) who are not students or approved school personnel assigned to their bus while driving regular routes.
- Drivers will not give permission to anyone other than assigned students and/or approved school, transportation, emergency, or law enforcement personnel to board the bus. Students may not ride a bus other than their assigned bus without an approved Temporary Bus Change Request.
- **The driver will assign students to seats and can change assignments throughout the school year as necessary.**

Principal Responsibilities

The Principal is responsible for implementing policies set by the School Board of Education and for promoting public understanding of and support for the transportation program. Specific duties include but are not limited to:

- Students will receive transportation information regarding bus stops and times at registration. New Students will need to register at the school for transportation and this may take two days for bus information to be available on the Student Program "Synergy" for parent/guardian.
- The Principal or designees, in cooperation with the drivers, are responsible for enforcing discipline while students are being transported to and from school, as well as while they are unloading and loading.
- The Principal/designee will be in the bus zone in the morning when students are unloading and in the afternoon when students are loading. In the p.m., the bus driver will not be required to wait more than seven minutes (this time may be adjusted by the Principal and/or Transportation Department) after the dismissal bell has rung.
- Complaints regarding discipline on board a bus or problems with a bus driver will be referred to the Transportation Department by the Principal/designee.
- Temporary Bus Change Request will be handled on an individual basis by the Principal/designee.-If authorized by the Principal/designee, his or her signature must be on the note noting approval and given to the bus driver.



- The Bus Contractor’s Safety Officer will send copies of School Bus Incident Reports to the Principal/designee as they occur. The Principal/designee should discuss with the student, his/her behavior on the bus.
- If a student is involved in a serious infraction on the way to school, the student will not be allowed to ride the bus home. The Principal/designee will notify the parent of the infraction and suspension of transportation.

Video Cameras

Video cameras are used onboard school buses to help monitor bus activity. The video will not be distributed to anyone other than the school administrator, Bus Contractor, LCPS Public Safety, Transportation Department, and/or law enforcement upon requested.

Lost & Found

Items left on the bus will be held for one month at the Bus Contractor’s office. After the one-month period, items will be discarded. Perishables will be discarded immediately.

Transportation of Medication

For the safety of all student riders, the following rules will be enforced regarding the transportation of medication:

- Students may not transport medication unless accommodations are outlined in the student’s Individualized Healthcare Plan (IHP).
- The Bus Contractor will be notified by the school nurse of the accommodation using the “Notification to LCPS Transportation of Students with Medical Needs” form.
- If you have any questions regarding this protocol, please contact your child’s school nurse.

References: LCPS Regulations JLCD-R, EFAB-R, EFAB-E3

Inclement Weather

In the event there is severe weather, parents are urged to watch and listen for local announcements from LCPS. If the weather interferes with bus pick-up in the mornings or drop-off in the afternoons, parents will be notified as early as possible through one or more of the following means: radio, television, on the LCPS website (www.lcps.k12.nm.us), and through automated telephone calls from LCPS or the child’s school.

During days of heavy snow, one of the determining factors as to whether school will be delayed or cancelled is based on whether it is safe for school buses and parents’ cars to travel on local streets and roads. Safety of all students is the top priority.

During lightning storms, buses may be delayed as the drivers wait for the threat of lightning to leave the area of the school or the area where the students will be dropped off. Once again, notifications to parents will be made if buses will be late in delivering students to or from school.

During the days of hot weather if the heat index reaches 104 degrees and above, the crisis team will be activated and will determine if buses will be cancelled.