

Transportation Parent/Student Handbook



Laramie County School Dist. #2



Revised June 2018

Transportation Staff

LCSD #2 Transportation Building 327 S. Prairie Ave., Burns, WY 82053

Dispatch Office	245-4172
Lance West, Transportation Coordinator	245-4170
Paula Dennis, Driver/Assistant	245-4171
Jesse Shults, Mechanic	245-4172
Mike Reifschneider, Mechanic	245-4172
Tammie Lemaster, Mechanic Assistant	245-4172

Route Drivers

Albin Drivers:

Route #101 ~ Shawnae Branigan
Route #102 ~ Mike Peterson
Route #103 ~ Jill Lerwick

Burns Drivers:

Route #130 ~ Roberta Trimble
Route #131 ~ Val Martin
Route #132 ~ April Talkington
Route #133 ~ Casey Ashworth
Route #134 ~ Andrea Griess
Route #135 ~ Shawn Pohlman
Route #136 ~ Dwayne Anderson
Route #137 ~ Danny Mitma
Route #138 ~ Kellee Haws
Route #139 ~ Don Towns
Route #140 ~ Nancy Wilkinson

Carpenter Drivers:

Route #120 ~ Rob Robinson
Route #121 ~ Jodie Saukerson
Route #122 ~ Wendy Stoffer
Route #123 ~ Heidi Miles

Pine Bluffs Drivers:

Route #111 ~ Kraig Jacobsen
Route #112 ~ Norm Reed
Route #113 ~ Dawn Crouse
Route #114 ~ Rhonda Reed

Information for student bus schedules, please contact LCSD2 Transportation at 307-245-4172 or email lance.west@laramie2.org

INFORMATION FOR PARENT/GUARDIAN

1. Drivers will compile a bus seating chart to help ensure each student has an assigned seat.
2. Drivers will provide for the safety and welfare of the students riding the bus at all times.
3. Drivers will permit only authorized persons to ride in the bus or step on the bus.
4. Drivers will not share confidential information of students with anyone except authorized school personnel.
5. The driver is in charge of the bus and the students.
6. LCSD 2 will provide a sanitary bus.
7. Drivers will obey traffic laws and driving regulations.
8. Buses will follow schedule as weather permits.
9. Drivers will report all infractions of rules to the Principal and/or Transportation Supervisor.
10. Drivers will communicate regularly with families in an effort to correct behavior incidents or schedule changes.
11. Riding the school bus is a privilege. Improper conduct on the bus may result in transportation privilege suspension.
12. Camera and audio recording devices are installed on every LCSD2 school bus.
13. If a student requests to be picked up or dropped off at a location different from normal schedule, a permission slip and/or phone call to Transportation Dispatch is required.
14. If a parent plans to take their student(s) home from a field trip while away from school, permission must be granted by the school principal and the student(s) must be signed out at that time.
15. **Buses will not be traveling on non-publically maintained roadways without expressed approval from the Board of Trustees.**

PARENT/GUARDIAN RESPONSIBILITES

1. Arrive to the scheduled bus stop a minimum of 5 minutes prior to scheduled time. LCSD 2 buses must maintain schedule and will not wait.
2. Educate students to make safe decisions while waiting for the bus to arrive if the student is not being supervised at the bus stop.
3. Parents and guardians are responsible for their student(s) prior to loading onto the bus in the morning and after unloading off the bus in the afternoon.
4. Parents and guardians must ensure their student(s) are properly dressed while waiting for the bus if the student is unsupervised at the bus stop.
5. Passengers of a school bus shall be limited to assigned routes (unless pre-approved) and approved LCSD #2 pupils and activity sponsors.
6. Parents are responsible to get their student(s) to designated bus stops as LCSD2 buses will not be traveling on non-publically maintained roads or driveways. Buses will only travel in the school zone assigned and will not pick up students out of the zone. See school zone boundaries adopted in May 2017.

INFORMATION FOR STUDENTS

1. Riding the bus is a privilege. Students who continually choose not to follow the rules or make effort to behave will be suspended from riding.
2. Get plenty of rest and arrive to your bus stop on time. The bus will not wait for you.
3. Any student who causes damage to the bus may be held liable for repair.
4. In case of an emergency, remain in the bus unless otherwise instructed by the school personnel that is in authority.
5. If you plan on going home with another student or someone going home with you, permission must be granted from both families and the school. A note and/or a phone call to transportation will be required from everyone.
6. Build a good relationship with your driver, he/she cares about you and will help you with anything.

STUDENT RESPONSIBILITIES

1. Remain seated in assigned seat. Do not move seat to seat. Face forward for safety. Keep arms, head, feet out of the walk path between seats. Do not put any part of your body out of the windows.
2. Be respectful to the driver. Do not yell, scream, or cause distraction to the driver. FOLLOW THE BUS DRIVER'S RULES.
3. Do not throw objects inside or outside. Keep your items stored properly in the bookrack or next to you in your seat.
4. Do not vandalize the bus or the bus equipment. (Write on seats, tear holes in seats, mess with cameras or radios, etc.)
5. Clean up after yourself. Throw trash away, wipe up messes, etc.
6. Do not bring food on the bus unless it is approved by the driver.
7. Actively participate in emergency bus evacuation drills.
8. Inappropriate language, social media, display of affection, music, print, etc., are prohibited
9. Fighting and horseplay are prohibited.
10. Use of controlled substance, alcohol, and tobacco are prohibited.
11. Weapons or any object that could be used as device to inflict harm are prohibited.
12. Aerosols, liquids, or solid compounds of any kind are not allowed to be discharged on the bus. (ex, perfume, hair spray, deodorant, etc.)
13. Animals are prohibited.
14. Be responsible for your own items and take them with you when you get off the bus.
15. Be courteous to fellow pupils and the bus driver. Assist with younger students when possible.
16. Bullying is not tolerated. Do not taunt, make fun of, or disrespect other students.
17. Wait for signal from the driver before crossing the road to get on the bus. Cross a minimum of 10 feet in front of the bus.

CORRECTIVE ACTIONS FOR BEHAVIOR PROBLEMS (PARENT/GUARDIAN and STUDENTS)

MINOR INFRACTIONS:

- The Bus driver will work with the student on a one-to-one basis. The bus driver may involve the parent(s) if the driver feels it necessary.
- Minor infractions will be documented in the drivers daily calendar but will not be considered for assistance from the Principal or the Transportation Supervisor.
- Minor infractions may lead to major infractions if the student(s) do not choose to correct behaviors.

MAJOR INFRACTIONS:

- Student Discipline Referral form is completed and Principal/Transportation Supervisor become involved.
- The student(s) must correct behavior after meeting with the Principal, Transportation Supervisor, or District Official if a chance to correct the behavior is granted.
- Some major infractions may result in immediate suspension from riding the bus

As mentioned before, riding the bus is a privilege. Continual disregard for the rules and procedures from both the family and the student may result in suspension from riding the bus. LCSD2 will attempt to correct behavior issues that may arise but it is entirely up to the student and the family to comply. The safety and positive experience for each student while riding the bus is LCSD2 Transportation's goal.

OTHER INFORMATION

ADVERSE WEATHER CONDITIONS:

During extreme blizzard conditions and bus routes cannot operate, children will remain in school. Buses will not be crossing flooded areas, closed roads, or roads blocked by snow. Parents will be notified and arrangements will be made for transportation back home.

SCHOOL DELAYS OR CLOSURES

The Transportation Supervisor will make a recommendation to the Superintendent on any weather event that may impact travel for school or school activities. The Superintendent will make the decision to close or delay school. LCSD2 will communicate as early as possible on days that are affected by significant weather events.

AUDIO/VIDEO RECORDING ON SCHOOL BUSES

Laramie County School District #2 has equipped all school buses with audio/video recording equipment to assist in providing a safe and secure environment when traveling on a bus. The objective of placing recording equipment on buses is to provide bus operators ability to maintain discipline, ensure safe and comfortable ride, and to determine corrective action to behavioral issues.

Transportation Request

This request must be turned in upon registration to the Building Secretary if you are new to our district. Transportation could take up to a maximum of 5 working days to provide transportation for students. If your child is already registered, this form is not required

NAME OF STUDENT: _____
ADDRESS: _____

MOTHER'S NAME: _____ WORK # _____ CELL # _____
FATHER'S NAME: _____ WORK # _____ CELL # _____
HOME PHONE NUMBER: _____

Emergency Contact #1: _____ PHONE #: _____
Emergency Contact #2: _____ PHONE #: _____

SCHOOL OF CHOICE:
Albin Elem. ___ Carpenter Elem. ___ Pine Bluffs Elem. ___ Burns Elementary ___
Burns JR/SR HS ___ Pine Bluffs JR/SR HS ___
(Please put a check mark by the school attending)

Days riding bus: All week ___ Monday ___ Tuesday ___ Wednesday ___ Thursday

SPECIAL INSTRUCTIONS:

(School Principal Signature) (Date)

(Parents Signature) (Date)

STUDENT EMERGENCY INFORMATION

ROUTE # _____

Student(s) Name	_____	Grade _____
	_____	Grade _____
	_____	Grade _____
	_____	Grade _____
	_____	Grade _____
	_____	Grade _____

Physical Address _____

	(Father)	(Mother)
Parent/Guardian	_____	_____
Home Phone #	_____	_____
Work Phone #	_____	_____
Cell Phone #	_____	_____
Emergency #	_____	_____

Where are student(s) to be let off the bus in the event that you are not at home or if there is a school closure?

PLEASE list any potential medical problem(s) your student(s) might be affected by while riding the school bus. (e.g.: bee stings, asthma, etc.)

THE INFORMATION ON THIS FORM IS TO BE USED FOR OFFICIAL SCHOOL BUSINESS ONLY. THE BUS DRIVER UNDERSTANDS THAT THIS INFORMATION IS NOT TO BE SHARED WITH ANYONE BUT SCHOOL OFFICIALS.

Return this form to your bus driver no later than **August 27th, 2018**

**PLEASE SIGN AND RETURN THIS PAGE TO YOUR STUDENT'S
BUS DRIVER**

As parent/guardian, I acknowledge and understand the Transportation Parent/Student Handbook at www.laramie2.org. I understand the rules and procedures as well as my student(s). If I do not have access to the internet to view the handbook, I understand I can request a copy from my student's school, my student's bus driver, or the Transportation Office.

(Signature of Parent/Guardian) (date)

(Signature of Student) (date)

(Signature of Student) (date)

(Signature of Student) (date)

(Signature of Student) (date)

(Signature of Student) (date)

Paper Copy of Parent/Student Transportation Handbook is available upon request

Return this form to your bus driver no later than **August 27th, 2018.**

L.C.S.D. #2 Transportation
