

# Transportation Parent/Student Handbook



Laramie County School Dist. #2



Revised May 2022

# Transportation Staff

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

|  |                 |
|--|-----------------|
| <b>Dispatch Office</b>                 | <b>245-4172</b> |
| Lance West, Transportation Coordinator | 245-4170        |
| Paula Dennis, Driver/Assistant         | 245-4171        |
| Mike Reifschneider, Mechanic           | 245-4172        |
| Tammie Lemaster, Driver/Dispatcher     | 245-4172        |

## Route Drivers

### **Albin Drivers:**

Route #101 ~ Shawnae Branigan  
Route #102 ~ Jesse Shults

### **Burns Drivers:**

Route #130 ~ Jill Lerwick  
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 ~ Jodie Saukerson  
Route #138 ~ Kellee Haws  
Route #139 ~ Don Towns  
Route #140 ~ Nancy Wilkinson

### **Carpenter Drivers:**

Route #120 ~ Dick Crozier  
Route #122 ~ Wendy Stoffer  
Route #123 ~ Heidi Miles

### **Pine Bluffs Drivers:**

Route #111 ~ Kraig Jacobsen  
Route #112 ~ Logan Romsa  
Route #113 ~ Dewey Martin  
Route #114 ~ Lisa Romsa

Please contact LCSD2 Transportation for any information at  
307-245-4172 or email [lance.west@laramie2.org](mailto:lance.west@laramie2.org)

## **INFORMATION FOR PARENT/GUARDIAN**

1. Drivers will compile a bus seating chart.
2. Drivers will provide for the safety and welfare of the students riding the bus.
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
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 designated WDE Transportation Procedures/Rules
9. Drivers will report all infractions of rules to the Principal and/or Transportation Supervisor.
10. Drivers will communicate regularly with families
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, the school principal must approve
15. Buses will not be traveling on non-publically maintained roadways without expressed approval from the Board of Trustees.

## **PARENT/GUARDIAN RESPONSIBILITIES**

1. Arrive to the scheduled bus stop a minimum of 5 minutes prior to scheduled time. LCSD 2 buses must maintain schedule. Buses are on a schedule so please arrive early.
2. Educate students to make safe decisions while waiting for the bus to arrive if the student is not being supervised at his/her designated bus stop.
3. Please assist transportation with your student(s) needs and compliance
4. Please ensure your student(s) are properly dressed for weather conditions while waiting for the bus.
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. See school zone boundaries adopted in May 2017.

## **INFORMATION FOR STUDENTS**

1. Riding the bus is a privilege. Please follow the bus rules.
2. Get plenty of rest and arrive to your bus stop on time. The bus will not wait for you.
3. Please be respectful to your driver and your classmates.
4. In case of an emergency, remain in the bus unless otherwise instructed by your driver.
5. If you plan to go 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!

### **STUDENT RESPONSIBILITIES/BUS RULES**

1. Remain seated in assigned seat. Do not move seat to seat. Face forward for safety. Keep arms, head, and feet out of the walk path between seats.
2. Do not throw objects inside or outside. Keep your items stored properly in the bookrack or next to you in your seat.
3. Do not vandalize the bus or the bus equipment. (Write on seats, tear holes in seats, mess with cameras or radios, etc.)
4. Clean up after yourself. Throw trash away, wipe up messes, etc.
5. Do not bring food on the bus unless the driver approves it.
6. Actively participate in emergency bus evacuation drills.
7. Inappropriate language, tone, social media, display of affection, music, print, etc., is prohibited. Keep conversations at appropriate tone.
8. Fighting and horseplay are prohibited.
9. Use of controlled substance, alcohol, and tobacco are prohibited.
10. Weapons are prohibited.
11. Aerosols, liquids, or solid compounds of any kind are not allowed to be discharged on the bus. (Ex, perfume, hair spray, deodorant, etc.)
12. Animals are prohibited.
13. Be responsible for your own items and take them with you when you get off the bus.
14. Do not taunt or disrespect other students.
15. 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)**

### INITIAL INFRACTIONS:

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

### ONGOING OR 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
- Some major infractions may result in immediate suspension from riding the bus

## **OTHER INFORMATION**

### ADVERSE WEATHER CONDITIONS:

During extreme weather conditions, LCSD2 Superintendent and Transportation Supervisor will determine if bus routes can safely operate. School closures/delays or early releases resulting from adverse weather will be communicated to each family using LCSD2 "all call" system and social media. Closures, delays, and early release days will be communicated as early as possible.

### AUDIO/VIDEO RECORDING and GPS 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 for our students. Each bus is also equipped with GPS tracking devices. Only designated school personnel are authorized to view recordings on the bus when needed.

### TRANSPORTATION FACILITY/DISPATCH SITE

LCSD2 Transportation will have a dispatcher on duty each regular school day from 5:30am to 5:30pm. Please feel free to call with any questions or information about your student(s) for the day. The district transportation facility is located at 327 S Prairie Ave Burns, WY 82053.

# Transportation Request

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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 schedules. 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 ATTENDANCE:  
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:  
\_\_\_\_\_  
\_\_\_\_\_

(Parents Signature)

(Date)

# STUDENT EMERGENCY CONTACT INFORMATION

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|                        |       |              |       |
|------------------------|-------|--------------|-------|
| <b>Student(s) Name</b> | _____ | <b>Grade</b> | _____ |
|                        | _____ | <b>Grade</b> | _____ |
|                        | _____ | <b>Grade</b> | _____ |
|                        | _____ | <b>Grade</b> | _____ |
|                        | _____ | <b>Grade</b> | _____ |
|                        | _____ | <b>Grade</b> | _____ |

**Physical Address** \_\_\_\_\_  
\_\_\_\_\_

|                        | <b>(Father)</b> | <b>(Mother)</b> | <b>(Other)</b> |
|------------------------|-----------------|-----------------|----------------|
| <b>Parent/Guardian</b> | _____           | _____           | _____          |
| <b>Home Phone #</b>    | _____           | _____           | _____          |
| <b>Work Phone #</b>    | _____           | _____           | _____          |
| <b>Cell Phone #</b>    | _____           | _____           | _____          |
| <b>Emergency #</b>     | _____           | _____           | _____          |

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 considerations(s) your student(s) may require as they relate to riding the school bus.

\_\_\_\_\_  
\_\_\_\_\_

***THE INFORMATION ON THIS FORM IS USED FOR OFFICIAL SCHOOL USE ONLY.***

Return this form to your bus driver no later than **August 31st, 2022**

**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](http://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.

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(Signature of Parent/Guardian) (date)

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(Signature of Student) (date)

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(Signature of Student) (date)

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(Signature of Student) (date)

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(Signature of Student) (date)

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(Signature of Student) (date)

Return this form to your bus driver no later than **August 31st, 2022.**  
*L.C.S.D. #2 Transportation*