

# School Bus Transportation Handbook

TITUSVILLE AREA SCHOOL DISTRICT



## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
COVID-19 BUS RULES AND REGULATIONS .....	3
TRANSPORTATION TO AND FROM SCHOOL.....	3
RESPONSIBILITIES OF THE BOARD OF EDUCATION .....	4
TITUSVILLE AREA SCHOOL DISTRICT BUS CONDUCT CODE .....	4
DELAY OR CLOSING OF SCHOOLS .....	5
RADIO AND TELEVISION STATIONS .....	6
RESPONSIBILITY OF PARENTS .....	7
RESPONSIBILITIES OF STUDENTS .....	8
RESPONSIBILITIES OF SCHOOL ADMINISTRATION .....	9
RESPONSIBILITIES OF TEACHERS .....	9
RESPONSIBILITIES OF BUS DRIVERS.....	9
GENERAL VIOLATION OF THE FOLLOWING RULES MAY RESULT IN THE SUSPENSION OF BUS RIDING PRIVILEGES.....	11
GROSS VIOLATION OF THE FOLLOWING RULES WILL RESULT IN THE IMMEDIATE SUSPENSION OF BUS RIDING PRIVILEGES.....	12
PENALTIES FOR INFRACTIONS.....	12
PROCEDURES FOR BUS DISCIPLINE .....	13
AM and PM BUS LOAD/UNLOAD SCHEDULE.....	13

## COVID-19 BUS RULES AND REGULATIONS

- Students and drivers must wear a face covering (mask or face shield) while riding on the bus or van.
- Students when entering the vehicle will fill the seats from the back of the vehicle to the front of the vehicle. Families will sit together at all times. Assigned seats/Seating charts must be followed everyday/Run.
- Windows on the vehicle will be down (weather permitting) to create air flow and circulation.
- Buses and vans will be cleaned and sanitized between the morning and afternoon runs. They will be deep cleaned at the end of the day.
- Please tell your child to limit the amount of things they touch while on the bus or van.
- Please tell your child to not share toys, phones or earbuds.

## TRANSPORTATION TO AND FROM SCHOOL

Transportation to and from school is a privilege. Abuse of this privilege may result in loss of transportation to and from school. When you lose your transportation privileges, you cannot ride a bus owned by the Northwest Bus Company and contracted by the Titusville Area School District during the time of the suspension.

***Video cameras and audio systems are installed on all Northwest School Buses. The information from these tapes can be used for disciplinary action. The cameras and audio systems will be on all buses and vans to help ensure the safety of all students and NW Bus Company employees.***

To perform this service safely and efficiently, the cooperation of the board of education, parents, students, principals, drivers and teachers is necessary.

Special education students will be subject to the same disciplinary procedures, including suspensions from riding the bus as regular education students unless otherwise noted in the student's IEP. The IEP will be reviewed to be sure that there are not any special circumstances that would warrant alternative forms of discipline, especially when a bus suspension is under consideration.

It is to be understood that in the event of a bus suspension, the student is still required to attend school and any absence during the suspension without a valid written excuse will result in school officials following the standard school truancy process.

## RESPONSIBILITIES OF THE BOARD OF EDUCATION

The Board of Education is the policy-making agent of the transportation system, as well as of all other phases of school operation. It is responsible, by law, for the general operation of transportation. The board delegates the actual responsibility for district control to the Superintendent, and, the board is the agency of appeal concerning administrative decisions.

The Board of Education, through the Superintendent and Transportation Director, plans bus routes and designates the bus stops.

### TITUSVILLE AREA SCHOOL DISTRICT BUS CONDUCT CODE

1. Students must sit down immediately upon entering the bus and REMAIN SEATED in his/her assigned seat throughout the route. Students are not to change seats while the bus is in motion.
2. Students will stay in their assigned seats and keep hands, feet and objects to themselves.
3. Students will follow directions given by the bus driver the first time.
4. Students will observe all safety rules and school policies while waiting for, boarding, riding and exiting from the bus.
5. No loud or shrill noises or boisterous conduct which may distract the driver is permitted. Students are not permitted to talk or make noise of any kind when the bus attempts to cross at a railroad crossing. Students will speak in a normal tone of voice and use proper language at all times.
6. All parts of the body must be kept inside the bus at all times.
7. No obscene language or gestures are allowed. No profanity of any kind, whether towards students or adults, will be tolerated.
8. No littering in or out of the bus is permitted.
9. Students are not permitted to throw objects or use objects such as a water gun on the bus.
10. No inappropriate display of affection is permitted.
11. Eating or drinking on the bus is prohibited. (This includes gum chewing.)
12. Possession or use of tobacco products, including E-cigarettes, while on the bus will result in state mandated fines, in addition to consequences outlined in penalties for infraction.
13. Refusing to follow the directions of the bus driver or failing to comply in the spirit of cooperation will not be permitted. The driver is in charge and his or her orders are to be followed at all times.
14. Students are not permitted to spray anything while traveling on the bus. (Example: perfume and deodorant)

## DELAY OR CLOSING OF SCHOOLS

If weather conditions or an emergency situation warrants the delay of school, the following procedure is taken:

Because our first student is picked up between 6:00 AM and 6:15 AM, once the busses leave to travel their routes there is no turning back. School officials cannot call for a delay or closing after 6:00AM. Preferably the decision will be made between 5:00 and 5:30 AM or the night before. Consideration for our students who live in the outlying and rural areas is the focus of the decision. School officials drive several back roads and highways within the district boundaries to evaluate road conditions. Communications are also conducted with the township supervisors and the Penn Dot officials at regular intervals.

Please understand that it is a delicate balance between calling a delay or cancellation or not. Weather can be fickle and conditions can be much worse just a few miles away from us in any direction.

In the unlikely event that a cancellation is necessary following a delay call, that decision will be made no later than 8:00 AM as the busses begin to pick up students by 8:15 AM.

Once a decision has been made to delay or cancel, parents will be notified of the decision via the district automated calling system, media outlets and the district website at [www.gorockets.org](http://www.gorockets.org).

Do not assume that because neighboring districts are delayed or cancelled that Titusville Area School District will follow suit. Our best advice for you is to assume that there will **NOT** be a delay or cancellation when we get winter weather.

The Superintendent will make the decision whether or not school should be delayed or closed.

If school is delayed, it will be by two hours.

Parents and students are advised to listen to the early morning news for school delays or cancellations. Please **do not** call the schools or the bus garage.

## RADIO AND TELEVISION STATIONS

### RADIO

#### FOREVER BROADCASTING STATIONS:

	<u>Franklin</u>	<u>Meadville</u>
FROGGY	98.5 (FM)	100.3 (FM)
MAJIC	99.3 (FM)	104.5 (FM)
WUZZ	107.7 (FM)	94.4 (FM)

#### ALLEGHENY NEWS TALKS SPORTS NETWORKS:

1490 AM - Meadville

1230 AM - Titusville

1450 AM - Franklin

1340 AM - Oil City

#### OTHER AREA RADIO STATIONS:

STAR	FM 104
ROCKET	FM 101
BOB FM	FM 94.7
WUSE	FM 93.9
JET	AM 1400
WFNN	AM 1330
WKQW	AM 1120
WKQW	FM 96.3

### TELEVISION

ACTION NEWS 24 (WJET)

WICU TELEVISION – CHANNEL 12

WSEE TELEVISION- CHANNEL 35

### INTERNET

The Morning Drill – [www.titusvillepalive.com](http://www.titusvillepalive.com)

## RESPONSIBILITY OF PARENTS

There will be no daily bus passes issued. A bus registration form must be filed in order for you to ride a bus to and from school five days a week from one location to one location. Drop - off points may be a different location from the pick – up point, but they must be consistent. If other daily arrangements are needed, it will be the responsibility of the parent(s) to provide them.

Parents can contribute to the efficient transportation of their children in the following ways:

1. See that children are at their designated bus stop at least five minutes prior to bus arrival time. Drivers are not required to wait for children as all children further down the route would then be forced to wait that much longer.
2. Students MUST stay off the roadway at all times while waiting for the bus.
3. Students MUST CROSS IN FRONT of the bus when crossing the road or highway.
4. Students must wait until the bus has come to a complete stop and red lights are flashing before attempting to enter or leave the bus.
5. Students and parents will be held responsible for vandalism done to the busses.
6. Students will not be permitted to eat or drink on the bus.
7. Possession or use of tobacco products while on the bus will result in state mandated fines, in addition to the consequences outlined in penalties for infractions.
8. State law prohibits transportation of animals on the bus.
9. Special items and projects should be transported by parents to school rather than on the bus due to space and safety consideration.
10. If a child chases after a bus, the privilege of riding the bus may be revoked for one day depending upon circumstances.
11. School officials and parents share the responsibility of seeing that students are orderly while awaiting the bus.
12. Parents will be responsible for any damage done to a bus by their children and will be required to make restitution to the Northwest Bus Company.
13. Parents are responsible for making sure that adequate, responsible child care is provided after school.
14. In the unlikely event that a bus is involved in an accident or breakdown, all students must remain in their assigned seats on the bus until the investigation has been completed. If need be the



driver will initiate the bus evacuation process. Students are to remain with the bus and are not to be released to parents until law enforcement or school officials have authorized the release of the student(s).

15. Drivers are only permitted to let students off at their designated stops.

## RESPONSIBILITIES OF STUDENTS

Students have duties and obligations that contribute to their safe orderly bus riding, and therefore are responsible for complying with the following rules:

1. Load and unload from the bus at your designated stop in an orderly manner and avoid crowding and pushing when getting on or off the bus.
2. Students will only be picked up/dropped off at their assigned bus stop. Students will receive consequences for riding a bus other than their assigned bus or transfer bus.
3. Students are required to remain on the bus once they have boarded.
4. Students will stay in their assigned seats and keep hands, feet, and objects to themselves.
5. Students will speak in a normal tone of voice and use proper language at all times. As in a classroom, quiet conversation is permitted. However, there must be absolute quiet at a railroad crossing and other places of danger as specified by the driver. The pupil is under the authority of and directly responsible to the bus driver.
6. Eating, drinking, chewing gum, and littering are not permitted on the bus.
7. Noise on the bus shall be kept to a minimum.
8. Students are not to throw anything while on the bus.
8. Students are not to hang any object or any part of their body out of the bus window.
9. Don't lose your riding privileges. Follow these rules:
  - a. Observe same conduct as in the classroom.
  - b. Be courteous, use no profane language.
  - c. Do not eat, chew gum, or drink on the bus.
  - d. Keep the bus clean.
  - e. Cooperate with the driver.
  - f. Do not cause physical harm to other students.
  - g. Do not be destructive.
  - h. Do not smoke or use tobacco products, including E-cigarettes.

- i. Stay in your seat.
  - j. Do not get off the bus without the permission of the bus driver or school official.
  - k. Keep head, hands and feet and objects to yourself and inside the bus.
  - l. Do not spray anything while on the bus or at the crosswalk.
10. Cross the street at least ten feet ahead of the bus.
  11. Students are never permitted to transport animals or potentially dangerous objects such as glass, knives, lighters, etc. on the school bus.
  12. When school is dismissed, go promptly to bus.

### **RESPONSIBILITIES OF SCHOOL ADMINISTRATION**

1. The Principal or designee shall see to the orderly loading and unloading of children at the school.
2. The Principal shall see that students are dismissed on schedule and immediately board the buses.
3. The Transportation Director and Superintendent will review parent requests for changes in normal bus assignment.

### **RESPONSIBILITIES OF TEACHERS**

1. Teachers shall dismiss their students at the scheduled time and see that bus riders go promptly to their buses.
2. Teachers are responsible for the behavior of their students on a field trip.

### **RESPONSIBILITIES OF BUS DRIVERS**

1. Regular bus drivers shall conform to all requirements of the State Code, and shall be properly licensed and certified.
2. Drivers will be on the bus or at the bus door from the time students begin boarding.
3. Drivers shall maintain a time schedule and conform to it as closely as traffic conditions, road conditions and safety conditions will permit.
4. Drivers will maintain a list of students, will utilize assigned seating schedules and strictly maintain assigned seats for all students.

5. The bus driver is responsible for the proper behavior of students on the bus during regular runs. Teachers, adult chaperones and coaches have the first responsibility in maintaining discipline when they are with their students on a bus.
6. Drivers are not permitted to let students off the bus once they have boarded the vehicle.
7. Drivers must submit behavior reports as soon as possible after the incident. Reports must be completed accurately and comments written in a manner that describes the incident factually and without bias.
8. Drivers will encourage good behavior by using positive rewards such as:
  - a. Verbal praise
  - b. Positive notes to parents, principals, etc.
9. The driver of a school bus involved in an accident shall follow the guidelines specified in Northwest Bus Service's bus accident/crash policy.
10. All safety precautions must be taken in loading and unloading students.
11. Drivers will walk the length of the bus at the end of each run to check for children who may have fallen asleep.
12. Drivers will monitor and may request that certain objects be left at the front of the bus for safety.
13. Driver is responsible for keeping the bus clean.
14. Drivers are not permitted to eat, drink or use tobacco on the bus.
15. The driver is to report all needed repairs to the bus maintenance department.
16. Buses should be parked where they will not constitute a hazard and are following the posted rules on idling.
17. Language and behavior of drivers and aides will be of a professional manner at all times.
18. Drivers are not permitted to use cell phones or Bluetooth devices while driving the bus.

## **GENERAL VIOLATION OF THE FOLLOWING RULES MAY RESULT IN THE SUSPENSION OF BUS RIDING PRIVILEGES**

1. Students must sit down immediately upon entering the bus and REMAIN SEATED until departure. Students are not to change seats while the bus is in motion.
2. There are to be no loud or shrill noises or boisterous conduct which may distract the driver. Students are not permitted to talk or make noise of any kind when the bus attempts to cross at a railroad crossing.
3. All parts of the body must be kept inside of the bus and feet must be on the floor.
4. No obscene language, gestures or profanity of any type is permitted. No verbal abuse of any kind, whether towards students or adults (bullying) is permitted.
5. No littering in or out of the bus is permitted.
6. Students may not throw objects nor use objects such as a water gun on the bus.
7. No inappropriate display of affection is permitted.
8. Possession or use of tobacco products and E-cigarettes while on the bus will result in state mandated fines, in addition to consequences outlined in penalties for infraction.
9. Chasing after the school bus, is prohibited
10. Eating and drinking on the bus is prohibited. (This includes gum chewing.)
11. Refusing to follow directions of the bus driver or failing to comply in the spirit of cooperation; the driver is in charge and his/her orders are to be followed at all times.
12. Horseplay and tapping another student are prohibited.
13. The use of sprays while on the bus is prohibited.

## **GROSS VIOLATION OF THE FOLLOWING RULES WILL RESULT IN THE IMMEDIATE SUSPENSION OF BUS RIDING PRIVILEGES**

14. Destruction of school property such as cutting or ripping a seat cover will not be permitted. In addition to making restitution, the student will lose his or her bus riding privileges.
15. Physical harm to other students.
16. Defiant refusal to obey the driver, such as but not limited to getting off the bus without driver permission.
17. Fighting, wrestling, pushing, etc.
18. Use of flammable materials. (This includes the use of matches, lighters, etc.)
19. General harassment and bullying.
20. Weapons.
21. Gross misconduct that endangers the lives of the driver, students or any other passengers.
22. Misconduct not otherwise defined or violations of school disciplinary code.

## **PENALTIES FOR INFRACTIONS**

### **General Infraction Numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13**

- One (1) day bus suspension on the third (3<sup>rd</sup>) offense
- Three (3) day bus suspension for the fourth (4<sup>th</sup>) offense
- Five (5) day bus suspension for the fifth (5<sup>th</sup>) offense  
After 5<sup>th</sup> offense depending on misconduct infraction, student may be suspended from the bus for the semester or possibly for the school year. District officials will determine the appropriate disciplinary measure.

### **Gross Misconduct Infraction Numbers 14, 15, 16, 17, 18, 19, 20, 21, 22**

- Five (5) days bus suspension for the first (1<sup>st</sup>) offense
- Fifteen (15) days bus suspension for the second (2<sup>nd</sup>) offense
- Removal for semester or school year for the third (3<sup>rd</sup>) offense

Depending upon the severity of any gross misconduct infraction an immediate bus suspension for the school year could be determined to be the most appropriate disciplinary measure.

## PROCEDURES FOR BUS DISCIPLINE

### **PINK CARD – First Offense – (given to the student)**

This notice must be signed by the parent or guardian and returned to the bus driver before the student may resume riding the bus.

### **BLUE CARD - Second Offense - (copy given to student, bus dispatch and school officials)**

This notice indicates that a conference between the building principal, bus driver, and the student is to be arranged within three days of the receipt of the card. Failure to comply will result in the loss of the student's bus riding privilege until said conference occurs.

### **WHITE CARD - Third Offense – (copy given to student, bus dispatch and school officials)**

This notice indicates that the student will be denied bus riding privileges for a specified length of time. The actual number of days will depend on the type of violation that has been committed.

## AM and PM BUS LOAD/UNLOAD SCHEDULE

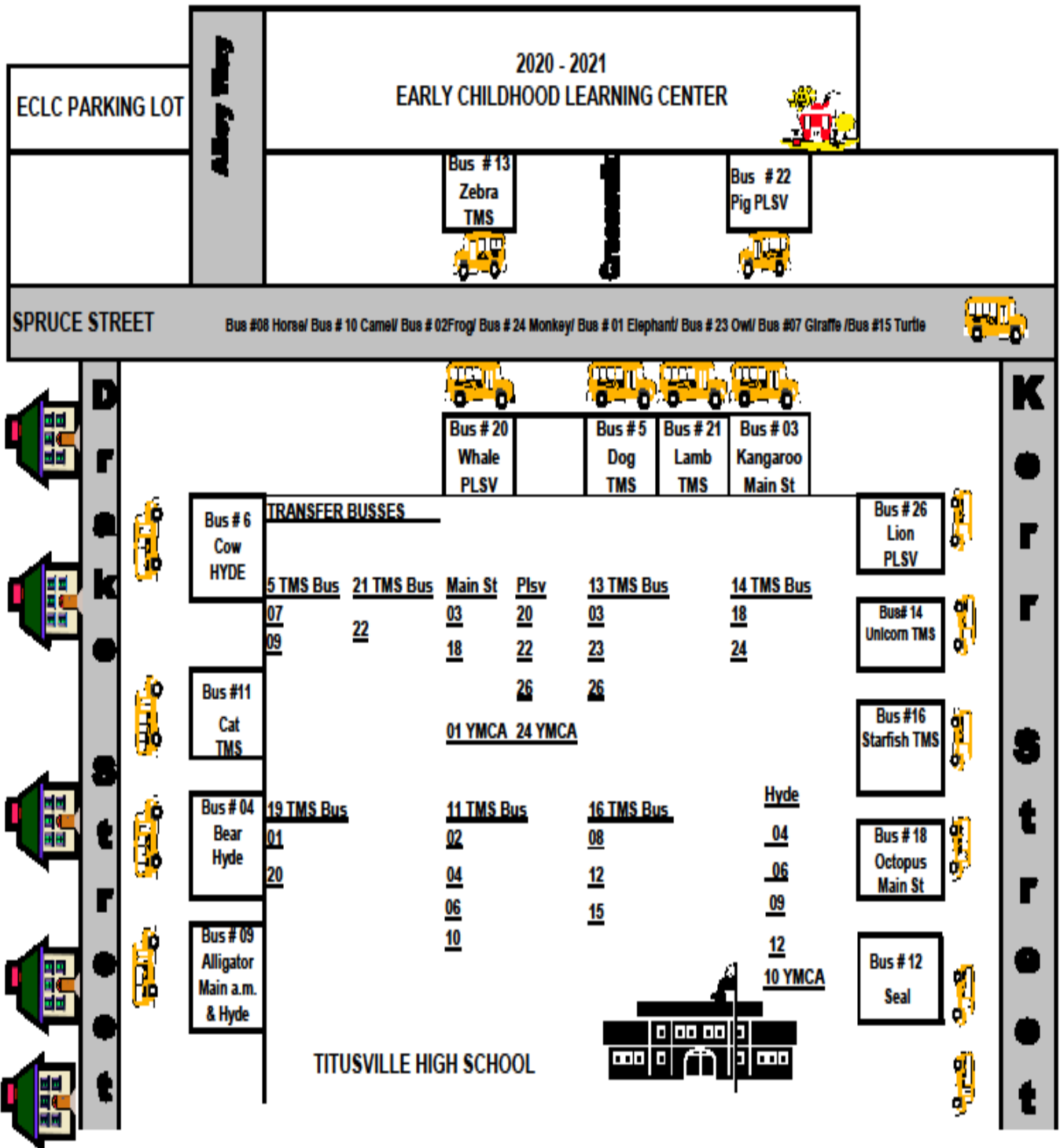
The Titusville High School and ECLC buildings form the transportation hub of the school district. All busses are assigned parking spots on Drake Street, Spruce Street and Kerr Street for students transferring between busses and attending these two schools.

For the safety and security of our students Spruce Street, between Drake and Kerr Streets, is closed to traffic from 7:35A.M. until 7:55 A.M. and again from 3:00 P.M. until 3:22 P.M.

Thank you for your cooperation and understanding.

# 2020 -2021 AM BUS UNLOAD/LOAD SCHEDULE

Street Closed 7:35 - 7:55 am



# 2020 - 2021 PM BUS UNLOAD/LOAD SCHEDULE

East Spruce St Will Be Closed from 3:00 until 3:22pm

