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Dear Parents/Legal Guardian,

Welcome back, we look forward to another great school year! This letter is intended to bring awareness to the important policies in regards to bus transportation and the guidelines that are in place by the District.

The first section talks about some of the district rules for transportation that Riteway follows based on the school district policy. **To view the full student transportation services policy please visit the school district website.**

The final section talks about the bus rules that the drivers address at the beginning of each year with the students. This is a good tool to discuss with your children in advance, and continue to discuss throughout the year. Working with them on proper bus conduct will aid in preventing write ups or a suspension, and make the ride more enjoyable for everyone.

21-22 SCHOOL DUE TO COVID-19:

- **PER THE FEDERAL CDC GUIDELINES MASK ARE REQUIRED ON PUBLIC TRANSPORTATION, SCHOOL BUS ROUTES INCLUDED, UNTIL FURTHER NOTICE.**
- **PARENTS PLEASE MAKE SURE YOUR CHILD HAS A MASK ON PRIOR TO BOARDING THE BUS.**
- **THERE ARE MORE DETAILED BUS RULES ON THE LAST PAGE.**

Edgerton School District eligibility guidelines for bussing from the school district policy

All early childhood students and four-year-old kindergarten (4K) students shall be transported to and from designated pick-up points. The AM student's will be picked up at designated points throughout the Edgerton School District with the other students. Drop offs for 4KAM students and pick-up/drops for 4KPM students will be routed to corner stop or home addresses. Home locations can't be used if you live on a dead end, cul-de-sac, or the road is not conducive for a school bus. Students may need to cross the street with a parent or adult in areas that are safe to do so. **An adult must be present for the bus to drop-off students in 4K & KG.**

All 4K and five-year-old kindergarten (5K) students shall be transported from designated pick-up points no matter where you live as long as it is in the Edgerton School District boundaries. **These are the only two grades that bussing is allowed less than 1 mile from school,** see number 2 and 3 to understand the school district bus rules for grades 1-6 and 7-12 grade. 5K (KG) parents requesting their child attend school half days only shall provide transportation.

4K students that require bus transportation are limited to the following choices per the 4K program:

AM classes if your pick-up location is **outside Edgerton City Limits.**

PM classes if your pick-up location is **within Edgerton City Limits.**

If you are using a daycare the daycare provider must come the corner stop to receive your child if the bus does not have an outlet for 4K bussing , please make sure to communicate this with the daycare provider.

For KG students you can email Riteway allowing your child to get off with an older sibling or someone you trust that may ride the bus if you or your daycare provider will not be able to come to the corner stop. If the other student is not a sibling we must also have the other parents' permission for their child to be responsible for your KG student at drop off.

- 1) **All students in grades 1-6 residing over one mile from the school** of attendance shall be transported from designated pick-up points. **The mileage from your home address to school is what qualifies you for bussing. If you are using a daycare provider and not your home address their address would also have to be over 1 mile to qualify for bussing. If you live under 1 mile from school grade 1-6 you do not qualify for bussing.**
- 2) **Students in grades 7-12 are transported from designated pick-up points if over two miles from school.** The mileage from your home address to school is what qualifies you for bussing and must be over 2 miles unless you live in an area that the school district has considered a hazard zone.
- 3) If you are using a daycare provider for your child the daycare address must also be over 1 mile or over 2 miles from school to be eligible for bussing.

Students who qualify under this policy (see "Transportation in Areas of Unusual Hazards below.")

Transportation to/from Child Care Providers

Transportation eligibility is based on the student's residential address; not the address of the student's child care provider with the exception of ECH, 4K and 5K students.

Disciplinary Issues and Procedures

Driving a school bus is a difficult and challenging job and the behavior of students on school buses is a constant concern of everyone working with pupil transportation. It is essential that open and adequate channels of communication be maintained between parents, schools and the transportation contractor.

The statement "transportation to and from school is a privilege, not a person's right" relates to the authority of a BOE to enforce regulations governing pupil conduct.

District administration shall work closely with the transportation contractor and their drivers in dealing with student misconduct. Normally cases of misconduct will be referred to the appropriate principal. District administration and the transportation contractor will be governed by existing disciplinary procedures as set forth in District policies and the administrative code (reference BOE policy 443.2-Bus Riders (Students)).

First Violation: *Written Warning Notice issued*

Second Violation: *Written Violation Notice issued-Student/Family completes "Behavior Plan."*

Third Violation: *Written Violation issued-School administration will review incident and Suspension of bus privileges may occur.*

Fourth Violation:

Written Violation issued - School administration will review incident and Suspension and/or expulsion of bus privileges may occur.

**Temporary Transportation Changes – MUST BE FOR MORE THAN 30 DAY.
Policy does not allow for 1,2 day changes or 1 week, etc.**

Please allow 5 business days to process new bussing or changes!

Parents may request a change in pick-up or drop-off location provided the new pick-up or drop-off location meets the consistency requirement. Changes in pick-up and/or drop-off location must be for a period of at least one month (**30 days**). Changes in pick-up or drop-off location will be accommodated if space is available on the bus route and if the alternative stop can be made without additional cost to the District or time to the bus route.

All district boundary guidelines must be followed and eligibility rules for mileage and grade of student as well.

Permanent Changes to existing bus student, New Enrollment, and New Ridership

Please allow 5 business days to process new bussing or changes!

If you need to make a permanent change or to add transportation for your child, please call us at 884-8114 or email edgerton@goriteway.com.

Bus Route and Scheduling Guidelines

1. Walking distance to an established pick-up point shall not exceed .5 of a mile. Students are routed to corner stops in the city and rural subdivisions when feasible.
2. Bus routes should be established so that no child shall be required to ride for more than approximately one hour.
3. To promote and ensure safety on the bus routes, guest ridership will not be permitted. Examples include play dates, birthday parties, sleepovers, temporary daycare, etc.
4. Pick-up and drop-off locations must be consistent. A student may not be picked up or dropped off at a location that varies from day-to-day or week-to-week. For example, using one drop-off location on Mondays, Wednesdays and Fridays and a different one on Tuesdays and Thursdays is not allowed. However, a student may be dropped off at a different location after school than the location from which he/she was picked up before school, as long as this arrangement does not vary from day-to-day or from week-to-week.
5. Please remember bus routing is not an exact science and pickup/drop times provided are a 10 minute window. Please have your child at the bus stop at the start of the 10 minute window that is provided.
6. Buses will not travel down any driveways or daycare center driveway for pick up or drop off.

School Bus Rules for Riders

1. No student is allowed on the bus route unless this is their assigned bus. Example students are not allowed to bring friends on the bus to get off at their stop for a social reasons.
2. No student is allowed to get off at any stop, other than their assigned bus drop off point.
3. Students shall be on time for the bus in the morning and afternoon.

- 4.** Students shall be careful when approaching bus stops, they must do so in front of the bus after making sure the highway is clear and after the bus driver signals they can cross. The same rules applies to drop off where students cross in front of the bus.
- 5.** Students shall be courteous to the driver and fellow students.
- 6.** Students shall take a seat in the bus without disturbing other students.
- 7.** Students shall remain seated until the bus comes to a complete stop for drop offs. No students should be standing in the aisle waiting for the bus to stop at the drop off. This will be enforced and students will be written up if this is not followed.
- 8.** Students shall sit in their seats at all times facing forward. No one is to have their feet in the isle or facing into the isle. No student is to be kneeling in the seat facing backwards or sitting on the tops of the seats.
- 9.** No students shall sit in the last row of seats of the bus, unless the bus is full 3 to a seat and it is necessary.
- 10.** Students shall not stand on the bus.
- 11.** Students shall not extend any of their body out of the bus windows. This includes your hands or throwing any objects out the bus window.
- 12.** Students shall not possess illegal substances or harmful objects.
- 13.** Students shall not bring skateboards or other similar items on the bus.
- 14.** All personal property brought on the bus is the responsibility of the student. Lost, damaged, or stolen items are not the responsibility of the Bus Company or school.
- 15.** Eating, drinking, and littering are prohibited.
- 16.** Students who vandalize or cause damage to buses shall pay for the cost of the repairs.
- 17.** Fighting, pushing, tripping, inappropriate language, and disorderly conduct are prohibited and will result in a bus write up and possible suspension from the bus.
- 18.** Students shall listen to and obey the directions from the bus driver and show them respect by stopping the action. If the driver has to keep directing students to stop doing something inappropriate, the driver can pull the bus over and sit until the students will listen. This type of behavior can also result in a bus write up and suspension.
- 19.** Students will not yell or talk loudly on the bus route.
- 20.** Students shall not use any aerosol products on the bus at any time.

Thank you for taking the time to read this letter, I hope the information was helpful in understanding how transportation works in the Edgerton School District. On behalf of GO Riteway we are looking forward to a safe and positive school year with bussing for your children!

Regards,
GO Riteway Edgerton Terminal
Eileen Scheehle – Operations Manager
Jason Fish – Operations Supervisor