

Lincolnshire-Prairie View School District No. 103

Transportation Procedures

Office of Transportation Services



TRANSPORTATION SERVICES

ESTABLISHING SCHOOL BUS STOPS/ROUTES

In the case of regular education, neighborhood bus stops are provided in accordance with the Lincolnshire-Prairie View School District 103 policy: 4:110 Transportation. In the case of special education programs, bus service is arranged in accordance with the students' Individualized Education Plans (IEP).

School bus stops will be established considering safety, efficiency, economy, and equity and will follow the distances, below. Stops may be made closer for reasons of safety. Every effort will be made to maintain the distances as listed below. However, few exceptions may occur.

1. Daniel Wright – Community stops not to exceed 0.30 miles
2. Half Day – Corner stops not to exceed 0.20 miles
3. Laura Sprague –
 - First & second grade only – Corner stops not to exceed 0.15 miles.
 - Kindergarten bus stops will be determined by enrollment and geography prior to the beginning of the school year.

Buses will not be routed into dead-ends, cul-de-sacs or other streets that require a three-point turn or backing maneuver to exit unless the alternative bus stop would present an unusual safety hazard. For students located in these areas, community or corner stops will be provided.

Buses will not be routed on private roadways or on roads not maintained by the local, county or State governments.

OTHER ROUTING CONSIDERATIONS

The order of pick up and drop off of students is designed to be most efficient and within the shortest possible time. Students who are first on in the morning will not necessarily be the first off in the afternoon if it is a less efficient way to run the route. In general, the farther students live from school, the longer their bus ride will be. The length of the bus ride is not determined by the distance from school, but by the number of stops made. Every effort will be made to keep route times at approximately 30 minutes not to exceed 45 minutes per route.

Bus arrival times may differ due to circumstances beyond the driver's control. Heavy traffic, vehicle accidents and weather can affect the driver's arrival time. Students should be out at their bus stops at least five (5) minutes prior to the scheduled arrival time.

WHAT IS NOT CONSIDERED FOR ADDING OR CHANGING A STOP?

It is not possible to provide bus stops that are within sight of all student homes or daycares. Most families that live one house from the corner cannot see the corner bus stop without coming out of their homes. Parents are encouraged to be out at bus stops to promote proper pedestrian and bus stop behavior.

Routes travel past many students' houses; stopping at all houses would be inefficient. Other students may be assigned to the stop, but ride infrequently. Stops at corners accommodate other students who may move into the neighborhood.

LOST ITEMS: Parents or guardians may telephone the transportation office regarding lost items. The Transportation Department, however, is not responsible for personal belongings left on a bus.

CELL PHONES/TABLETS: Devices may be used on the bus. If usage becomes disruptive, the student will be expected to follow driver directions in putting the device away. Taking photos and videos of peers or staff and/or posting them on social media during school hours or on the bus is prohibited.

EMERGENCY EQUIPMENT: Tampering with school bus emergency equipment is forbidden and will result in loss of transportation privileges.

STUDENT RESPONSIBILITIES

Each student riding a bus is expected to:

- Follow any directions given by the driver or monitor
- Enter/exit the bus in an orderly manner
- Avoid physical playing or rough conduct
- Remain seated at all times
- Keep head and extremities inside the bus
- Refrain from playing musical instruments inside bus
- Refrain from eating, drinking, gum chewing, or smoking while on bus
- Respect the rights of others inside and outside the bus

UNACCEPTABLE BEHAVIOR: If a student's behavior is unacceptable, the driver will submit a written report to the school principal. The principal will investigate the incident and take appropriate action. Suspension is considered when the behavior jeopardizes other passengers or the safe operation of the bus.

BUS SURVEILLANCE: Video and audio cameras may be active on buses, in order to monitor student conduct and maintain a safe environment; and they may be used for the purposes of investigation into misconduct or accidents on the bus.

PARENT RESPONSIBILITIES

CHANGE OF ADDRESS: In the event a family moves or has any change of address or phone number, parents or guardians must contact the school of attendance. The school will contact the transportation office with the change. It may take 3-5 business days to process a route change.

CHANGE OF BUS STOP: Drivers are not authorized to change established bus stops or routes without authorization from the Office of Transportation Services. The driver will face disciplinary action for changing bus stops or routes without permission. Bus stops or routes are not changed to meet temporary needs. If the student needs to ride home with another student for emergency purposes, the parent or guardian must submit a letter to the school office for approval. Requests for a change due to play dates or non-emergency reasons will be denied. Due to the number of families in the district, we are not able to accommodate work schedules when creating bus routes.

CHILD-CARE ADDRESSES: Parents or guardians often request that students be delivered to a child-care facility instead of the neighborhood stop in the afternoon. Students may be dropped at a day-care address if the service occurs on a consistent basis and if the service can be accommodated on an existing route. Facility must be within D103 boundaries.

TIPS FOR PARENTS WITH KINDERGARTNERS: For the safety of your kindergarten child, it is our established practice to have a parent/guardian or sibling meet your kindergarten child when the bus driver drops them off at your child's bus stop. Please make certain that they know their way home or meet them at the bus stop. The safety of your child is the number one concern of the Office of Transportation Services once they are dropped off. We strongly encourage you to be at your child's bus stop.

All kindergarten students will be picked up and dropped off as close to their home as possible. However, should there be multiple kindergarten students within a few houses, one central bus stop will be used. We ask that students be outside at their bus stop at least 5 minutes prior to the scheduled pick up time.

It is recommended that you place an ID tag in or on your child's backpack. The information should include: child's name, address, phone number, and day care information (where to be picked up and dropped off daily). Please consider taking the time to teach your child his/her address and phone number, so in the event his/her ID tag is lost, the driver will be able to get your child home.

If your child is a bus rider, it is important to have your child ride the bus the first week of school. This will allow the driver to know who will be riding so the route can be adjusted to get the students to and from school in a timely manner.

Please have your child utilize a backpack so that his/her hands are free to grab handrails when getting on and off the bus. When exiting the bus, be aware of clothing with drawstrings; also, don't have toys attached or hanging down backpacks as these items could get caught in the handrails of doors of the bus.

Let your child know that they will need to listen to the bus driver and follow their directions to keep them safe.

LIABILITY: Parents or guardians are liable for damages committed by their child(ren) to the bus and to private property at the bus stop.

LATE BUS NOTIFICATION: Parents or guardians are encouraged to enroll in Bus Bulletin to receive text, phone, or e-mail notifications for late busing alerts. Enroll at: www.BusBulletin.com/parents.

DANGER ZONES

It is important that students keep away from moving buses. When the bus is coming to a stop or getting ready to depart is the most dangerous time for any student to be within 10 feet of the bus. Please follow the driver's instructions and if possible, stay out of the danger zones at all times.

CONTACTS

Anthony Mendoza

Transportation Director

amendoza@d103.org

Wayne McGee

Fleet Manager/Lead Driver

wmcgee@d103.org

Christy Brown, RN

Special Ed. Transportation Specialist/Bus Driver

cbrown@d103.org

Ben Robles

Dispatcher/Routing Specialist/Bus Driver

brobles@d103.org

Jodi Weiss

Dispatcher/Trip Coordinator/Bus Driver

jweiss@d103.org

Office: (847) 295-8258

Fax: (847) 295-9196

Website: www.d103.org/transportation

Twitter: @d103schoolbus

