



USD 501  
TOPEKA PUBLIC SCHOOLS

# PARENT-STUDENT TRANSPORTATION HANDBOOK



**Prepared by:**

**USD 501 Transportation  
Department  
125 SE 27th Street  
Topeka, KS 66605**

# WELCOME!



**PHILOSOPHY:** Topeka Public Schools U.S.D. #501 is committed to excellence in its transportation program and considers appropriate bus conduct essential to the safe transportation of students to and from school and on activity trips.

The district believes that all students can behave on the bus, and have a responsibility to behave in a manner which allows the driver to concentrate on operating the bus in the safest possible manner.

The district believes student conduct should be maintained with procedures that will advance the purposes of safety while remaining consistent with applicable state law and established Board of Education school policy.

Parents can assist a great deal in maintaining proper discipline on the school bus by insisting that their children seat themselves promptly in their assigned seat, stay seated while on the bus and conduct themselves in such a manner that the school bus driver can devote his or her time to the task of driving a bus.

## ***Important Numbers***

### **If your bus is *more* than 10 minutes late—**



KS Central School Bus

785-233-2009



### **For Home/Day Care Address Changes—**

Contact the student's **school of attendance.**

### **For Special Education Home Address Changes --**

Contact the student's **school of attendance.**

You may also reach us online at:

<https://www.topekapublicschools.net/Domain/444>



**As a Parent, I agree to and understand the following:**

1. Once a transportation request is submitted a total of 2 complete school days are required BEFORE bus service can begin.
2. Have my student at the bus stop at least 10 minutes prior to the estimated pick up time. The driver will not wait or honk.
3. Provide safe delivery of my student to and from the bus pick-up/drop-off location.
4. Be sure they are a safe distance (at least 10 feet from the traveled portion of the road) while waiting for the bus.
5. Once my student misses the bus, they have missed the bus and that other arrangements for getting them to school will be my responsibility. I will give my student instructions on what to do if they miss the bus.
6. Students will board and leave the bus at their designated stop only (listed on transportation request). Students may not be picked up or dropped off at any other school other than the one they attend.
7. I must notify the school immediately of any change of home or day care address and/or phone numbers. All Day Care addresses will be reviewed by the Transportation Supervisor for eligibility.
8. Transport big items used for class projects or large band instruments. Large items cannot safely or conveniently be carried on the limited space available on the bus.
10. My student will obey promptly and willingly to any reasonable request of the driver.
11. Students will not be allowed to ride home on another bus with a friend or bring a friend home on their assigned bus without a signed note from home that has been verified by the school administrator and accompanied by a official bus pass.
12. If my student fails to obey any of the bus rules, an office referral will be issued.
13. If my student is issued an office referral, it will be reviewed with them by building administration. A short or long term suspension may be issued immediately, depending upon the severity of the infraction.
14. Pay for any damages to school district property (including the school bus) that has been determined was caused by my student.
15. I should first contact my students school about any issues regarding bus incidents on the bus or special requests.

**Parents are not allowed to board the bus at any time.**

## Parent/Guardian Transportation Agreement

### USD 501 Transportation Department

I have received a copy of the Parent-Student Transportation Handbook and agree to review it with my student(s). Please keep this handbook for future reference. (One form per family)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School(s)

\_\_\_\_\_  
Student(s) Name (Please print First and Last Name)      Grade

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



Please cut out and return to your home school.

This record will be kept on file with the Transportation Dept.





## ***SAFETY ALERT***

***Make sure this kind of accident  
does not happen to your child!***

**The National Highway Traffic Safety  
Administration (NHTSA) warns about  
risk from snagged clothing on school bus handrails.**

School bus handrails can catch loose clothing, jackets, jacket string, or book bags while children disembark, and this can result in serious injury or death to a child being dragged by the bus as it drives away.

The handrails, also called grab rails, are located inside school buses, on both sides of the stepwell. Snagging occurs when a clothing part, such as the toggle on the end of a drawstring, gets wedged and caught between the wall of the bus and the lower, angled end of the handrail.

Please be aware of this danger and help us protect your children. When shopping for your child, avoid jacket and sweatshirt drawstrings, long backpack straps, and long scarves, or other loose clothing.



## ***SAFETY ALERT***

# ***SAFETY FIRST!***

*Riding a school bus to and from school is a privilege and not a right.*

The bus driver is required to assign seats. The privilege of riding a school bus is contingent upon a student's good behavior and observance of established rules and procedures for student conduct and safety, both at the stop and on board the bus. Students who do not abide by the bus rules will progress through the school disciplinary system that is in place to support and protect the welfare and safety of all students. Depending upon the severity and frequency of misbehavior, a student may be suspended for any incident of bus misconduct. It will be up to the School Administrator to make the determination on the number of suspension days.

## **Rules while Waiting for the Bus**

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops.
4. Wait until the bus has come to a complete stop before moving towards the bus
5. Enter the bus in a single file line.

## **Bus Rules and Procedures**

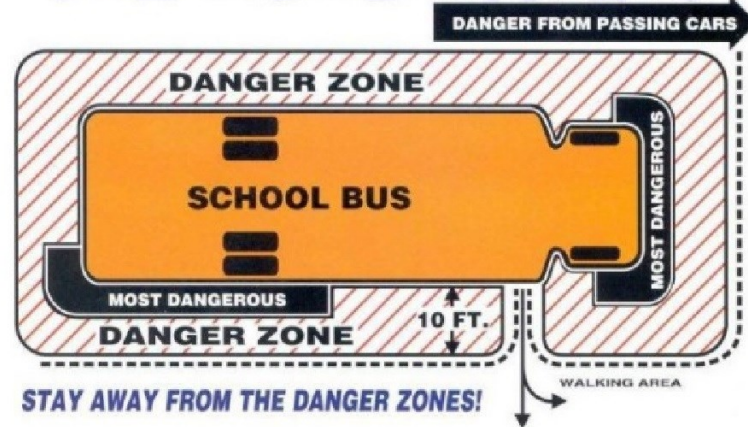
1. The Bus is an extension of the classroom.
2. Follow directions promptly.
3. Use an inside voice.
4. Stay seated and face forward (back to back, bottom to bottom).
5. Keep hands, head and feet inside Bus and to yourself.
6. Be respectful.
7. Share your seat.
8. Speak kindly to others.
9. No tobacco use, eating or drinking is allowed on the Bus.
10. Take pride in keeping your bus clean and free from damage.
11. All School District Policies apply on the Bus.

## **Rules for Exiting the Bus**

1. Exit one student at a time in a single file line
2. When crossing in front of the bus, always watch for the driver to signal before crossing
3. Students should go directly from their bus stop to their home



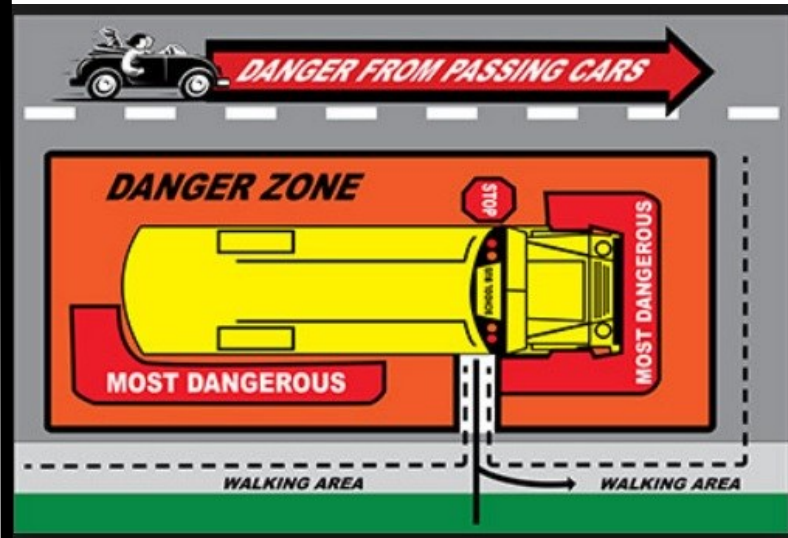
# HOW TO CROSS THE ROAD SAFELY



## Follow these tips for getting on the bus:

- Wait 5 large steps back from the edge of the road
- Wait until the bus stops and the **RED** alternating flashing lights and stop sign are out.
- Before crossing the road, look for the bus Driver's hand signal that will tell you when it is safe to cross the road. When the hand signal is given look left, right and left again before stepping on to the road; when safe to cross walk (don't run) across the road to the front of the bus. Walk out far enough in front of the bus so that you can see the bus Driver's head and shoulders; this helps the bus driver to see you.
- Get on the bus using the handrail; find your seat and quickly sit down facing forward with your feet on the floor and your book bag or backpack on your lap.

## Stay Out of the Danger Zone!!!



### Follow these tips when getting off the school bus:

- Use the handrail.
- When you get to the door of the bus look right, left and right again to ensure it is safe to exit the bus.
- Walk out to the front of the bus; make sure you can see the bus Driver's head and shoulders. Stop and wait for the bus Driver's hand signal to cross.
- When the bus driver signals to cross look left, right and left again before stepping on to the road to cross. Walk (don't run) across the road.
- Never cross behind the school bus because it is dangerous.

*If you hear the school bus horn, quickly move back to the side of the road you came from. This means a car or truck is approaching and may not stop. The bus driver will provide you with another hand signal when it is safe to cross again.*

## School Bus Safety Tips to Help Save Your Child's Life



According to the NHTSA, riding in a school bus is the safest way for your child to travel to and from school. However, the "danger zone" when approaching or leaving the bus poses the greatest risk for children. They should be especially careful in the area's in front, or on either side of the bus.

Children should also respect the bus driver and follow the rules while riding the bus and stay quietly seated on the ride to school. Here are a few school bus safety tips you can teach your child if he or she will be riding the bus to school this year:

### SCHOOL BUS SAFETY FACTS

# 70x

STUDENTS ARE ABOUT 70 TIMES  
MORE LIKELY TO GET TO  
SCHOOL SAFELY WHEN TAKING  
A SCHOOL BUS INSTEAD OF  
TRAVELING BY CAR.

## ***Transportation Eligibility***



### **ELEMENTARY and MIDDLE SCHOOL TRANSPORTATION**

Elementary and Middle School students' **HOME** address must be at least 1.0 mile from the school for free transportation.

### **M-TO-M & ELL**

Minority to Majority and English Language Learners are considered regular education and will receive corner stops. Eligibility will be determined by Demographics and Teaching and Learning Offices.

### **PASSENGERS OTHER THAN SCHOOL STUDENTS**

No one, other than the students assigned to a bus route are allowed to ride the school bus to school or from school.

### **STUDENTS RIDING WITH ANOTHER STUDENT**

A student may receive a temporary pass to ride to or from school with another student. Eligibility depends on the occupancy of the bus and the prior written approval of the building Principal.

## ***Bus Stop Locations***

### **DESIGNATED BUS STOPS**

Designated bus stops are established by the District taking into account the various factors among all students, including safety, distance, and efficiency. Students will need to plan to walk to their assigned bus stops. **Generally, no student** will have to walk farther than one-fourth (1/4) mile from home to bus stop.



**CORNER BUS STOPS:** Elementary and Middle School students' **HOME** address will be used to establish qualifications for free transportation. If parents use a **DAY CARE** it needs to fall within the attending school boundaries. We will use the closest existing stop for Day Care. Students should be at their designated corner stop ten (10) minutes before their schedule times. As children are added, times may need to be adjusted. If the adjustment is **MORE** than ten (10) minutes, then new pickup times will be sent home with the student.

### **CUL DE SACS and DEADEND STREETS**

Buses will not back down streets or turn around in small spaces. For the safety of the students and the risk of damage to the school bus and personal property, some areas may be deemed unsafe and the stop will be adjusted to the nearest corner. This is for general and special education stops. Every effort will be made to make it the shortest distance possible.



### **TRAVEL ON PRIVATE PROPERTY**

Drivers, to the extent possible, will avoid operation of school buses on private property.

### **STOP SAFETY COMMITTEE**

**Safety is our number one priority.**

If a parent feels a school bus stop is unsafe or hazardous, they may submit the reasons to the District Stop Safety Committee for review. To submit the request, you may call the District Transportation Office at 295-3910.

You will need to provide the student name, current stop location, the school your child is attending and the reason for the review. The committee will review the request and notify you of the outcome.

## Alerts



Passenger vehicles must yield the right of way to all school buses leaving school property.

### **VIDEO SURVEILLANCE CAMERAS**

It is the intent of USD 501 to maintain a safe environment onboard school buses for the benefit of students, Drivers, and motoring public. The main focus of the school bus driver must be the safe transportation of these students. For their part, students are required to present minimal distractions. The use of digital and audio surveillance is a tool that will supplement other programs and activities designed to maintain control during the bus ride to and from school.

### **INCLEMENT WEATHER**

The superintendent will determine if school will be closed due to adverse weather conditions. The announcement to close school will be made to the media, no later than 6:30 a.m., on the day of the emergency school closing.

When schools are closed, it is only for one (1)-day-at-a time. A new announcement will be made for each additional day of school closure.

If USD 501 closes, there will be no transportation provided to any out-of-district programs, including special education.



## ***Special Education Services***

### **ELIGIBILITY**

If a Special Education Student is attending their HOME school—they will follow the same transportation guidelines as general education students. The exception to this rule would be if the student qualifies for special transportation, per their Individualized Education Plan (IEP).

All Special Needs students **that qualify for special transportation MUST** have completed a Special Education Transportation Form. This must be completed each and every year that services will be received.

### **SPECIALIZED PICK UPS**

Bus stops will be a **door to door pickup** if recommended and warranted by the severity of the student's disability per the IEP team. Students must be ready **15 minutes** before their designated pickup time. **The bus will wait one (1) minute past the assigned stop time and honk one (1) time.**

**There will not be any return trips if a child misses their bus.**

All special needs children must have designated pickup and drop addresses that are consistent daily.

### **DOOR TO DOOR CANCELLATION POLICY**

If the child does not need the bus for **one (1) or more days**, please call 295-3910 to cancel the bus at least **30 minutes before** the normal pickup. If a parent/guardian fails to cancel the bus **for three (3) consecutive days**, a meeting with the IEP team will be convened to address the matter.

To reinstate, the parent/guardian must call the 295-3910. It may take up to **two (2) school days** to reinstate the student.

## ***Early Childhood and Special Education***

### **UNDELIVERABLE STUDENT**

Parents/Guardians need to be at the designated stop location 10 minutes prior to the assigned drop time to assist in the smooth delivery of their student.

Unless stated on their IEP, Early Childhood and Special Education students with a house stop must be met at their stop by a designated adult. If no one meets the student, the student is considered undeliverable.

#### **Procedure for an Undeliverable Student**

- The student will be kept on the bus.
- Calls will be made in an attempt to locate adult.
- Bus will continue on its route.
- Calls will be made to the Principal and Transportation Office.
- If no contact has been made by the end of the route, the student will be returned to the student's school or another district location to be determined.
- The Topeka Public School Police and City of Topeka Police Department will be alerted.

If the responsible adult has been located, a safe location will be designated for the adult to meet the bus. This spot will be determined by the 501 Transportation Department.

Students that are repeatedly undeliverable may lose bus transportation for a limited time. A meeting will be set with the IEP team at the student's home school to determine a plan of action.





#### **ADDRESS CHANGES**

No student will be taken to an address other than the one designated by the parent/guardian. A two (2) school-day waiting period is required when a change of address occurs. Address changes must be called into the USD 501 Transportation Office, 295-3910. **THE DRIVER DOES NOT HAVE THE AUTHORITY TO MAKE THESE CHANGES.** Pickup and drop addresses can be different but each must be consistent.

All students are expected to follow the bus rules. Please go over the rules with them.

## *Pay to Ride*



### **PARENTS PAYING FOR TRANSPORTATION SERVICES**

Elementary and Middle School Students not eligible for free transportation have the option for "Pay to Ride".

The student's stop will be assigned at the nearest established stop along the route.

All "Pay to Ride" services are set up and paid for at the bus contractor office located at:

201 SE 21st St  
Topeka, KS 66612  
785-233-2009

"Pay to Ride" students must follow all of the same rules and policies established for students.



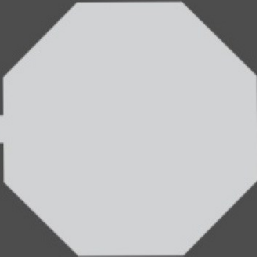
## ***Schools & Specialty Buildings***

<b>HIGH SCHOOLS</b>	<b>PHONE</b>
HIGHLAND PARK, 2424 SE California, 66605	274-6000
TOPEKA HIGH, 800 SW 10th, 66612	295-3150
TOPEKA WEST, 2001 SW Fairlawn, 66604	438-4000
CAPITAL CITY SCHOOLS, 500 SW Tuffy Kellogg Dr., 66606	295-3600
HOPE STREET ACADEMY, 1900 SW Hope St., 66604	438-4280
<b>MIDDLE SCHOOLS</b>	<b>PHONE</b>
CHASE, 2250 NE State St., 66616	295-3840
EISENHOWER, 3305 SE Minnesota, 66605	274-6160
FRENCH, 5257 SW 33rd., 66614	438-4150
JARDINE, 2600 SW 33rd., 66611	730-8100
LANDON, 731 SW Fairlawn, 66606	438-4220
ROBINSON, 1125 SW 14th, 66604	295-3770
<b>ELEMENTARY SCHOOLS</b>	<b>PHONE</b>
HIGHLAND PARK CENTRAL, 2717 SE Illinois, 66605	235-7000
JARDINE, 2600 SW 33rd., 66611	730-8200
LOWMAN HILL, 1101 SW Garfield, 66604	235-7060
McCARTER, 5512 SW 16th, 66604	438-4660
McCLURE, 2529 SW Chelsea Dr., 66614	438-4340
McEACHRON, 4433 SW 29th Terr., 66614	438-4430
MEADOWS, 201 SW Clay, 66606	235-7150
QUINCY, 1500 NE Quincy, 66608	235-7420
RANDOLPH, 1400 SW Randolph, 66604	438-4480
ROSS, 1400 SE 34th, 66605	274-6280
SCOTT, 401 SE Market, 66607	235-7480
STATE STREET, 500 NE Sumner, 66616	235-7280
STOUT, 2303 SW College, 66611	438-4710
WHITSON, 1725 SW Arnold, 66604	438-4570
WILLIAMS, 1301 SE Monroe, 66612	235-7330
<b>SPECIALTY BUILDINGS</b>	<b>PHONE</b>
BURNETT ADMIN CENTER, 624 SW 24th ST., 66611	295-3000
AVONDALE ACADEMY, 3229 SW Westview, 66611	730-8353
PINE RIDGE PREP, 1110 S. Highland, 66607	783-7418
QUINTON HEIGHTS, 2331 SW Topeka Blvd., 66611	295-3960
SHANER EARLY LEARNING ACADEMY, 1600 SW 34th, 66611	235-7290
SHELDON CHILD DEV. CTR., 1155 SW Seabrook, 66604	438-4530
TCALC, 500 SW Tuffy Kellogg Dr., 66606	274-6350
WASHBURN TECH, 5724 SW Huntoon, 66604	670-2010
WASHBURN TECH EAST, 2014 SW Washington St., 66607	670-2200

***Red Means Stop***



## **Kansas School Bus Stop Arm Law**



Kansas law KSA 8-1556 requires all motorists to stop when approaching or overtaking a stopped school bus displaying its flashing red lights and stop arm. Motorists are to remain stopped until the bus is no longer displaying its flashing red lights and stop arm. Violation of this law not only endangers children but is punishable by a fine and court costs in excess of \$420.