

**FY2019**



**Transportation Department**

**KANSAS CITY PUBLIC SCHOOLS**

**Student Transportation  
Administrator's Handbook**

**2018-19 School Year**

*Revised: 07/01/18*

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# STUDENT TRANSPORTATION SERVICES

## Transportation is a Privilege

It is the expectation that student behavior while on a school bus/taxi mirrors student behavior in the classroom. Student transportation is a privilege which can be revoked at any time for a single act or a series of actions involving inappropriate student conduct.

## KCPS-Provided Transportation – Who Is Eligible?

- Resident students who live 0.5 miles or more from the school they attend are eligible for transportation.
- Resident students who live less than 0.5 miles from their resident neighborhood school or Signature School of attendance are not eligible for transportation. The safe transport of these students to and from school is the responsibility of the parent.
- District transportation is not provided for students who elect to attend a neighborhood school other than their resident neighborhood school.
- Students who are eligible for transportation are not required to walk more than two (2) blocks to their bus stop location.

## Setting Up Student Transportation

- Parents should call the Transportation Department to set up transportation for their student(s) no sooner than one business day after the correct address has been reported to the school or Admissions Department.
- If there is not an existing stop to service an eligible student, then the parents will be responsible for transporting their student until a permanent bus/taxi stop is established.
- It may take up to five business days to establish a new stop. Stop requests will be processed as quickly as safely possible, and the busiest time of the year is around the start of school in the fall. Eligible students are allowed to use the closest existing stop until a new stop is created, even if that existing stop is beyond two (2) blocks from the student's home or transportation address.

## New Students

- New students may be informed of the nearest existing bus stop based upon the student's reported home or transportation address. If there is no existing bus stop within the district's bus stop guidelines, a new stop will be created. When a new stop must be created, parents should contact the school or the Transportation Department for transportation information at least one (1) business day after an updated address is reported to a school. If an existing bus stop is not within the district's bus-stop guidelines, then the parent will be responsible for pupil transportation until a permanent bus stop is established. It may take up to five (5) business days depending on request volume. Stop requests will be processed as quickly as possible and in the order received.

## Transportation Address & Home Address

- For safety reasons, only one address may be used for both morning and afternoon transportation. Barring extenuating and legally binding circumstances, no student may be picked up at one address and returned to a different address.
  - Bus stops for students attending their neighborhood school are based on home addresses and day care provider within the attendance boundary of their school.
  - Bus stops for students attending signature schools may be based on a transportation address (i.e., day care provider, child care center, or relative's home). If used, the transportation address will be the only transportation address utilized for the child.
  - All address changes must be executed through a student's school or the Admissions Department.
  - The parent should call the school or the Transportation Department for transportation information at least one (1) business day after an updated address is reported to a school or the Admissions Department. If an existing bus stop is not within the district's bus-stop guidelines, then the parent will be responsible for pupil transportation until a permanent bus stop is established. It may take up to five (5) business days depending on request volume. Stop requests will be processed as quickly as possible and in the order received.

## Routing

- Routes developed to run on the first day of school are established from information (student address, including transportation address, and school assignment) submitted to the Transportation Department through the District's student record system.
- Students who enroll or report address changes approximately three weeks before the start of school and during the first two weeks of school, will be assigned to the existing bus/taxi stop that is closest to their home. If the stop falls within the two-block walk guideline, then the assignment will become permanent. If the distance exceeds the walk guidelines, then the student will be reassigned to a new and closer stop within the guidelines specified herein.
- After the opening of school, new stops will be added to routes for students who were assigned to a school or had an address change less than one week before the start of school. New stops will not be added until after the first week of school
- Routes are developed by the Transportation Department based on school assignments, home addresses (neighborhood and signature schools) or transportation addresses (signature schools only.)
- Usually, bus/taxi stop notifications are mailed to students two weeks or less before the first day of school. No accommodation route changes will be made until after the opening of school. Bus/taxi notices are only sent prior to the start of the new school year as well as summer school. At any other time of the year, Parents must call the Transportation Department or the school for transportation information. Please allow at least one business day after enrollment or after a change of address before calling the Transportation Department for information.
- All buses must be clearly marked. Students will board their assigned buses and be transported to their assigned schools each morning.

- In the afternoon, the process will be reversed. Students will be dismissed from their schools, loaded on their assigned bus/taxi, and returned to their morning stop.
- Buses are prohibited from entering apartment complexes, cul-de-sacs, dead ends, mobile home courts, and private streets under any conditions.

## Student Transfers & Change of Address

- **All transfers and/or address changes should be reported to the student's school at least two (2) weeks before the scheduled change.** Transportation cannot be scheduled until the Transportation Department receives an updated student record with the new school assignment or new home/transportation address.
- **The Transportation Department does not have the ability to make address changes. Address changes must be submitted through the school or KCPS Admissions Department.**
- If an existing stop is within the walk guidelines, the student will be assigned to that existing stop.
- If a new stop has to be created, transportation will be the parents' responsibility until new transportation, within the District's bus stop walk guidelines, is arranged.
- For an address change, the school or Admissions Department should enter the home and/or transportation address in the student record system as soon as the new address is reported.
- If a student can be served from the new address by an existing stop, school personnel can retrieve the new transportation information from the student record system.

## Bus/Taxi Stop Change Requests

- Requests for bus/taxi stop changes should be referred to the Transportation Department.
- Stop locations will only be changed if the walk distance to the bus/taxi stop exceeds the District's two-block walk guideline.
- A Safety Supervisor will evaluate an existing stop if a request is received. A new stop will then be created or the requested change will be denied, depending upon the Safety Supervisor's assessment of the situation.
- Requests for a bus/taxi stop change due to other extenuating circumstances will be decided on a case-by-case basis by the Transportation Department.

## Alternative Mode Student Transportation Service

- Alternative mode student transportation, for the purposes of this document, is defined as district-provided or funded student transportation in a manner other than by school bus.
- Alternative mode student transportation vehicles are used by the District to supplement school bus transportation, and also as a substitute for school bus transportation as directed by the District Administration. Alternative vehicles are assigned to run regular routes and are not used for temporary transportation. Typically, alternative mode service is provided to meet the transportation needs of: (1) students with special needs who cannot be transported by school buses, (2) students who live in areas that cannot be effectively or economically accommodated by new or existing bus routes, and/or (3) students that cannot be added to an

existing bus route due to a lack of capacity but whose added demand does not justify adding an additional school bus.

- In accordance with Missouri Department of Elementary and Secondary Education (DESE) regulations, a maximum of four students may ride in an alternative mode vehicle. The District also requires students to wear seat belts whenever the vehicle is in motion. All District rules and regulations relating to student conduct and bus riding apply to students assigned to alternative mode vehicles.
- The Transportation Department will periodically review students transported by alternative mode vehicles to determine if bus transportation can be established/reestablished.
- The Transportation Department will consider requests for alternative mode transportation on a case-by-case basis and has discretion in assigning such transportation. (Transportation does not take alternative mode transportation requests.)
- Alternative Transportation routes may arrive up to 15 minutes after the bell in the afternoon for subsequent stops (e.g., 2<sup>nd</sup> tier schools or later.)

## Preschool Transportation

- Early Childhood Special Education (“ECSE”)/Head Start is the only program currently authorized to receive Pre-K transportation. Currently, the only Head Start students transported by the KCPS are ECSE, but all ECSE students are transported per Head Start requirements.
- Students must meet transportation eligibility requirements as determined by the District.
- An alternative transportation address is permissible provided the alternate address is within the attendance boundary for the applicable school and the student meets eligibility requirements. A special code must be applied in the student record system in order to authorize an alternate address.
- Parents must accompany all preschoolers to the assigned bus/taxi stop location, which is usually no more than one block from the home. On the return trip, Parents must be waiting at the curb to accept the student when the bus/taxi arrives.
- Drivers and monitors are not permitted to go to the house to escort a student to the bus/taxi, nor are they to accompany the student beyond the curb on the return trip.
- Address changes for ECSE/Head Start students are to be reported directly to the Special Education Department and to the applicable school.

## Preschooler Identification

- Preschool student will not be permitted to board a bus/taxi without an identification tag containing the child’s name, home address/transportation address, and telephone number. The tag should also contain the name, address, and telephone number of a responsible party in the immediate vicinity who will accept the student in case of emergency.
- Parents are responsible for making sure the student is wearing the proper identification tag in the morning, while school officials are responsible for ensuring that the identification tags are visibly present on preschoolers for the ride home.
- In the event a responsible party is not at the stop to accept the preschooler, attempts may be made to transport the preschooler to the emergency address. If no parent or emergency contact person is available to meet the student, then he/she will be considered undeliverable.

## Undeliverable Students & Where Do They Go?

- All preschool students, and some Exceptional Education students, must be met at their bus/taxi stops by a parent. If no parent meets the student, then he/she will be considered undeliverable.
- If the student has an emergency contact person on file (within the immediate vicinity of the student's home), then that person will be contacted and asked to accept the student.
- If the person declines to accept the student, or if the emergency contact person cannot be reached, then the student will be taken back to their school or a site designated by the District which may include Child Protective Services and/or the Kansas City Police Department.
- Transportation privileges may be suspended or revoked for students when a parent or authorized person is not at the stop to receive the child when the bus/taxi arrives. This includes repeated use of the emergency address.

## Monitors/Aides

- All Early Childhood and some Exceptional Education buses have monitors/aides on board when transporting students.
- Monitors/Aides are to assist students on and off the buses, and the service that is provided is defined as curb-to-curb. Monitors/Aides are not to escort students to and from their doors. Students must be accompanied to the bus by a responsible party. On the return trip, a responsible party must be waiting at the curb to accept the student when the bus arrives.
- Monitors/Aides are to maintain a weekly attendance sheet tracking the daily attendance of special needs students. This sheet is to be handed to school staff on Thursdays.
- Monitors/Aides should exit the bus and stand at curb to assist with loading/unloading of students.

## Field Trip Transportation Requests

- Schools are responsible for booking all field trips (i.e., regular, special, ancillary, charter, etc.) directly with the KCPS Transportation Department. The Transportation Department shall use approved vendors and preferably with a school bus company. Approved vendors may consist of school buses, taxis, motorcoaches, and activity trip buses.
- Field trips are normally assigned to the school bus company that serves your school for regular home-to-school transportation service.
- Schools must follow procedures established by the Purchasing Department when booking field trip transportation.
- Field trip changes and/or cancellations should be sent directly to the Field Trip Coordinator.
- Regular field trips should normally be scheduled for off-peak hours, (between 9:30 a.m. and 1:30 p.m.), when existing buses and drivers are available and can be used without interrupting regular route service or calling for a special added bus or driver. Any regular trips outside off-peak hours should be coordinated and agreed to by the bus company.

## Regular Field Trips

- Field trips taken Monday through Friday should be scheduled for transportation between the hours of 9:30 a.m. and 1:30 p.m.
- If students miss their afternoon bus/taxi due to the late return from a field trip: (1) the students may ride a late activity bus home, if there is room; or (2) the students should contact their Parents who will be responsible for transporting the students. However this clause only applies to trips scheduled to return before dismissal and return late due to unforeseen circumstances. Parents are responsible for transportation of students from school for trips scheduled to arrive after regular dismissal time.
- Regular afternoon buses/taxicabs are not to be held in order to wait for a late field trip vehicle.

## Special Field Trips

- Includes all athletic, late night, overnight, and weekend field trips.
- Special field trips begin and end at the schools.
- Parents are responsible for transporting students to and from school for special field trips.

## All Field Trips

- Both regular and special field trips begin and end at the school. Drivers drop students and sponsors/volunteers/chaperones at school and then immediately leave the school site.
- Sponsors/volunteers/chaperones should make prior arrangements for phone calls, a waiting place, and restrooms.
- Field Trip vehicles must be loaded and unloaded promptly.
- A field trip driver will be immediately terminated if a field trip is taken without a teacher, chaperone, volunteer, sponsor or other authorized District official on board to monitor the students. Please don't ask them to do so – it is both a safety and legal issue.
- Under no circumstances is a field trip vehicle to move until the aisles are cleared of luggage, instruments, coolers, etc.
- If the trip is 90 minutes or less, or if valuables (luggage, instruments, etc.) are left on the vehicle, then the driver must stay with the vehicle throughout the trip (lunches are not considered valuables and should not be left on the bus during these short trips). Trips are invoiced differently based on time. Drivers staying with vehicles can increase the billed time, so please consider this when booking the field trip.
- Adults not employed by the School District may ride field trip vehicles as chaperones during field trips, if authorized to do so by school officials. If chaperones and/or volunteers are utilized by District staff, however, then the following guidelines must be kept in mind per KCPS policy:
  - **Volunteers**  
*The district or an agent with whom the district contracts will conduct a criminal background check and child abuse/neglect screening on all persons volunteering in positions where they will be left alone with a child in accordance with district policy. The superintendent or designee must receive the results of the criminal background*

- check and child abuse/neglect screening, and then officially approve the volunteer before he or she may begin service in the identified volunteer position.*
- If a volunteer/chaperone will not be left alone with any children for the entirety of the trip, then a criminal background check would not be necessary as they would be under the supervision of District staff.
  - Chaperones are expected to set an example for the students by following School District rules and regulations regarding student conduct while riding field trip vehicles. Under no circumstances are chaperones to involve themselves in a physical altercation with students. Chaperones may assist as needed in maintaining order. However, the driver is ultimately in charge of maintaining discipline on a field trip vehicle during any field trip for the safety of the students and the motoring public.
  - The Transportation Department will assist both the school and contractor relative to any service or invoicing issues.

## **Time Guidelines for Supplementary Transportation Requests**

In order to ensure the availability of sufficient student and employee transportation resources for the KCPS, it is imperative to observe appropriate time frames for submitting supplementary transportation requests of any kind (i.e., field trips, late activities, tutoring, athletic events, special events, etc.)

In general, the ability of the Transportation Department to meet the expectations of a transportation request are directly related to the scope, complexity, time frame and due date of a request. Scope encompasses both the number of persons to be transported, as well as the distances the buses must travel. Complexity includes the number of pickup and drop-off points, as well as needs for parking and/or staging of buses. Time frame refers to the time(s) of day, time(s) of year, and duration(s) that the buses are running, and due date refers to the first date of service for the request.

In addition, the seating capacity for the majority of the District's bus fleet is 65-71 passengers based on an estimated three elementary students per seat, but some of our vendors' buses are smaller. For high school students or adults, maximum capacity would be estimated at 35 persons but could be more or less based on the bus type, configuration and desired seating arrangements for the occupants (i.e., it may be possible to safely squeeze 43 adults onto a school bus, but such seating arrangements may not be acceptable to all of the intended riders so please keep this in mind.)

Based on these assertions, the Transportation Department has created the following general lead-time guidelines based on the aforementioned characteristics of a request:

- For **up to two buses or taxicabs: Minimum of one week notice.**
- For **between three and five buses or taxicabs: Minimum of two week notice.**
- For **more than five buses or taxicabs: Minimum of three week notice.**

Failure to adhere to these recommended lead time guidelines may result in a lack of available transportation services to meet a request or exceptional cost increases to do so, if possible.

In addition, exceptional circumstances like multiple pickup and drop-off points during transportation services may require additional buses and/or taxicabs, and therefore additional lead time for the request beyond what is stipulated above.

## Emergency Transportation

If a principal or school administrator encounters a situation that requires emergency student transportation services please call the Transportation Department at 816-418-8825 to discuss the situation.

Schools should not contact their respective bus vendors to arrange emergency transportation services. The Transportation Department will communicate with bus vendors in the event that emergency transportation services are both warranted and approved by the proper District administrative personnel.

## Bus/Taxi Accidents & Incidents

The handling and management of bus/taxi related accidents and incidents are extremely important and must be treated with priority by all staff. These sensitive issues should be communicated to the Transportation Department immediately because it is critical to properly notify all parties concerned and to ensure that these events are being managed in a prompt and professional manner.

- **All Accidents & Incidents** involving Buses/Taxicabs must be reported to the Transportation Department immediately, regardless of whether there are students on board or the degree of damage. The local police are dispatched to the scene of the bus/taxi accident. If students sustain injuries during a route that require medical treatment, then they will be transported to the nearest hospital by ambulance. Parents and school officials will be advised of the hospital receiving students by the school and/or transportation staff if/when the information becomes available from first responders. It is a school's responsibility to notify parents regarding bus/taxi accidents.
- **Morning Route Accidents & Incidents** – Non-injured students will be transported to school when released by the investigating authorities.
- **Afternoon Route Accidents & Incidents** – Non-injured students will be transported home when released by the investigating authorities.
- Drivers and other bus/taxi personnel are not qualified to make medical determinations. Students who believe they have been injured must notify the proper authority at the scene of the accident in order to be properly treated.

**ALL MEDICAL AND INJURY DIAGNOSES MUST BE MADE BY THE KANSAS CITY, MISSOURI POLICE DEPARTMENT OR MEDICAL PERSONNEL AT THE SCENE.**

# SPECIAL NEEDS & CIRCUMSTANCES

## Exceptional Education Transportation

- Some Exceptional Education students may receive transportation as a related service. If that occurs, the type of transportation services to be provided to the child will be included within that student's Individual Education Plan. In addition, some students who are receiving Section 504 Accommodations may be provided transportation as a related service. If that occurs, the type of transportation services to be provided to the child will be included within that child's 504 Plan.
- If the student's IEP or Section 504 Plan does not include transportation as a related service, then that student's eligibility for transportation will be determined in the same manner as all other KCPS students.
- All address changes are to be reported to the Exceptional Education Department. Exceptional Education will notify Transportation regarding address changes.
- Parents must transport the student during the waiting period before the new transportation is established.

## Bus Monitors

Bus monitors are placed on school buses for preschool students and some Exceptional Education students. The bus monitor program is not intended as a way to curb student misbehavior on school buses. All students must be held accountable for their behavior on the bus, regardless of age. The responsibilities of bus monitors are presented below:

- Ensure that all students are loaded onto and unloaded from the bus in a safe and orderly manner.
- Check buses for sleeping students or anything out of the ordinary.
- Exit the bus only after the last student has unloaded.
- Make sure a school representative is at the bus to accept the students before unloading them at the school.
- Responsibilities begin and end at the curb. Monitors do not go to the door of a student's home to get the student nor do they take students to the door in the afternoon.
- Buses should not start moving until the Monitor is seated behind the last student on the bus.
- Monitors may not smoke, use profanity or nap on the bus.
- Assist the driver in maintaining order and discipline, and complete Misconduct Notices when appropriate.
- Avoid screaming at or using intimidating gestures or language towards the students.
- Assist students with seat belt adjustments and other safety appliances.
- Remain seated while the bus is in motion, except in the case of an emergency. If it becomes necessary to move around, then the Monitor must let the driver know so the bus can be pulled over.

- Be available to assist students on and off the bus, but encourage them to try and do things for themselves.
- Monitors should learn the bus route, so they can help direct a spare or substitute driver, as necessary.
- Monitors should keep a small notebook at all times to document the activities during the route.

## Late Activity Transportation – Middle & High Schools

Activity buses are designed to accommodate older students (middle school and above). Activity buses are not designed to accommodate small children and these students should not be placed on an activity bus which includes younger siblings of students riding an activity bus. Activity bus routes are express routes with cluster stops. Activity buses are spot-routed by the driver on a daily basis. An activity bus stop may differ from the regular bus stop and the student must be familiar with the surrounding area.

- Schools prepare their Late Activity schedules, and coordinate directly with their school bus vendor to provide buses to transport students' home from these activities in the evening.
- Transportation guidelines for Late Activity buses provide that students may be dropped more than six blocks from their homes.
- All Late Activity transportation should begin no sooner than the third Monday after school starts.
- Students who are transported by alternative mode vehicles must report their Late Activity to the school office or school transportation coordinator so that their alternative transportation can be adjusted accordingly. This must be done at least one business day before the Late Activity begins.
- Students will be issued Late Activity bus passes by their schools, which they must show to the driver upon boarding the bus. Failure to do so may cause forfeiture of the student's riding privileges on Late Activity buses.
- Rules for riding the regular bus and the Late Activity bus are the same, and misconduct notices will be issued for infractions. Late Activity transportation can and will be cancelled due to disciplinary problems and/or low ridership.
- All Late Activity transportation is canceled when school is canceled due to inclement weather.
- Late Activity stops must be within the attendance boundary for the applicable school.
- Home pick-ups and drop-offs will not be made on Late Activity routes.
- Late Activity stop change requests will be considered but may not be granted.

## Extended Learning Programs

- Bus/taxi stops may differ from a student's regular stop.
- Students who live inside the attendance boundary for the school and are eligible for home-to-school transportation will be provided extended-learning transportation.
- The District is not obligated to provide transportation for students attending extended learning programs. The District reserves the right to modify or cancel transportation services at any time within the parameters set forth by applicable, laws regulations and board policy.

## Foster Homes / Emergency Shelters / Displaced Students

- If a displaced, or homeless, student's school of origin and temporary housing are located in the KCPS district boundaries, then the district will provide transportation to and from the school of origin at the request of the parent, guardian or applicable coordinator from the Office of Students in Transition, provided a KCPS coordinator from the Office of Students in Transition agrees that it is in the best interest of the student. If the displaced student's school of origin and temporary housing are located in two different school districts, then the districts will equally share the responsibility and costs for transporting the student.
- Parents may not be able to provide the required two-week change of address notice when families move to area shelters or when children are placed in the foster care system.
- The parent should contact the Office of Students in Transition (Phone: 418-8640) and provide the student's name and current address.
- Upon a request from the Office of Students in Transition, transportation will be scheduled to and from the provided address within 48 hours of the request.
- The Transportation Department will provide the Office of Students in Transition with the transportation information, and the Office of Students in Transition will then notify the parent.

## Student Medications and Medical Emergency Transportation

- The district prohibits students from possessing or self-administering medications while on board a bus/taxi unless explicitly authorized in accordance with policy JHCD or policy JHCF. For the purposes of the referenced policies, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.
- Parents are responsible for arranging transportation for their student in the event the student becomes ill during the day. If a child is bleeding, running an extremely high fever, vomiting, or has a suspected fracture, broken bone, or concussion, an ambulance may be dispatched to transport the child to a hospital.

## Student Allergy Prevention and Response

- Except as otherwise outlined in district policy, food may not be opened or consumed on the bus/taxi during daily trips to and from school, field trips, or to and from other school activities that occur during the regular school day, unless the student has written permission from his or her school principal. Written permission will be provided if the student has a medical need to consume food or beverages during the time the student is being transported. A student who has a medical need to consume food or beverages while being transported must have either a FAAP or a 504 plan that addresses the foods or beverages the student may consume.
- Staff members must submit a list of students taking part in off-site activities, such as competitions and field trips, to the nurse or nurse manager at least five days prior to the activity. The nurse or nurse manager will verify which, if any, students have allergies and provide the staff member with a copy of the relevant FAAP or 504 plan and any medications that may be needed in case of an allergic reaction.

## Extended Day Transportation

- At this time, transportation is not provided for Extended Day programs such as LINC.

## Summer School Transportation

- The District will determine on an annual basis if and to the extent that summer school transportation will be provided.
- Summer School District-Provided Transportation: Who Is Eligible? Resident students who live 0.5 miles or more from their assigned summer school are eligible for transportation. No resident students who live less than 0.5 miles from the school they attend are eligible for transportation. The safe transport of these students to and from school must be the responsibility of the parent. Transportation is not provided for students who attend a school other than their authorized summer school as defined by District guidelines. Students who are eligible for transportation are not required to walk more than two (2) blocks to their bus stop location.
- Summer School usually involves the majority of students attending different schools in the summer than during the regular school year. Routes are developed specifically for the summer and are designed to pick up as many students as possible in a short period of time. Whenever possible, summer school routes are express-type routes with few stops and large numbers of students are picked up at each stop. In all likelihood, students' summer school bus/taxi stops will be different from the regular school year. Schools are often used as pick up points during summer. The majority of bus/taxi stop-change requests will not be honored due to the short duration of the summer school session.
- The child's school must have the correct address on file. If a transportation address for summer school is different from the regular school year, then an address change must be submitted.

## Health Impaired Students

- Special transportation arrangements are based on information contained on the child's Health Impaired Form or physician's statement. The Health Impaired Form is available at the child's school from the school nurse or the Health Services Department. The Form or physician's statement will be the sole basis for granting a transportation accommodation. Please have your child's physician complete the Form or statement and return it to the school nurse or the Health Services Department (Phone: 816-418-7505). There is no provision for curb stops due to a Parent's handicap or health condition.

## Audiology & Health Services

- The Transportation Department will arrange one-way or round-trip transportation service for special purposes (i.e., audiology testing) from District facilities. Requests which conflict with regular school start-up and/or dismissal times may not be approved.
- Requests should be sent or faxed to the Transportation Department 48 hours prior to the trip time.

- If requests are paid through special accounts or grants, then the requester should provide the applicable account code when making the request.
- Any changes to a scheduled trip must be sent to the Transportation Department, which will then notify the applicable bus/taxi vendor.

## Evacuation Drills

- Emergency Evacuation Drills, as required by the State of Missouri, will be held at least once each semester at all schools. Students should be made aware of the rear emergency door on the bus, as well as all other emergency exits (i.e., windows, roof hatches, etc.) but during the drill all students should leave the bus through the front door.
- The school principal or the designee must certify that the drill was performed on each bus that serves the school. It is not necessary for a Transportation Department representative to be present for the evacuation drill.
- The Transportation Department schedules the drills and notifies the schools of the date and time. A general announcement should be made to the student body on the afternoon prior to the drill. The actual evacuation drill is to be conducted by the school bus drivers.

## Kleen Sweep Transportation

The Kleen Sweep Transportation program is designed to provide transportation for District students who might have missed their regular bus/taxi route or do not have an assigned bus/taxi stop at the beginning of each school year or during inclement weather. The program typically continues through the first week of school.

### **Kleen Sweep Morning Procedures – Picking Up Students**

- Drivers will run their assigned, regular morning routes.
- Drivers will also pick-up students who might have missed their regular bus/taxi route or do not have an assigned bus/taxi stop. These students will be transported to the driver's assigned school. Drivers will escort students to the school. The morning procedures for designated school staff who receive such students are presented below:
  - Notify the Transportation Department or the school's bus/taxi company.
  - Determine what school each student attends or should attend. The Transportation Department is available to assist with this process.
  - Determine the students' normal transportation arrangements through the Transportation Department.
  - Complete an Add-On Slip for each student.
  - Log each student on a Daily Kleen Sweep Log.
  - Arrange for the bus/taxi to transport each student to his or her assigned school.
  - Notify students' Parents of regular transportation arrangements and the time frames needed to set up those transportation arrangements.
  - If needed, update the student record system and contact the Transportation Department of the impending change.

## **Kleen Sweep Afternoon Procedures - Getting Students Home**

- Similar to the morning procedures, the Kleen Sweep afternoon procedures for designated school staff are presented below:
  - Notify the Transportation Department or the school's bus/taxi company.
  - Determine the students' normal transportation arrangements. The Transportation Department is available to assist with this process.
  - Complete an Add-On Slip for each student.
  - Log each student on a Daily Kleen Sweep Log.
  - Arrange for a bus/taxi to transport each student to his or her afternoon home or transportation address.
  - Notify students' Parents of regular transportation arrangements and the time frames needed to set up those transportation arrangements.
  - If needed, update the student record system and contact the Transportation Department of the impending change.

## **Kleen Sweep Add-On Slips**

- Add-on Slips should be utilized during the duration of the Kleen Sweep program only.
- Add-on Slips are a temporary measure to provide one-time, one-way transportation to students without an assigned bus/taxi stop. If a student is at school without afternoon transportation, the school can give the student an Add-on Slip. The Add-on Slip should be distributed to a bus/taxi driver whose route best accommodates the student's afternoon transportation address.
- After the one-time use of an Add-on Slip, regular procedures should be followed to obtain permanent transportation for the student. Parents are responsible for the student's transportation until the student is assigned to a permanent bus/taxi stop.

## **Requesting Kleen Sweep service at a School or Bus Stop**

- Please call the Transportation Department at 418-8825. The Kleen Sweep service will be dispatched to the desired location.

## **Winter Driving / Inclement Weather / Impassable Streets**

Occasionally, conditions may exist that prevent a bus/taxi from safely making all required stops. Every attempt will be made to make each stop, but in some situations, it is not safe to do so. These situations usually occur during the winter months and determinations are not made until Buses/Taxicabs are in route to stops, making it unrealistic to notify Parents in a timely manner. Please be aware of the conditions that exist within your neighborhood and

develop a contingency plan for children to follow in the event the bus/taxi does not arrive at the stop after waiting a reasonable amount of time. We suggest waiting 15 to 20 minutes beyond the normal stop time, however, this is parental decision to make and the conditions on any given day can alter the definition of what is reasonable. If the bus/taxi does not arrive within the reasonable time period and the student needs a ride to school, then contact the bus/taxi vendor or the Transportation Department. Arrangements will be made to pick up the student at the most practical place to do so if safety permits.

When a student lives in an apartment complex, gated community, on a street or in an area that the Transportation Department considers to be unsafe for a school bus to access, then the pick-up location will be moved to the safest and/or most practical location as determined by the Transportation Department. Stop location determinations for students with disabilities will be made by the Multidisciplinary team.

## SOLVING TRANSPORTATION ISSUES

### **Bus/Taxi Service Complaints**

- All service complaints should be reported to the Transportation Department. Upon receipt, the complaint is forwarded to the appropriate individual for corrective action.

### **No Shows & Canceling Curb-To-Curb Service**

- Parents of students with curb stops should contact their bus/taxi vendor each day their student is not going to ride for any reason.
- If a student has two consecutive unreported absences, service will be suspended until the parent contacts the bus/taxi vendor to reactivate the curb stop. Repeated notification failures could result in the loss of riding privileges.

## Bus/Taxi Discipline

Students, parents/guardians, bus/taxi drivers and school officials must work together to provide for the safe transportation of students. The bus/taxi, its stop locations, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Students are subject to district authority and discipline while waiting for, entering and riding a bus/taxi.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding a bus/taxi. The bus/taxi driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

Bus/taxi authorized personnel and school district personnel have the authority to assign seats to all students riding a bus/taxi. Assigned seating is recommended by the Transportation Department.

Discipline for bus/taxi infractions will be determined by the guidelines outlined in the “Student Handbook and Code of Conduct.” A copy of this document is available from your school or on the KCPS website. If you do not have access to a computer, or need clarification, you may call the Student Discipline Office at (816) 418-7500.

If a student’s IEP or Section 504 Plan contains transportation as a related service, then when issues arise with a student with disabilities, the child’s IEP Team or 504 Committee will review the student’s IEP or 504 Plan when, in any one school year, the student’s misconduct would result in more than ten days of bus suspensions. A student receives in excess of ten days of bus suspension when any single incident of misbehavior results in a bus suspension in excess of ten days or if the most recent bus suspension when added to all previous days of bus suspension exceeds ten days. In that case and prior to the bus suspension, the student’s IEP team or 504 Committee will conduct a manifestation meeting or hearing.

If the student’s IEP or 504 Plan does not include transportation as a related service, then the student is subject to the same rules of conduct and discipline as all other KCPS students.

It is important that all students riding a bus/taxi follow safety rules when going to or from school. Students who do not obey the rules put themselves and others at risk. All students and their Parents should be aware of and follow the bus/taxi rules. If repeated verbal and written warnings, suspensions and other remedies by the bus/taxi driver and school officials have no effect on the student’s behavior, then the bus/taxi driver may request the assistance of the District’s Transportation Department. Discipline for bus/taxi infractions will be determined by the guidelines outlined in this section and all applicable district policies. During any period in which bus/taxi riding privileges are lost due to misconduct of a student, transportation for the student to and from school becomes the sole responsibility of the student’s Parents.

In order to maintain the safety of the student transportation environment, all inappropriate language, gestures, or aggressive verbal or physical behavior toward any person will result in disciplinary action. Examples of disrespect include, but are not limited to: defiance of authority, lying to staff, and refusing to follow directions. Refusal to comply with a staff request can result in disciplinary consequences.

#### Misconduct Notices:

A student will receive a misconduct notice from the bus/taxi driver when certain infractions occur. The following procedures will apply:

1. Student will receive a misconduct notice when their behavior is disruptive to the point of creating a hazardous situation.
2. Students who commit acts of misconduct on a bus/taxi and receive a misconduct notice will be subject to disciplinary consequences according to the Code of Student Conduct **including** loss of riding privileges.
3. Driver or bus/taxi representative will electronically deliver misconduct notices daily to the school for resolution.
4. School representative(s) will resolve misconduct notices online.
5. A misconduct notice will be sent to a parent. The misconduct notice may be sent via U.S. mail or by email.
6. Drivers should be advised as quickly as possible of suspension days.
7. If repeated disciplinary action at the school level does not result in improved conduct on the bus/taxi, then a bus/taxi representative will notify the Transportation Department.
8. During any period in which the transportation privilege is lost due to the misconduct of a student, the student's transportation becomes the sole responsibility of the parent (subject to the student's IEP or 504 Plan requirements, as applicable.)

Note: The District will seek restitution from parent(s) when bus/taxi vehicles are damaged as a result of his/her/their child's behavior.

### **Expected Student Conduct on Bus/Taxi**

Regarding student behavior while waiting for and/or riding on district-provided transportation, district expectations include but are not limited to the following:

1. Bus/taxi riders shall be at the designated loading point before the scheduled arrival time.
2. Riders shall wait until the bus/taxi comes to a complete stop before attempting to enter.
3. Riders must not extend any body parts out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus/taxi riders shall load and unload through the right front door. The emergency door is for emergencies only.

6. A bus/taxi rider will depart from the bus/taxi at the designated point unless written permission to get off at a different location is given to the driver by the school principal.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding bus/taxi except for ordinary conversation as/when permitted by the driver.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus/taxi rider who must cross the roadway to board or depart from the bus/taxi shall pass in front of the bus/taxi (no closer than 10 feet,) look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus/taxi stop while students are waiting for the bus/taxi, or immediately after the students have disembarked.

## Bus/Taxi Infractions and Consequences

Offense	Consequence
Physically assaulting a driver, monitor or other bus/taxi vehicle personnel in any manner	Loss of riding privileges for one school year
Possession of firearms or weapons of any kind	Loss of riding privileges for one school year
Possession of drugs, smoking, or lighting fires	Loss of riding privileges for one semester
Tampering with the emergency exits	Loss of riding privileges for 30 school days
Extending body parts or objects out the window	Loss of riding privileges for 10 school days
Fighting or wrestling of any kind	Loss of riding privileges for ten school days
Failure to follow procedures (i.e. sitting in assigned seat, loading/unloading procedures)	Loss of riding privileges for three school days
Repeated use of abusive and/or obscene language	Loss of riding privileges for three school days
Vandalizing or defacing a bus/taxi vehicle	Loss of riding privileges for five school days

<b>Throwing objects at, on or from a bus/taxi vehicle</b>	Loss of riding privileges for five school days
<b>Playing iPods, cell phones, MP3s, or other electronic devices</b>	Loss of riding privileges for two school days
<b>Eating food, drinking beverages, or littering</b>	Loss of riding privileges for two school days
<b>Loud, boisterous, and/or distracting noises</b>	Loss of riding privileges for three school days
<b>Failure to exit a bus/taxi vehicle at assigned stop</b>	Loss of riding privileges for two school days
<b>Disorderly and/or disruptive behavior of any kind</b>	Loss of riding privileges for three school days
<b>Unauthorized Entry to a bus/taxi vehicle</b>	(See Class IV Offense Section on next page)

Also, the **following page** regarding Unauthorized Entry is referenced from the Student Handbook and Code of Conduct:

## CLASS IV OFFENSE

### Unauthorized Entry

Students entering into the school or certain areas of the building without permission; allowing or assisting any individual(s) to enter a district facility other than through designated entrances or allowing unauthorized persons to enter a district facility through any entrance; and returning to school premises while serving a suspension. ***A district facility may include a school provided transportation vehicle.***

## CLASS IV - CONSEQUENCES

Pre K	Grades K-3	Grades 4-6	Grades 7-12
<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian Contact</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference</li> </ul> <p><b>Subsequent Offense</b></p> <ul style="list-style-type: none"> <li>• Refer to counselors (if warranted)</li> <li>• Short-term suspension (1 day)</li> <li>• Possible dismissal from Program (Subject to review by the Director of Early Learning or Head Start)</li> </ul>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference and Short-term suspension (5-7 days) with possible further action</li> </ul> <p><b>Subsequent Offenses</b></p> <ul style="list-style-type: none"> <li>• Short-term suspension (10 days) with referral to Student Discipline Office.</li> </ul> <p><i>(For long-term suspensions, the maximum length is 90 days unless the law requires more serious consequences.)</i></p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Short-term suspension (5-10 days) with possible further action</li> </ul> <p><b>Subsequent Offenses</b></p> <ul style="list-style-type: none"> <li>• Mandatory Short-term suspension (10 days) with referral to Student Discipline Office.</li> </ul> <p><i>(For long-term suspensions, the maximum length is 90 days unless the law requires more serious consequences.)</i></p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Mandatory Short-term suspension (10 days) with possible further action.</li> </ul> <p><b>Subsequent Offenses</b></p> <ul style="list-style-type: none"> <li>• Mandatory Short-term suspension (10 days) with referral to Student Discipline Office</li> </ul> <p><i>(For long-term suspensions, the maximum length is 90 days unless the law requires more serious consequences.)</i></p> <ul style="list-style-type: none"> <li>• Recommendation for Expulsion</li> </ul>

**Note:** For offenses involving firearms and/or weapons specifically listed on [page 60](#), students will receive an automatic ten (10) day suspension with referral for a one calendar year long-term suspension or recommendation for expulsion.

**Further action may include any of the following:**

- Perform community service (In-School)
- Referral to drug and/or alcohol assessment or treatment program
- Referral to smoking cessation program and/or tobacco education program
- Referral to outside counseling agencies
- Referral for anger management/conflict resolution
- Restitution where appropriate
- Referral for long-term suspension (11-180 days) or recommendation for expulsion

## Bus Video Security Camera Surveillance

District policy allows for audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. As such, digital video security cameras have been installed in all buses contracted to provide student transportation for the purpose of monitoring compliance with KCPS policies and procedures. The digital video surveillance will be used to verify incident reports and to assist in the enforcement of the Code of Student Conduct established by the KCPS. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

For more information on district policy regarding Bus Video Security Camera Surveillance, please reference KCPS Policy Online and search for policy JFCCA.

## **FREQUENTLY ASKED QUESTIONS**

**Q My 6-year old walks 2 blocks to a bus/taxi stop when the bus/taxi goes right by my house. Can't the bus/taxi stop and pick her up?**

*A No. The guidelines are set and the routes are developed to allow students to be transported in both a safe and efficient manner. District resources are limited and thus routes are designed as efficiently as possible. If routes were permitted to stop at every house or corner to pick up students, then the lengths of the routes would grow to the point that additional routes (at great expense) would be needed to ensure timeliness.*

**Q How far will my child have to walk to catch the bus/taxi?**

*A Normally, students will walk no more than two blocks to a bus/taxi stop location. Students who move or change schools may have a temporary stop that exceeds the walk guidelines. A closer stop will be created for these students, but it may take some time.*

**Q How far from the school must you live to be eligible for transportation?**

*A Students who live 0.5 miles or more from their neighborhood school of residence or Signature School of admittance are eligible for transportation. Students who live less than 0.5 miles from their school of attendance are not eligible for transportation.*

**Q How do I report a change of address?**

*A Contact the student's school as soon as possible with the new address information. You may receive information on the bus stop closest to you. If that stop location is over the stop walking guidelines, then a closer stop will be created after the Transportation Department is notified of the need for a new stop.*

**Q Do students have bus/taxi passes?**

**A** *No. But ECSE/Head Start students are required to wear I.D. tags.*

**Q How does the student get the I.D. tag?**

**A** *The I.D. tags for ECSE/Head Start students are issued by the school. It is the responsibility of the parent and the school to make sure the student is wearing an I.D. tag when he/she is ready to board the bus/taxi. No ECSE/Head Start student will be permitted on the bus/taxi without an I.D. tag.*

**Q My child has medical or health related problems and requires special transportation arrangements, what should I do?**

**A** *Special transportation arrangements are based on information contained on the child's Health Impaired Form or physician's statement. The Health Impaired Form is available at the child's school nurse or Health Services Department. The Form or physician's statement will be the sole basis for granting a closer stop. Please have your child's doctor complete the Form or statement and return it to the school nurse or the Health Services Department (Phone: 418-7505). There is no provision for curb stops due to a Parent's physical handicap or health condition.*

**Q My child has an IEP or is receiving accommodations under a Section 504 Plan, does my child automatically receive special transportation services.**

**A** *No, unless the child's IEP or Section 504 Plan INCLUDES TRANSPORTATION AS A RELATED SERVICE.*

**Q What happens if my child is ill at school?**

**A** *Parents will be contacted to pick up the student or arrange for someone else to pick up the student. If the student is bleeding, running a high fever, has a suspected concussion, broken bone, etc., then an ambulance may be dispatched to transport the child to a hospital.*

**Q How will transportation be arranged for athletic and other after-school activities?**

**A** *All transportation arrangements for field trips and after school activities will be made by the school, through the KCPS Transportation Department, except that any activity that is completed after 5:30 P.M. will require the parent to pick up the student from the school and transport the student home. No bus/taxi to home is available after 5:30 P.M.*

**Q What should I do if my student's bus/taxi runs late or doesn't show up at all?**

**A** *Call the bus/taxi vendor that usually transports your student, or call the Transportation Department (418-8825).*

**Q Are video cameras on the school buses?**

**A** *Yes.*

**Q Can my child ride other bus/taxi or get off at a different stop to visit a friend?**

**A** *No. Students are only allowed to use their assigned transportation stop.*

# KEY CONTACTS

## **KANSAS CITY PUBLIC SCHOOLS**

### **Department of Transportation**

2901 Troost Avenue

Kansas City, Missouri 64109

Office: (816) 418-8825

Fax: (816) 418-7574

Mr. Perry Eubank - Manager

Ms. Chanel Moore - Field/Athletic Trips

## **KCPS STUDENT TRANSPORTATION SERVICE PROVIDERS**

### **First Student (School Bus Service Provider)**

6400 E 35th Street

Kansas City, MO 64129

Office: (816) 254-5262

Fax: (816) 254-0342

Mr. Michael Narcisse, Location Manager

Mr. Tom Lamb, Field/Athletic Trips, O: (816) 833-5473, F: (816) 833-5732

### **Kansas City Taxi (Student Taxi Service Provider)**

1300 Lydia

Kansas City, MO 64106

Office: (816) 471-6050

Fax: (816) 512-8094

Special Services: (816) 512-8037

Mr. Terry O'Toole, General Manager

Ms. Teresa Wolken, Operations Manager

Mr. Abdul Issa, Special Contracts Manager

### **All City Management Services (Crossing Guard Service Provider)**

1948 E Santa Fe, Suite E

Olathe, KS 66062

Emergency Dispatch: (877) 363-2267

Mr. John Dotson, Operations Manager

Office: (800) 540-9290

Fax: (800) 430-5376

Ms. Patricia Pohl, Director of Operations

Office: (800) 540-9290

Fax: (800) 430-2775