



The safety of every student and driver on our school buses is of great concern to all of us. Every precaution and care is taken by the school district to see that students arrive at their destination safely. This requires the cooperation of parents, students, bus drivers, and school administrators. Please review the following rules and regulations and discuss them at home.

Due to the limited number of seats on school buses and the school district's liability, only students eligible for bus transportation will be allowed to ride district bus routes. It is the belief of the district that the safety and welfare of students eligible to ride buses should not be compromised in order to accommodate students who are not eligible for transportation. As a result, bus students will be required to make other arrangements for friends, relatives, or other persons who, in the past, may have occasionally been permitted to ride on district bus routes when space was available.

For students who do not meet the eligible distance requirements for district provided transportation between their home and school, the district offers a pay-to-ride program.

Bus Routes and Activity Trips - The primary objective of the Transportation Department of the Ankeny Community School District is to protect the safety of students, staff, and drivers at all times. Distractions that divert the attention of the driver away from the safe operation of the vehicle can endanger the safety of other students and the driver and must be avoided. For purposes of these rules and regulations, the term "vehicle" applies to all school buses, vans, and other passenger vehicles used by the district to transport students and/or staff, whether on a regularly scheduled transportation route or to and from a school activity/event.

Listed below are the district's rules and safety tips, which apply to all district vehicles.

1. The driver is in charge of the bus and the vehicle. Bus riders are expected to follow the direction of the driver.
2. Bus riders shall be at the designated loading point five minutes before the bus arrival time. It is unlawful to wait for a student who is not at the designated loading point on time.
3. Bus riders shall wait until the bus comes to a complete stop before attempting to enter or exit the bus.
4. Bus riders must not extend arms or heads out of the bus windows at any time. All body parts must stay inside the bus.
5. Aisles must be kept cleared at all times, and when students enter or exit the bus.
6. All bus riders shall be received and discharged through the right front door. The emergency door is for emergencies only.
7. The driver may assign a bus rider a seat.
8. Bus riders must remain in their seats at all times.
9. Bus riders are expected to follow the driver's directions.
10. A three foot classroom voice shall be observed.
11. Bus riders are not to eat or drink on route buses.
12. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus.
13. Bus riders shall keep feet off the seats.
14. Bus riders shall refrain from crowding or pushing.
15. The use or possession of alcohol, tobacco, or illicit drugs is prohibited on the bus.
16. Bus riders will use appropriate language and behavior at all times.
17. Bus riders K-12 must show their bus pass on a daily basis. Students in grades 6-12 who have failed to do so on their third offense will receive communication from administration to discuss next steps in the process.
18. Once students board the bus, they must remain on the bus. Parent/Guardians must verify with administration (or main office of the child's attendant center) if an emergency occurs in which they want their child to be pulled or removed off the bus, prior the child's scheduled destination.
19. Once the bus rider boards the bus, the only place the bus rider can exit the bus is at their designated drop off point.
20. Bus riders may use electronic devices as long as they do not disturb the safety, order, and rights of others.
21. Bus riders will refrain from bullying and harassment.
22. Bus riders will display safe and orderly behavior at all times.
23. Bus riders will follow all School Board policies.
24. Items are not allowed on the bus unless the object is small enough to be placed under the seat in front of you (less than 1 yard long, 1 foot wide and 10 inches high). Examples of prohibited items: certain band instrumentation, golf clubs, other sporting equipment, certain school projects, etc. If you have an item in question, please contact Durham Transportation at 965-9615.
25. Students must ride on their designated bus route to and from school at all times. Parents are not allowed to request written permission to have their child ride on an alternate bus route for non-emergency or convenience situations that may arise, whether or not the child is or is not bus eligible.
26. No pets are allowed on the school buses.

Disciplinary Procedures Related to Transportation -

All students are expected to follow the instructions of the vehicle driver. Riding the bus is an extension of the classroom. Failure to follow instructions or to obey rules set by the driver and/or the district will result in the following:

1. **First Violation:** The bus driver will discuss the infraction with the student and write an Incident Report for the building administrator. The building administrator will meet with the student to discuss appropriate bus behavior. The administrator may assign detention or suspension from the bus depending on the severity of the infraction. The student's parents and the Transportation Department will receive notice of the action taken at this meeting as well as copy of the Incident Report. The students and parents will receive notice of the possible consequences of another bus infraction.
2. **Second Violation:** The bus driver will write an Incident Report for the building administrator of the infraction, and the administrator will meet with the student. The parent(s) and the Transportation Department will be advised that the student is suspended from riding the bus for three days. The student and parents will receive notice of the possible consequences of another bus infraction.
3. **Third Violation:** The student will lose bus privileges for a minimum of ten (10) days. A meeting will be set by a building administrator that includes the student, parent(s), building administrator, bus driver, Transportation Department, and Director of Maintenance and Operational Systems. At this conference, the previous circumstances that led to this suspension will be discussed. Assuming that the group agrees on a suitable plan to help the student maintain bus privileges, the student will be allowed to resume riding the bus after the suspension. The student and parents will receive notice of the possible consequences of another bus infraction.
4. **Fourth Violation:** Upon notification that the student has incurred a fourth bus violation, the building administrator will inform the student and the parent(s) that the student has lost bus privileges for a minimum of 45 days. This will carry into the next semester.
5. **Temporary or permanent removal of transportation privileges** could result at any time that the building administrator, Transportation Department, and/or the Director of Maintenance and Operational Systems determines that the seriousness of any violation threatens the safety and well-being of anyone on or off the bus. In such cases the remedy procedures outlined above for the third violation will be followed.

Use of Video/Audio Cameras or Other Recording Equipment on School Buses - The Board supports the use of video cameras as a means to monitor and maintain a safe environment for students and employees, as deemed necessary by administration. The contents of a videotape or its digital equivalent may be used as evidence in a student disciplinary proceeding. Reference: School Board Policy #502.14

Student Health Related to Transportation - It is the responsibility of the parent/guardian to provide health information to the school bus drivers. If your child has a life threatening medical condition that the bus driver should be aware of, please use the form available on the bus web-site entitled "Emergency Medical Information for Bus Drivers." Return completed form to your school or fax to Durham Transportation Services at (515)965-2602.

There should be no eating or drinking on all school buses. Eating on the school bus poses a risk of choking and potentially endangers students with food allergies.

Parents should notify the transportation manager at Durham Transportation at 965-9615 of any specific health needs (asthma, seizures, diabetes, etc.). This information will be kept confidential and shared only with school personnel and transportation personnel as needed.

If a student requires medical treatment while on a bus, the driver will contact emergency medical services.

Students with Special Needs - All students riding Ankeny school buses follow the same rules. According to the Individuals with Disabilities Education Act (IDEA) there should be no discrimination to individuals with special needs in regard to making decisions or rules that vary from any and all other students, or that would impede them from receiving a FAPE (free appropriate public education). The district adheres to this concept and expects students with special needs to follow the same set of rules that are listed in the Rules and Regulations chapter of this book.

Because some students have special needs in regard to transportation, we have included guidelines for the parents of these students:

1. **Driver Information and Contact** — Some children will have two drivers; one for the morning (a.m.) and another in the afternoon (p.m.). This must be done in order to deliver (a.m.) and pick up (p.m.) all the students from all the buildings in a timely manner. If you need to change your child/children's pick up or drop off, please notify the transportation department and attendance center, in writing/e-mail/fax and/or hand delivered the day before the new drop off point will be needed. This will eliminate the possibility that a student's drop off point will be missed or that we would try to deliver a student to an unsupervised home. This will also benefit our substitute drivers.
2. **Boarding Assistance** — If your child needs assistance in boarding/departing the bus, please come to the bus to assist when we stop. Please inform your day care provider to do the same.
3. **Drop Off** — If the child does not need assistance, the driver should see a parent or day care provider to ensure the child is able to enter the house. We will not deliver a child if we think no one is home or we do not have written permission from the parent.

4. Prompt Boarding — Some students attend various schools in Des Moines, Ames, or other districts riding the same bus. Scheduling several school calendars and different starting and dismissal times can be quite a challenge. We are asking that you have your child ready to pick up at the appointed time. This means that during the winter you have hats, coats, and mittens on and your child coming out of the door as the bus arrives. We know that toilet accidents with some students do happen. We are asking that should your son/daughter have an accident just before bus time; please call the Transportation Department at 965-9615. We will then be able to give you extra time to change your child without delaying the bus route. Please do not put the child on the bus soiled.

Guidelines for Determining School Bus Routes and Bus Stops - In determining school bus routes and school bus stop locations, the following guidelines shall be used by the Ankeny Community School District to the extent possible:

1. Safety First — The overriding goal and objective of all bus route and bus stop planning by the district is to protect the safety of students, staff, and bus drivers at all times. For purposes of these rules and regulations, the term “vehicle” applies to all school buses, vans, and other passenger vehicles used by the district to transport students and/or staff, whether on a regularly scheduled transportation route or to and from a school activity/event.
2. Eligibility for Transportation — In accordance with State Law (Iowa Code, Chap. 285.1), elementary and middle school students living more than two (2) miles and high school students living more than three (3) miles from their designated school of attendance are entitled to free transportation provided by the district.
3. Distance to Bus Stop — Any student who is eligible for transportation may be required to meet a school bus on the approved bus route a distance of up to three-fourths (3/4) of a mile from their home without reimbursement. Please note: Home GPS units and vehicle odometers are not accurate enough for the purpose of measuring these distances.
4. Measuring the Distance — The distance to the designated school of attendance or to an approved bus route is measured on a public street or highway only and over the most passable and safest route for the school bus. The measurement starts in the middle of the roadway opposite the entrance to the student’s private residence and ends in the middle of the roadway opposite the entrance to the school grounds or designated pick-up point on the bus route.
5. Establishing the Bus Route — In accordance with state law, bus routes are established by the district each year to give service only to properly designated students who are entitled to free transportation. These routes may be adjusted by the district periodically to utilize the normal seating capacity of each bus and to maximize the use of each bus as much as possible. In addition, the district is prohibited by state law from extending or otherwise altering specific bus routes for the purpose of accommodating students whose residences are nearer another established bus route that could just as easily and more economically serve those same students.
6. Establishing the Bus Stop — The student’s primary address shall be the factor in determining the bus pick-up point for that student. To the extent possible, the district will strive to locate bus stops within a reasonable distance of each student’s home so that each student can safely load/unload the bus by approaching in single file at a right angle to the right front entrance of the bus.
7. Time/Location of Bus Stop — It shall be the goal of the district to keep each stop to the absolute minimum time required to load/unload all students safely. In more congested areas with successive stops, the district shall attempt to locate bus stops so that there is at least three-hundred (300) feet between successive stops for safe operation of the bus and its warning equipment.
8. Combined Bus Stops — Where there are two (2) or more families living in close proximity to each other and whose children are all entitled to district transportation, it may be necessary for bus stops to be grouped together, with students from several homes in that area walking to a central loading/unloading point. The presence or absence of front yard sidewalks may be considered by the district but shall not be an overriding factor in determining the location of bus stops in areas where these sidewalks do not exist for one reason or another.
9. Use of Public Highways — In accordance with state law, no school bus shall leave the public highway and enter private roadways and/or private property to receive or discharge pupils, unless their safety is enhanced by doing so or if the private road/property is maintained in the same manner as a public roadway would be. This means that most students may be loaded/unloaded with the bus resting at a complete stop on the traveled portion of the street or highway where it has the protection of its lights, warning devices, size, and state-mandated safety construction to protect students boarding and those on board, as well as the driver.
10. Visibility at the Bus Stop — Except to the extent that reduced visibility on the street or highway may be caused by fog, snow, or other weather conditions, a school bus shall not stop at a designated pick-up point to receive or discharge pupils unless there is at least three-hundred (300) feet of unobstructed vision in each direction from the designated bus stop. In addition, by state law all district buses are required to have their headlights turned on at all times when carrying passengers.
11. Loading/Unloading the Bus — Wherever possible, all bus routes and bus stops shall be planned and established so as to minimize the need for any student to cross a street or highway to load or unload from the bus, with or without parental supervision. All students shall be received and/or discharged from the right front entrance of the bus. In extreme cases where they must cross a street or highway, students shall be required to pass in front of the bus, look in both directions, and proceed to cross the street or highway only on a signal from the bus driver.
12. Stopping on a 4-Lane Roadway — Any district bus, when operating on a highway with four (4) or more lanes, will not stop to load or unload pupils who must cross the highway. The only exception to this will be at designated stops where students who

must cross the highway may do so where there are official traffic control devices or a crossing guard to assist them.

13. Leaving the Main Roadway — To the extent possible, school bus stops shall not be located in areas or neighborhoods where the entrance from the main street or highway has limited visibility or is constructed in such a way that it does not allow the bus to enter or leave a rapidly moving stream of traffic without blocking traffic or crossing the centerline(s) of any street or highway or would require the bus to back up at any point in order to enter or leave without crossing the centerline(s).
14. Cul-de-sacs or Dead-end Roadways — To the extent possible, school bus stops shall not be located in any areas such as cul-de-sacs or dead-end streets/roadways where the bus would be forced to back up in order to turn around when the public roadway is blocked or otherwise restricted for any reason or when students may be approaching or departing the bus from many different directions at one time, causing the attention of the driver to be diverted away from the safe operation of the bus while trying to watch for those students. Generally, the only exception to this guideline is if there is no suitable place for the students to stand while waiting for the bus that is away from the traveled portion of the street or highway. In such situations, the district may consider an alternate pick-up point on a case-by-case basis.
15. State Regulations and Safety Practices — In all cases, the district must and will abide by the provisions of applicable state laws, codes, and rules/regulations of various state agencies and departments regarding the safe operation of its student transportation system. The district will continually look to these agencies and departments for assistance and guidance in improving the safety of the buses. In addition, the district will actively and continually seek input from all available resources such as parents, students, local law enforcement agencies, and local and state highway officials on ways to improve the safety and efficiency of the transportation system.
16. Issues Regarding Bus Routes/Stops — Disputes and conflicts regarding the establishment of bus routes and/or bus stops will be handled in accordance with the provisions of the Code of Iowa which allow for progressive steps in the review/appeal process, beginning with the district staff, then to the school board, AEA board, and finally the State Department of Education.

If you have questions or concerns, please call Durham Transportation at 965-9615.