

**STUDENT,  
PARENT & TEACHER**

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# **T** RANSPORTATION **H**ANDBOOK

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**REVISED SEPTEMBER 2020**



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# TABLE OF CONTENTS

---

**INTRODUCTION ..... 3**

**YOUR SCHOOL BUS DRIVER ..... 4**

**MESSAGE TO PARENTS..... 5**

**TEACHERS/ADMINISTRATORS ..... 6**

**FIELD/ACTIVITY TRIPS..... 7**

**MUSICAL INSTRUMENTS ..... 8**

**STUDENT CONDUCT ON BUSES ..... 9**

**DISCIPLINE PROCEDURES ..... 12**

**INCLEMENT WEATHER ..... 19**

**DIRECTORY ..... 20**

**SHARING THE ROAD WITH A SCHOOL BUS.....21**

**DANGER ZONE .....22**

**PLEASE RETAIN THIS HANDBOOK  
FOR FUTURE REFERENCE**



# INTRODUCTION

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The purpose of this handbook is to give everyone involved a better understanding of school bus transportation and to reflect the desire of the Toledo Transportation Department to keep parents, students, and staff aware of current policies and procedures.

Our school transportation system is a cooperative venture between Toledo School District, parents, students, community members, and law enforcement agencies. Student transportation has become an essential part of today's educational system and is the safest mode of transportation for our students.

The safety of your student depends a great deal on the knowledge, judgment, and skill of the bus driver. This is an assignment and responsibility our Transportation Department enthusiastically embraces. We welcome your partnership and support to enhance our Transportation program.

Thank you for this opportunity to communicate with you! Please feel free to give us a call if you have any questions.

Sincerely,

*Don Hall*

Transportation Director  
Toledo School District

## **TRANSPORTATION DEPARTMENT**

### **MISSION STATEMENT**

We are committed to providing the safest and most reliable means of transportation for each student within our charge

### **VISION STATEMENT**

We will make this a place where our employees are proud to work.

We will seek continuous improvement and encourage innovation.

We will promote a safe and secure work environment.

We will embrace technology as it becomes available.

We will be good stewards of the public's tax dollars.

# YOUR SCHOOL BUS DRIVER

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The driver of a school bus must exhibit many extraordinary characteristics. As drivers, they must acknowledge that the students and their parents have allotted a great deal of trust in them. Drivers must also realize they are responsible for a priceless cargo. Each driver willingly accepts the overwhelming responsibility for the safety of your students.

The requirements of a professional school bus driver are diversified and comprehensive. There are few people outside the profession who recognize or appreciate the qualifications required of the professional school bus driver.

The professional school bus driver has to be a defensive driver. In order to accomplish this, they need to have a good mental attitude. The driver must be respectful, not only to traffic situations, but also take into consideration the personal behavior of each and every student sitting behind them.

They must continuously set a good example for the sake of the student, by their manners, language, dress and actions. In relationships with you as parents, the driver must keep an open line of communication to assure you their main goal is the safe delivery of your children to and from school.

## **BUS STOPS**

The Toledo School District has established specific policies for school bus drivers making stops to load and unload students.

The location and length of bus routes, along with bus stops, is determined by the Transportation Director. Drivers do not deviate from these approved routes, nor do they pickup or discharge students at stops other than their assigned stops without prior approval.

School bus stops are located with maximum safety for the student. Equally important is the safety of other motorists, pedestrians and students on the bus. The driver must constantly be on the alert that the bus is visible at all times. When, in the opinion of the bus driver, a designated stop is no longer safe, it is their responsibility to request approval to relocate that stop.

Normal route loading and unloading should be achieved by the bus stopping in the traffic lane to give students full protection of the stop paddle and red flashing lights.

# MESSAGE TO PARENTS

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Parents, please help your children be safe on their way to and from school. Please remind them of their responsibilities and these SAFETY RULES.

**BE ON TIME ARRIVE 5 MINUTES EARLY.** Go directly to the bus stop. Remember that being late can be dangerous; when you are in a hurry you might forget to look both ways or wait for a signal, etc.

**STAY OUT OF THE ROAD** at the stop and wait in an orderly manner at least 6 feet from the edge of the roadway.

**WALK FACING TRAFFIC** when walking along the road.

**CROSS WITH CARE.** If you must cross, wait until the bus is stopped, red lights are flashing, and the driver signals to you, then look both ways. Always cross 6-10 feet in FRONT where the driver can see you, NEVER BEHIND THE BUS! Stay away from the area behind the bus and areas close to the sides and front of the bus where the driver CANNOT SEE YOU!

**THE BUS STOP** is an extension of the bus and all bus rules will apply.

**THE BUS** is an extension of school and all school rules apply as well as the Rules outlined in this handbook.

**DRESS APPROPRIATELY** for the weather and for times of poor visibility, such as fog, rain and darkness. Remember buses occasionally run late and are not always as warm as your house or car, so wear warm clothes.

**FOR SAFETY OF STUDENTS,** once the buses begin to depart the school in the afternoon, late students will not be allowed to board unless the driver is notified by the school office.

**PARENTS, DO NOT “CHASE” BUSES** to the next stop if your child misses the bus at your stop. Children running alongside the bus constitute a grave safety violation.

**PARENTS ARE RESPONSIBLE** for the safety of their children from home to the bus stop and from the bus stop to home. The District is responsible for developing a safe bus stop.

**A PARENT, GUARDIAN** or specifically approved person must be at the bus stop for pre-school, kindergarten or special education students. The only exception is if there is a signed release form on file at the school and transportation department.

# TEACHERS & ADMINISTRATORS

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In order for our buses (“classrooms on wheels”) to be a safe environment for our children, the drivers ask for your help.

**PLEASE DO NOT SEND HOME CERTAIN ITEMS** with students or ask them to bring them on the bus. These include:

- Glass
- Inflated Balloons
- Toothpicks or Sharp, Pointy items Sticks
- Baseball Bats
- Animals or Critters of any kind (except small stuffed ones)
- Projects or Items too large to fit on lap. (Bus aisles need to be free at all times.)

**HEAVY, SHARP, BULKY, OR OTHER ARTICLES THAT MAY BE HAZARDOUS IN THE EVENT OF AN ACCIDENT OR EMERGENCY STOP, INCLUDING SOME KINDS OF MUSICAL INSTRUMENTS. REFER TO PAGE 16 OF THIS HANDBOOK.**

Some PROJECTS are messy (for example glitter & plants in dirt). Please provide sealed bags for students to bring these items on the bus.

Please keep watch on CLASSROOM SUPPLIES being taken home; paper clips and rubber bands often become weapons on the bus.

Students are not to EAT or DRINK on the buses, so any treats given them in class must be finished before bell time. Do not send home any food item that has been brought in for a celebration.

LOADING takes time in the afternoon and the buses need to pull out of the school lot on time. Please dismiss students on time, kindergartners at 2:40 and first through fifth graders at 2:45 so they will be able to load comfortably and avoid missing their bus or delaying others.

Please identify yourself to the driver before boarding the bus.

**THANK YOU !**

# FIELD TRIPS/ACTIVITIES

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## RESPONSIBILITIES OF THE COACH/TEACHER/CHAPERONE:

Field trips and extracurricular activities provide a source of enhancement to daily school curriculum. Success of these programs depends on transportation and adequate chaperonage. The following rules apply to SCHOOL VANS as well as buses.

- Please provide 1 ADULT SUPERVISOR per 30 STUDENTS.
- Please ensure PERMISSION has been obtained for all students PRIOR to boarding.

The DRIVER'S primary responsibility on field trips is driving the bus. YOU are responsible for maintaining safe & appropriate student behavior to assure the driver is not distracted. **"The bus driver shall have final authority and responsibility."**

(WAC 392-145-015) At the start of each field trip or extracurricular trip, the school bus driver shall review with all passengers, the location and use of the emergency exits and emergency equipment, and any district emergency procedures. (WAC 392-145-080 (6).

- Please seat ADULT SUPERVISORS throughout the bus (front, back & middle).

### Please emphasize these RULES with your students:

1. Stay seated. Do not change seats while bus is moving.
2. The AISLE is to be kept free at all times (including legs and feet).
3. Keep NOISE to a minimum. (No yelling, loud noise or loud singing.) Quiet behavior is especially important to avoid distracting the driver.
4. EATING & DRINKING may be allowed with PRIOR PERMISSION ONLY (no glass bottles). If the eating and drinking gets out of hand, the privilege will be taken away from the given sport or activity for the remainder of the season.
5. ALL TRASH goes into trash container. Bus must be CLEANED at the end of the trip to the driver's satisfaction.
6. NO CLEATS can be worn on bus. NO SHOES ALLOWED ON SEATS. Stow equipment safely.
7. WINDOWS may be lowered to the marked point. All parts of body must stay inside the bus. Nothing is to be put in or out of window.
8. NO LARGE RADIOS OR BREAKABLE CONTAINERS will be allowed on the bus. Small iPods, MP3 players, CD players, etc. WITH HEADSETS are acceptable as long as the sound does not disturb others.
9. When the bus stops at a RAILROAD CROSSING, there will be ABSOLUTELY NO NOISE OR TALKING until the bus clears the tracks.
10. Unless permission is granted by the COACH or CHAPERONES, students must return on the bus to the school where they boarded. Permission is only granted to return with parents or guardians upon receipt of WRITTEN AUTHORIZATION or PERSONAL CONTACT with the parent or guardian. The coach or chaperone is required to keep track of their students.

# MUSICAL INSTRUMENTS

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Buses are designed for transporting students to and from school safely. Safety of students while on buses is a major concern of the district.

**Heavy, sharp, bulky, and/or other articles which may be hazardous in the event of an accident or an emergency stop shall not be transported in the passenger area of any school bus. Specific attention is directed to items such as skis, ski poles, vaulting poles, musical instruments, riser platforms, etc.”**

*WAC 392.145.015*

The state law outlined above regarding heavy and bulky articles which may be hazardous in the event of an accident, is very specific as to what is and is not allowable on a school bus. Two very important items to consider are:

2. Whether the student can hold the instrument in his/her lap.
3. Whether the student can control his/her instrument while boarding the bus and walking down the aisle. Instruments must be held at waist level or below.

## **ALLOWED**

Taking these two items into consideration, it has been determined, the following instruments (or those of similar size) **WILL** be allowed on the school bus.

Clarinet, Coronet, Trumpet, Flute, Piccolo, Oboe, Trombone, Violin, Viola  
Musical drumsticks must be stored away securely.

## **NOT ALLOWED**

The following instruments **WILL NOT** be allowed on the school bus unless on a designated band trip where special space has been set aside specifically for carrying instruments.

Bass Drums, Sousaphone, Alto Saxophone, Tenor Saxophone, Baritone Saxophone, Baritone, Bass Clarinet, Bassoon, French Horn, Drum Kits, Tuba, Cello, Bass, Keyboard, Amplifiers

# STUDENT CONDUCT ON BUSES

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To ensure the safety of all of our passengers, the following rules of conduct for students riding buses were developed. Misconduct by a student or other passenger that, in the opinion of the bus driver or the Transportation Director, is detrimental to the safe operation of the bus shall be sufficient cause for the Director to suspend the transportation privilege.

## **Toledo School District buses are equipped with video and audio recording equipment.**

1. Students shall follow the instructions of the driver and any aide assigned to the bus by the district. The driver and /or aide is in full charge of the bus. When transporting classes or teams the teacher or coach shall be the primary contact and conduit for the driver to manage student behavior.
2. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities based on a note or phone call received from the parent/guardian and verified. Passes may be issued for non-regular riders based upon space availability.
3. Students shall be permitted to leave the bus only at their regular stop, unless written permission has been granted by the school officials and a District authorized slip is given to the driver.
4. Each student may be assigned to a seat in which he/she will be seated at all times unless permission to change is given by the driver.
5. Students shall not throw anything out windows, put any part of the body out of windows, and are to assist in keeping waste off the floor.
6. Students are to remain in their seats. Students must sit facing the front of the bus and keep their hands and feet to themselves.
7. Students shall observe rules of classroom conduct while riding on our school buses. Noise shall be kept to a minimum to avoid distracting the bus driver.
8. Student harassment, weapons, fighting, excessive noise, loud behavior, spitting, throwing things vulgar or profane language and/or gestures will not be tolerated.
9. Student shall not smoke, chew tobacco, vape or be in possession of these items at the bus stop or on the bus. Students shall not consume or be in possession of alcohol or drugs at the bus stop or on the bus.

# STUDENT CONDUCT CONTINUED

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10. Use of perfume, cologne, body spray, etc., is prohibited on a bus
11. Students shall not eat, drink or chew gum on buses. Exceptions may be made on sports or field trips when discussed in advance by the coach or teacher in charge with the bus driver. Coaches and teachers will be responsible for monitoring their athletes and/or students and will be responsible for cleaning the interior of the bus to the standards of the transportation department following the trip.
12. Students shall not open bus windows without the bus driver's permission.
13. Windows will not be allowed to be put fully down at any time while students are on the bus.
14. Passenger side windows will remain fully closed while in the bus lanes at any school.
15. Students shall not extend any part of their body out of the bus window or throw anything from the bus at all.
16. All forms of animal life, except qualified service animals, are prohibited from being transported on school buses.
17. Students shall not sit in the bus driver's seat or in the stair well.
18. Students shall refrain from talking to the driver while the bus is in motion except when necessary or when directed to do so.
19. Students shall get on or off the bus in an orderly manner and shall follow the instructions of the bus driver or aide on duty. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
20. Students must look both ways before crossing a roadway. ALWAYS CROSS 10 FEET IN FRONT OF THE BUS IN FULL VIEW OF THE DRIVER AND ONLY WHEN THE DRIVER GIVES THE SIGNAL TO CROSS. Students must be in full view of the driver at all times and never cross behind the bus.
21. Students shall stand away from the side of the road or curb when any bus is approaching or leaving a stop or school bus lane.
22. Students going to and from their bus stops where there are no sidewalks shall walk on the left hand side of the roadway facing oncoming traffic. Students are expected to go directly to their homes after leaving the bus.
23. Students shall not stand or play in the roadway while waiting for the bus.

# STUDENT CONDUCT CONTINUED

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24. When the bus stops at a railroad crossing, there will be ABSOLUTELY NO NOISE OR TALKING until the bus is completely across the tracks.
25. Students shall not play any radio, tape deck, CD player, MP3 player or any other form of entertainment program on the bus without the driver's permission.
26. Cell phone use while on the bus is prohibited.
27. Students shall follow emergency procedures as prescribed by the bus driver.
28. Students shall not tamper with emergency doors or equipment.
29. Any damage to a bus shall be reported to the driver at once.
30. Any student identified as causing any damage to the school bus may be reported to law enforcement officials for property damage. Restitution for any damage caused will be responsibility of the student causing the damage and their parent/guardian.
31. No large, bulky items that cannot easily fit on the student's lap or between the student's legs or items that may break, cause injury to others, or distract the driver will be allowed on the bus. All books and personal belongings shall be kept in the seating area and the aisle kept clear at all times. Baseball bats and other sporting equipment must be carried in an approved bag (per bus driver authorization).
32. Students are discouraged from bringing items of value or of sentimental significance onto the bus as their safety and integrity is not guaranteed.
33. Private and school property at bus stops shall be respected at all times.
34. For safety reasons, no student will be allowed to board or leave a bus once the buses begin to leave the school grounds unless permission is given by the a school official or from the Transportation Department.
35. Student misconduct shall constitute sufficient reason for suspending transportation privileges.

# DISCIPLINE PROCEDURES

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## Student Discipline Process

The principal or designated personnel shall provide supervision during bus arrival and departure times at the school. The Transportation Director and the school principal will be responsible for discipline procedures for students whose behavior results in a “School Bus Disciplinary Citation” or violates the rules above.

Each school administration shall insure that students are provided with the procedure “Student Conduct on Buses”. Open lines of communication among school officials, bus drivers and the transportation department must be maintained.

When waiting for a bus, or going to and fro a bus stop, student are responsible for conducting themselves according to social and legal behavior standards that apply to the public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity or horseplay at bus stops.

Students provided with transportation are responsible for complying with the district’s rules of conduct for students riding buses. Failing to adhere to these rules or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of the student riding a bus may result in a “Student Bus Disciplinary Citation” when, in the opinion of the driver or Transportation Director, there has been an infraction of the rules applicable to student conduct. The citation is the primary means by which a driver communicates a student’s conduct to the school and transportation department. This citation, in most cases, reflects an infraction of a rule(s), which has been repeated by the student after they have received previous verbal warnings from the driver or Transportation Director.

When a student’s conduct constitutes an infraction of the rules, the bus driver shall complete a “School Bus Disciplinary Citation” describing the incident or damage that occurred. The driver shall submit the citation to the Transportation Director; the Director will send a copy to the school.

In the event it becomes necessary for a driver to discipline a student, the following procedures should occur:

1. **Warning:** When a student’s misconduct is minor in nature and does not jeopardize the safety or welfare of other students or the operation of the bus.
2. **Suspension:** When a student’s misconduct is deemed to jeopardize the safety of bus passengers and bus operation or when repeated warnings fail to correct the behavior or when the student causes damage to the bus.

# DISCIPLINE PROCEDURES CONT.

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The action taken by the Transportation Director shall be annotated on the report and forwarded to the student's parent/guardian for signature. The principal shall also be notified.

Drivers shall be advised to file assault charges against students who physically assault them.

The parent/guardian of the student who has been suspended from receiving transportation privileges may appeal the Transportation Director and/or principal's decision by submitting a written statement to the district Superintendent. The Superintendent shall render a decision after evaluating the issues and facts involved.

Remember proper discipline is not a form of punishment but a means to instruct and help in correcting a student's behavior that is not in compliance with the rules and regulations set forth by transportation/district policy. Discipline should always be handled in a fair and just way and not performed with anger.

Always verbally try to work with the student in order to bring about acceptable behavior. Cite the problem; explain that what they are doing is unsafe and not acceptable. Ask for their cooperation, provide them with options and note the consequences if the problem continues.

## **Prior to Written Procedures:**

If the student continues to misbehave, the driver will notify the parent/guardian of the problem, seeking their help in the matter. This particular phone conversation will be documented noting the student's behavior, time and date of the phone call, and response of the parent/guardian. Notification to the parent/guardian will be given, stating that if the student continues to misbehave, it would be necessary to issue a written behavior notice. If in the event the driver is unable to reach a parent/guardian by phone, the driver may forward the completed behavior notice to the office for mailing. **Under no circumstances will the driver make any contact or discuss any behavior or disciplinary action with a parent or guardian at a bus stop while students are on board.**

# DISCIPLINE PROCEDURES CONT.

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## Level 1

### First Written Citation

- Phone call home to the parents/guardian and mail a copy of the citation home warning that further citations will result in temporary suspension of bus privileges
- The parent/guardian must sign and return the citation to the transportation department.

### Second Written Citation

- 1-Day suspension of bus riding privileges. Phone notification and mailed copy sent to the parent/guardian.
- The parent/guardian must sign and return the citation to the transportation department.

### Third Written Citation

- 3-Day suspension of bus riding privileges. Phone notification and mailed copy sent to the parent/guardian.
- The parent/guardian must sign and return the citation to the transportation department.

### Fourth Written Citation

- 5-Day suspension of bus riding privileges. Phone notification and mailed copy sent to the parent/guardian.
- The parent/guardian must sign and return the citation to the transportation department.

### Fifth Written Citation

- 10 to 30-Day suspension of bus riding privileges.
- Case-by case review with the school principal who can approve a long-term suspension (remainder of the school year or for 4 months. This can be carried over to the following school year)
- Phone notification and mailed copy sent to the parent/guardian.
- The parent/guardian must sign and return the citation to the transportation department.

# DISCIPLINE PROCEDURES CONT.

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## Level 2

### First Written Citation

- 1-Day suspension of bus riding privileges. Phone notification and mailed copy sent to the parent/guardian.
- The parent/guardian must sign and return the citation to the transportation department.

### Second Written Citation

- 3-Day suspension of bus riding privileges. Phone notification and mailed copy sent to the parent/guardian.
- The parent/guardian must sign and return the citation to the transportation department.

### Third Written Citation

- 5-Day suspension of bus riding privileges. Phone notification and mailed copy sent to the parent/guardian.
- The parent/guardian must sign and return the citation to the transportation department.

### Fourth Written Citation

- 10 to 30-Day suspension of bus riding privileges.
- Case-by case review with the school principal who can approve a long-term suspension (remainder of the school year or for 4 months. This can be carried over to the following school year)
- Phone notification and mailed copy sent to the parent/guardian.
- The parent/guardian must sign and return the citation to the transportation department.

# DISCIPLINE PROCEDURES CONT.

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## Level 3

### First Written Citation

- 5 to 10-Day suspension of bus riding privileges. Phone notification and mailed copy sent to the parent/guardian.
- Other district and/or legal action as deemed appropriate.
- The parent/guardian must sign and return the citation to the transportation department.

### Second Written Citation

- 10 to 30-Day suspension of bus riding privileges. Phone notification and mailed copy sent to the parent/guardian.
- Other district and/or legal action as deemed appropriate.
- The parent/guardian must sign and return the citation to the transportation department.

### Third Written Citation

- School administration involvement.
- Phone notification and mailed copy sent to the parent/guardian.
- Possible suspension of bus riding privileges for the remainder of the school year or up to 4 months (carried over the next school year) whichever is greater.
- Other district and/or legal action as deemed appropriate.
- The parent/guardian must sign and return the citation to the transportation department.

***If any infraction committed by a student results in legal action taken against the student, the student's bus privileges will be suspended until the case is adjudicated.***

***Anyone caught with a firearm will have a minimum 365-day suspension. Anyone caught making a bomb threat will have a minimum 365-day suspension***

# UNACCEPTABLE BEHAVIORS

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The following behaviors are not acceptable and will result in an automatic five (5) school day suspension of bus-riding privileges. Subsequent violations will result in extended suspension of bus riding privileges.

- Noncompliance to driver's directions
- Fighting
- Profane/rude/abusive language or gestures
- Possession/use of alcohol or drugs
- Smoking or use of any tobacco product, i.e. vape pens and E-cigarettes
- Use of sparking device, i.e. lighters, flint
- Use of fireworks, cap guns, "poppers," or pepper spray, stink bombs
- Use of laser light or flash units
- Grossly excessive noise or loud behavior
- Harassment/bullying or threatening harm to others
- Excessive horseplay
- Spraying perfumes, colognes or any other type of fragranced item due to possible allergic reaction
- Impeding drivers from safely accomplishing their duties by giving incorrect directions
- Withholding name when asked by driver or administrator
- Giving false testimony or falsely accusing another student
- Throwing any item while on the bus
- Forging a teacher or parent name on any bus note
- Spitting or shooting spit wads
- Breaking a paint ball on the bus
- Any student found to have vandalized, causing destruction or damage to district or student property
- Theft
- Fighting/Assault

# UNACCEPTABLE ITEMS

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The following items are not allowed on the bus. We are unable to list all items that may be dangerous to students to transport, so if you have a concern about an item that is not listed, feel free to call the Transportation office at (360) 864-2393 and we will let you know whether or not the item is allowed.

If an item cannot sit on the child's lap or between their legs on the floor, it is not an approved item per the Washington State Patrol (items cannot be stored in empty seats, in the aisle, or under seats). We appreciate your support on this matter.

## **Items Not Allowed on the Bus:**

- Skate boards (unless in an approved carry-on bag)
- Live animals or critters
- Toy swords or knives
- Laser lights
- Fireworks
- Fishing poles
- Kites
- Baseball bats (unless in an approved carry-on bag)
- Large bouncing balls (unless in a sack)
- Glass
- Inflated balloons
- Pepper spray
- Perfume, cologne, body spray, etc.
- Tobacco products including vape pens and e-cigarettes
- Drugs, alcohol, paraphernalia
- Aerosol cans
- Flowers
- Toy guns or squirt guns

# INCLEMENT WEATHER

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In the interest of safety for our bus-riding students, route changes will be in effect when it is announced the buses are running on flood or winter snow schedules. Please check the district web site for flood route or snow route pickup locations.

Buses may be running a few minutes late due to road conditions. Pickups will be made unless there are announcements to the contrary. If it is announced, that school is starting one or two hours late, please remember that **BUS PICKUPS WILL ALSO BE ONE or TWO HOURS LATER THAN NORMAL.**

Should it become necessary for time changes or a limited bus schedule, announcements will be through our automatic calling system, on our district website, the district Facebook page and on any of the media outlets listed below beginning at 6:00 a.m. if possible. You may also receive up to the minute notifications by email or text message by self-registering at <http://flashalert.net/> for this free service. Click on Subscribe to receive news from participating organizations.

KMNT	104.3 FM	KELA	1470 AM
KITI	95.1 FM	KITI	1420 AM
KUKN	94.5 FM		

KING TV (5)  
KIRO TV (7)  
KCPQ TV (13)

The stations listed above were accurate at the time of printing but are subject to change.

Parents and students are requested not to call the radio stations, schools, or the transportation office unless absolutely necessary.

# DIRECTORY

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**TRANSPORTATION OFFICE..... (360) 864-2393**

**DISTRICT OFFICE..... (360) 864-6325**

**TOLEDO HIGH SCHOOL..... (360) 864-2391**

**COWLITZ PRAIRIE ACADEMY..... (360) 864-2989**

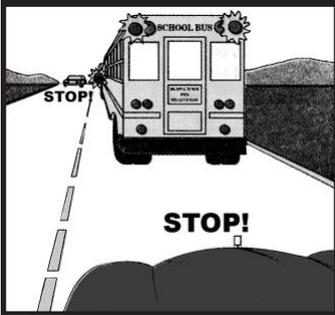
**TOLEDO MIDDLE SCHOOL..... (360) 864-2395**

**TOLEDO ELEMENTARY SCHOOL..... (360) 864-4761**

*The Toledo School District does not discriminate in any programs, activities, or employment opportunities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to school facilities to the Boy Scouts and other designated youth groups listed in Title 36 of the United States Code as a patriotic society.*

*The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/State Law Coordinator (RCW 28A.640/28A.642); Section 504/ADA Coordinator; Civil Rights Compliance Coordinator – Chris Rust PO Box 469, Toledo, WA 98591. Phone: (360) 864-6325.*

# SHARING THE ROAD WITH A SCHOOL BUS

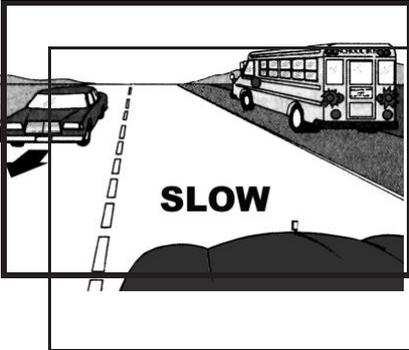
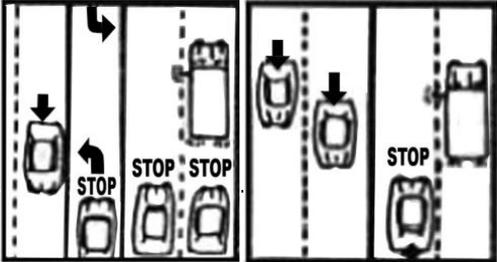
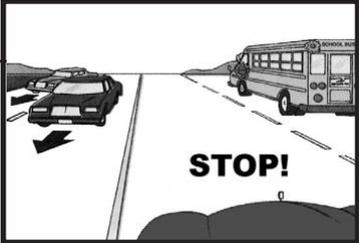


Whenever you see the alternating red flashing lights **YOU MUST STOP** if:

- you are in a two-lane roadway (one lane in each direction)
- you are on a multiple lane roadway (three or more lanes) and you are traveling in the same direction as the bus.

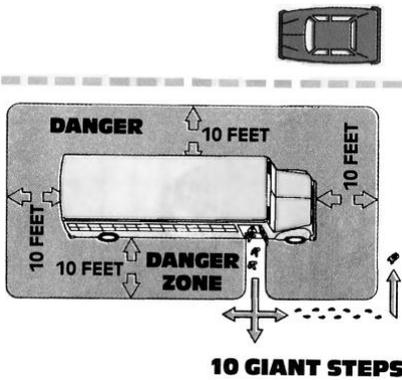
**If the roadway has multiple lanes** (three or more) and the bus is stopped for students with the stop paddle extended and red flashing lights:

- you must stop only if traveling in the same direction.
- cars traveling in the opposite direction need not stop.



**A school bus may pull completely off the roadway** to load or unload students. When this happens, the bus will have its amber hazard lights flashing. You do NOT have to stop in either direction, whether on a two-lane or multiple lane roadway. However, you must **SLOW DOWN** and **USE CAUTION** as you pass the bus.

# DANGER ZONE



The Danger Zone is the space all around your school bus. It goes out 10 feet. The school bus driver cannot see you in this zone. He or she cannot see you around the wheels either. It is very dangerous to be in this area.

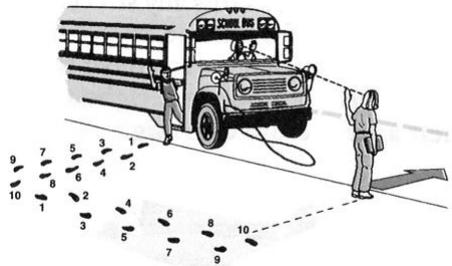
## WHY IS IT CALLED THE DANGER ZONE?

If your bus driver cannot see you, he may hit you. It has happened before to others who have been injured or killed. You must be very careful whenever you get on or off the bus.

# GETTING OFF THE BUS

Get off the bus in single file. Don't push or shove. Take at least 10 giant steps away from the bus. This is about 10 feet.

Stop, listen. Look left, right, and left again. **Take 10 Giant Steps away from the bus.** Stay away from the bus as you head for home.



If you have to cross the road, cross in front of the bus, and remember these things:

1. Make sure the driver sees you and you see him or her.
2. Take 10 Giant Steps ahead of the bus.
3. Wait for the driver to signal you when it is safe to cross.
4. To be sure that it is safe, look left, right and left again before crossing.

## NEVER CROSS BEHIND THE BUS!

**TOLEDO SCHOOL DISTRICT  
TRANSPORTATION  
STUDENT/PARENT/TEACHER HANDBOOK**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, have received and reviewed a copy of the Toledo School District Transportation STUDENT/PARENT/TEACHER Handbook on \_\_\_\_\_, 20\_\_\_\_. I acknowledge that I have read and understand these laws, rules, policies, procedures, directives and statements made within and will abide by them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

This page will be turned into the Transportation Department where it will be kept on file.

