

ANCHOR BAY SCHOOLS

TRANSPORTATION DEPARTMENT

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Frequently Asked Questions of the Transportation Office:

Transportation is provided by the Anchor Bay School District for eligible students. Students are to accept responsibility for their own personal conduct. Law does not require transportation for general education students to and from school.

What is the Responsibility of the Transportation Department?

Our goal is to provide safe transportation to our students. Our professional staff includes certified mechanics and bus drivers. Our staff of certified mechanics maintains our bus fleet with an overall commitment to safety. Our certified professional bus drivers are highly trained to provide safe transportation for our children and the Transportation office staff strives to provide prompt courteous service.

How is Bus Eligibility established?

All bus stops are determined by home address. If your child will be in the care of a day care provider or individual which is different from the home address, the “**ALTERNATE BUS FORM**” must be completed with all criteria met that is listed on the form and signed by the parent. The form must then be returned the transportation office. The Alternate Bus Form is available on the Anchor Bay School District website - www.anchorbay.misd.net

Or by contacting your child’s school office or the Transportation office. No change in bus stop can be made until the form is returned to Transportation Office and our office contacts the parents.

We do work with parents with shared custody, but parents must reside in their child’s attendance boundary. Contact the Transportation Office with clarification on this issue. Parents will assume responsibility of their child’s schedule if your child will be assigned to more than 1 bus.

Where is my Child’s Bus Stop?

Bus stops must meet state law requirements.

- Bus stops must be at least 200 ft. apart. This allows the bus to activate their flashers and give motorists time to react and stop.
- Bus stops must be at least 50 feet from a controlled intersection
- The bus be clear and visible for 400 ft. on roadways with a speed limit of 35 mph or greater

As much as possible bus stops are group and centralized locations. Main roadway stops my dictate individual stops with the above criteria being met.

What if My Child wants to use another Bus Stop?

All eligible transportation students are assigned to a bus stop. For safety reasons, if your child moves to another stop without permission from the Transportation Office, He/she may be issued a Bus Conduct Report for bus and / or bus stop hopping which

What if My Child wants to use another Bus Stop? continued

may result in a loss of bus riding privileges. If your student is experiencing difficulty at the bus stop, contact the Transportation Department office with your concern.

If your child would like to ride to another stop either on your child's assigned bus or a different bus;

- A note from the parent, signed by the school office must be presented to the bus driver
- A parent may contact the Transportation office with the request, and it will be forwarded to the bus driver
- If the request is after office hours you may contact the Transportation office voice mail. Leave the students name, parent name and a phone number if we should have any questions.
- No student will be allowed to ride or get off the bus without the above listed criteria not being met.

If a bus is at full capacity the Transportation office may deny the request for additional riders

When should my Child be at the Bus Stop?

All students must be **at** the bus stop 5 minutes before the bus arrives. Bus routes are timed and assigned to transport our students to school in a timely manner, the buses cannot wait at the stop for students to arrive. Students arriving late or running for the bus poses a very dangerous hazard for your child. Drivers are concentrating on the bus stop, motorists approaching the bus stop and the students on the bus and the ones entering or exiting the bus.

The driver may not see your child in the mirrors as they are running to the bus as it pulls away,

What if I live in a New Subdivision?

We do not assign bus stops in new subdivisions until the construction is 75% complete. Navigating through subdivisions under constructions becomes difficult due to contractors and their equipment. Therefore we will place a temporary stop at the entrance of the subdivision. Cul-de-Sacs and dead end streets pose a visibility risk due to the backing maneuver required by the bus. That is the reason our full size buses do not enter dead end streets type streets.

What if my Child is at a Caregiver?

All bus stops are assigned based on the student's home address. If your child needs to be either picked up, dropped off or both at another location for day care reasons, an "ALTERNATE BUS FORM" must be completed. All criteria must be met as listed, the form must be signed by the parent and returned to the Transportation Office; someone from the Transportation office will contact the parent when the bus stop change is approved and a member of the Transportation Office will contact the parent with the new bus stop information. A copy of the ALTERNATE BUS FORM is available on our website www.anchorbay.misd.net , your school office, or the Transportation office.

What is the Procedure for Inclement or School Closings?

Once the decisions has been made to close any or all of the schools, the information is called to local television stations channels 2, 4 and 7, along with the district television station of channel 6. It is also posted on the district web page

What is Expected of students in regards to their Behavior on the Bus?

Pupil Transportation behavior expectations is available in your children's school handbook. We encourage parents to review the handbook with their children. Bus rules are also posted on each bus.

What carry on items may Students bring on the Bus?

The Michigan State Police Motor Carrier Division has jurisdiction over what can and cannot be transported. Items that cannot be secured or held in a student's lap can become flying projectiles on the bus. No animals, balloons, or any sporting equipment not contained in a bag.

Articles left on the bus will remain on the bus for the student to obtain. Items of value (ex.) Purses, phones, electronics music equipment etc. will be turned into the Transportation office. Please call our office to obtain.

Children's information:

If your child has a health or emotional issue and you feel this information would assist with his/her bus ride. Please let the Transportation department know of it. This information is confidential, but will assist the driver in making sure their bus ride is not an uncomfortable experience. *Example: some of our Autistic children we transport do not handle seat changes well, knowing this ahead of time may help your child from experiencing a stressful situation because we will try not to disturb their seating arrangement.*

Bus Aides

Our department employs Bus Aides to assist the bus drivers with, bus behavior, seating assignments and other issues that may arise. We ask that you remind your children that these individuals are employees of Anchor Bay and are to be treated with the same respect as the bus driver and school personnel. These individuals are very beneficial and have been trained to help assure our children remain safe and bully free.

Bus Stop Etiquette:

- Students should be at the bus stop 5 minutes before scheduled pick up time. Earlier arrival may pose behavior problems if there is a lack of adult supervision
- Parents are responsible for getting their student to and from the bus stop and for their behavior while at the bus stop.
- While waiting for the bus, students should remain in the assigned bus stop area. Congregating in unassigned areas, such as lawns, driveways or private property may result in resident complaints.
- Please take care not to litter while waiting and be considerate of residential & business property.
- Please keep noise to a minimum so as not to disturb area residents.
- For parents driving their students to the bus stop, please do not block driveways or park in such a way to impede the bus as it continues the route. Residents who

Bus Stop Etiquette continued:

do not have children getting on the bus do not appreciate being stuck in their driveway by parents waiting in cars.

What if the school bus is late for the morning pick up:

If the bus does not arrive within ten (10) minutes of the scheduled pick up time, have the Transportation Department phone number handy to call our office. In-climate weather or mechanical issues do occur and may cause the bus to be delayed. Due to those reasons we will send a bus to pick up students. Be assured the students will not be marked tardy; our office will notify the school.

All drivers radio into the office any bus stop with no students; we in the office record the time and the stop we will not send a bus back if your child is not at the bus stop. As mentioned earlier students running to a bus stop may be unseen and is considered very dangerous.

School Bus Safety:

- Wait in an orderly fashion at least ten (10) feet from the edge of the roadway
- Cross only in front of the bus with driver signal
- Hang onto the handrail when entering or exiting the bus
- Middle School and Elementary students have assigned seats on the bus
- Sit in assigned seats and remain seated until the bus stops completely
- Cooperate with the driver: the driver has the right to assign seats accordingly
- Fighting & horseplay will not be tolerated. **HANDS OFF POLICY.**
- Be courteous to all, no inappropriate language or gestures.
- Keep the bus clean
- Students will be financially responsible for any damage they cause to the bus
- Do not touch any bus mechanisms, switches, supplies. This includes emergency door, windows and hatches unless instructed to by the bus driver
- No eating or drinking on the bus. All buses are posted as a Peanut Allergy Bus
- Possession of illegal substances, weapon or obscene material is not permitted.
- Realize that any driver distraction is a potentially hazardous situation to the safety of all on the bus
- Bully or taunting of any student will not be tolerated at the bus stop or on the bus.

FYI Facts:

- The National Traffic Safety Administration (NHTSA) states that school buses are the safest form of transportation for students. School buses comply with more Federal Motor vehicle safety standards(FMVSS) than any other vehicle on the road
- School bus drivers are highly trained professionals that attend continuing education programs designed by the Department of Education. Drivers also comply with random drug and alcohol testing, are subject to electronic fingerprinting, and their driver licenses continually monitored through the Secretary of State.
- Anchor Bay buses are annually inspected by the Michigan State Police
- Anchor Bay transports over 5000 students daily to and from school

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- Our bus fleet is comprised of 50 regular and special needs buses
- Anchor Bay Drivers log over 200 hours daily transporting students to and from school
- Our buses traveled over 600,000 miles taking children to and from school, field trips, athletics, band and choir trips
- The Transportation Department offers a Bus Safety Program at the end of August for our newest passengers. We encourage all new enrolling kindergarten students or any new enrolled student and parents to attend. Check with your school for the dates we will be at your building, or attend any of the other elementary school dates.
- A Transportation Safety video is available our district web site. A children's story book about school bus safety is available in the Transportation Office, please feel free to stop in and obtain one.
- Be sure to look for the school attendance boundary map along with the street names listed to identify your elementary or middle school.