

Driver: _____

Attendant: _____



**STUDENT & PARENT
HANDBOOK**

STUDENT AND PARENT TRANSPORTATION POLICY

Dear Parent(s)/Guardian(s):

The mission of **DEAN TRANSPORTATION AND GRAND RAPIDS PUBLIC SCHOOLS** is to provide the safest and most efficient transportation possible for the students we transport. We greatly appreciate your assistance to help us provide safe transportation. Please read, be aware of, and discuss the following policies and procedures with your daughter/son. Through teamwork and cooperation on everyone's part, we should achieve our mission of safety. The policies and procedures in need of review are as follows:

GENERAL TRANSPORTATION POLICY

- If you are sending medication or money to school, please give it to the driver for safekeeping. Medication must be contained in an appropriate medicine bottle marked with your daughter/son's name.
- Please call all change of addresses and phone number(s) into the school.

Our drivers are not permitted to make address OR route changes.

- The transportation office needs a three (3) to five (5) school day notice for a change in pick up or drop off address. Please keep in mind this may affect the bus run and make a time change for other students on the bus.
- Pick up and drop off times are scheduled according to the run. We are not able to change the times to accommodate parent, guardian or care giver work schedules.
- Please make prior arrangements with our office when there is a need to transport service animals or large objects.



STUDENT STOP PROCEDURES

- Our focus will be to stop the bus to load and unload as many students as possible at the edge of the street or roadway. Loading and unloading will always be on the right curb side of the bus to avoid any traffic hazard exposure to your daughter/son. If you feel that you can suggest a safer alternative to the street/roadway loading, please feel free to contact our office. An on-site review will be made, and based on this review, an alternative stop area may be designated to better assure the safety of your daughter/son.

Please remember, our first consideration is safety.

PICK-UP PROCEDURES

- Our driver will pick up the student at their regular assigned “pick-up” time. (This time may vary slightly on occasion due to weather, traffic, trains or other students being absent.)
- Please have student ready, waiting, and visible five (5) minutes prior to pick-up time. Driver may leave the stop at the pick-up time if no students are visible.
- Students, who use a wheelchair, must wear a secured and locking chair lap belt as an additional safety precaution. All chair brakes must be in good working order, adequate to keep the chair’s wheels from moving when applied. We are not able to transport if the wheelchair condition is considered unsafe and a safety risk to the student or others on the bus.
- Any student who is unable to travel between residence and bus due to poor ambulation, use of wheelchair, or other mobility devices must be assisted by an individual other than the driver or attendant to and from the residence. Please understand that Dean Transportation employees may not go into a residence to provide this assistance unless an emergency situation arises.

DROP-OFF PROCEDURES

- When a student is returned from school, a responsible person must be at home unless you have signed a permission slip authorizing us to leave the student alone. The student must be able to enter the residence safely. The permission slips can be obtained from the driver.
- If there is no responsible person home and the student cannot be left alone, the driver will contact the office and an effort will be made to reach a parent or emergency contact person who would be able to receive your student. Alternate emergency contact information is on the back of the permission slip and the slip can be obtained from the driver.
- If your student is of a pre-primary age, in kindergarten, or first grade, we need to have a responsible person physically meet the bus.



ABSENCE POLICY

We would also like to ask your cooperation and assistance in the following:

- Please call our transportation office if your student is going to be absent. This also applies if the student has been absent and is ready to return to school, or has been taken in to school by someone else and will need transportation home.
- If you are unable to call during normal hours, please leave a message on our answering machine. Message should include:
 - 1. Full name of student**
 - 2. School or program attending**
 - 3. Information about student**
- If your daughter/son has been absent without notifying our transportation office for ten (10) consecutive days, transportation will be discontinued until you have notified our office of your daughter/son's intended return date.

STUDENT BEHAVIOR AND DISCIPLINE POLICIES

In transporting your student, we respectfully request that you review and discuss the following list of safety items so that you understand what is required while being transported:

- **Students must stay in their assigned seats and, when required, must wear their seat belts.**
- **Students are to keep their hands and feet to themselves and should not shout.**
- **Fighting and swearing are absolutely not allowed.**
- **Students are not to eat in the vehicle unless approved by school.**
- **Students must obey the driver's instructions at all times.**

In the interest of providing maximum safety for the transportation of students with disabilities, the following discipline procedure has been established by **Dean Transportation** and **Grand Rapids Public Schools**:

- All student behavior concerns shall be reported to the respective student's principal and the Transportation Supervisor by the driver as soon as possible after an incident occurs. This shall include behavior such as refusing to wear seat belts, moving from seat to seat while the vehicle is moving, eating in the vehicle, fighting, swearing, or any other action which causes disruption in the vehicle, that can distract drivers from their driving responsibilities or any action that may be considered a safety concern.
- School personnel may talk with the students so that they might correct their behavior. The driver or office staff will also contact the student's parents, advising them of concerns and seeking a reasonable resolution.
- The transportation company will normally allow a first and second warning on a student's behavior. The third offense could result in the student's suspension from transportation (but, not from school) for a period of at least one (1) day via consultation with the program administrator.
- All procedural safeguards for students with disabilities will be provided.



INCLEMENT (SEVERE) WEATHER AND SCHOOL CLOSING POLICY

Please listen to your local radio/TV stations for school closing information.

If your local school district or the school district your child attends is on a weather related delay of one hour or more, we will follow the delay schedule.

We will not transport during inclement (severe) weather as follows:

- If your local school district is closed or the school district your child attends is closed, we will not transport.
- Should your student be at school when it closes for various reasons, we ask that you listen to local radio/TV stations for updated information. We will make every effort to transport your student to their regular scheduled drop off as soon as possible within safety limits.
- When a parent transports or arranges transportation for their student(s) into school, from a closed district, it will also be the parent's responsibility to arrange transportation back home.

We invite you to discuss any questions you may have regarding transportation with your child's driver, or you may call our transportation office.

Grand Rapids Public Schools Transportation Office

Operated by Dean Transportation

900 Union Ave NE, Grand Rapids, MI 49503

Phone: (616) 819-3000

