



Chippewa Valley Schools Pupil Transportation Department



19120 Cass Ave.
Clinton Twp., MI 48038
(586) 723-2160 - FAX (586) 723-2161
E-mail: tkorth@cvs.k12.mi.us

Frequently Asked Questions of the Pupil Transportation Department

What is the Responsibility of the Pupil Transportation Department?

The mission of the Pupil Transportation Department is to provide the safest and most efficient means of transporting your children to and from school as available resources allow. We have a staff of professionally trained and certified school bus drivers who use the utmost care in bringing your children to and from school each day. Our staff of certified, professional mechanics maintain our fleet with a commitment to safety and reliability. Our administrative and office staff strives to provide prompt and courteous services to all students while committing resources with integrity and efficiency.

Each year we review and adjust over 450 routes in order to be as efficient as possible. We will continue to adjust and add as new subdivisions open up. We are also working on ways to better communicate new and existing routing information to you.

How Does My Child Get to School?

If you live within 1½ miles of the school where your child attends and your child does not have to cross any main thoroughfares without the assistance of adult crossing guards, chances are you live in a non-bussing area and are not eligible for transportation services to and from school.

If your child is enrolled in a Special Education Program and her/his IEP prescribes specialized transportation, she/he will be provided transportation to and from school. You will receive a letter before school starts providing transportation information.

If you are unsure of your child's eligibility for transportation services, please call 586 723-2160.

Where Is My Child's Bus Stop?

Several years ago, a Transportation Advisory Committee (TAC) spent a great deal of time going through the district creating permanent bus stops for secondary and elementary students. For secondary students, bus stops are typically located on main and connector roads. There are some cases where a bus stop has been located within a subdivision to accommodate the flow of the bus route. As the district continues to grow and traffic impacts our ability to get students to and from school in a timely fashion, we will continue to follow our practice of main and connector road stops.

For elementary students, bus stops are typically located centrally within a subdivision. As new subdivisions are populated, the criteria for bus stops remains consistent with that established by the TAC. In establishing the criteria used to create bus stops, the TAC could not account for individual circumstances or features unique to a particular subdivision. Not every student can live near a bus stop

and therefore not every student can be seen by their parents from their homes as they walk to their assigned stop. Not every subdivision has sidewalks; therefore, those children need to walk on the side of the street to get to the stop. Unfortunately, time and resources do not permit us to make specialized and house pick-ups for the majority of our students.

What if My Child Wants to Use Another Bus Stop?

Each student eligible for transportation is assigned a bus stop. For privacy and safety reasons, we do not publish that information, however, each school will have a listing of students and their assigned stops. If you are unsure of your child's bus stop, check with either the school or the Pupil Transportation office.

Your child must ride their assigned bus to and from their assigned bus stop. If you wish to make a permanent change in your child's bus stop, an **Alternate Bus Stop** form must be submitted. Due to overloading and for safety reasons, we cannot allow children to ride a bus other than their own. They will have to provide their own transportation to friend's homes after school. If for emergency reasons, a child must use a different bus or bus stop, a written note signed by the parent and principal is required for that day.

When Should My Child Be at the Bus Stop?

Bus stop information including location and approximate pick-up time may be available on the district web-site, the Parent Portal and at the schools within one (1) week prior to the start of school. Special Education and Kindergarten students who have registered at their schools prior to the end of June will be provided that information by mail.

We strive to maintain as consistent a schedule as possible. Obviously weather and traffic play a significant role in our ability to be consistent. We ask that students arrive at their scheduled bus stop no sooner than 10 minutes prior to the published time and expect to wait up to 15 minutes after the published time. During the first several days of school, there may be delays as drivers and students become accustomed to their new routes.

Occasionally, we experience mechanical problems, which may cause the bus to be later than 15 minutes. Rather than all students dispersing, if one student goes home and phones the Pupil Transportation Department at 586 723-2160, we can communicate what time to expect a bus.

Where Is My Kindergarten Student's Bus Stop?

Kindergarten students living in an area that makes them eligible for transportation services will be assigned to an elementary bus stop servicing their area.

It is critical that a parent or registered adult be at the bus stop to meet Kindergarten students when the bus arrives at the end of the school day.

What if I Live in a New Subdivision?

Bus stops are not located within newly developing subdivisions until the construction is at least 90% complete. We have found it very difficult to navigate in subdivisions still under construction as we compete with contractors and their equipment. Therefore, bus stops will be located on the main roads at the entrance to the subdivision for all students while construction is taking place. As with all bus stops, it is each parent's responsibility to get her/his student to and from the bus safely.

What if I Live on a Main Road?

If you live on a main road, such as Romeo Plank, Clinton River, Heydenreich or one of the Mile Roads and you do not have sidewalk access to the nearest bus stop, you will be afforded a house pick-up upon request. You must complete and return a **Transportation Request Form** to insure transportation services for your child. This form must be submitted even if your child is currently being picked up at the house to insure continuation of services.

What if My Child is at a Caregiver?

If your child is eligible for transportation services and is being cared for outside of your home, you may request transportation to and/or from the caregiver's address if it is located within the attendance area of the school your child attends. The bus stop will be at the regular bus stop servicing the area of the caregiver's address. Your child must use this alternate stop for all five (5) days.

In order to arrange for alternate transportation an **Alternate Bus Stop** form must be completed and received in the Pupil Transportation Office at least five (5) days prior to the start of services. Alternate Bus Stop forms need to be submitted annually if your child is going to use a bus stop other than that commensurate with your home residence.

What if My Child Attends Parochial School?

The Chippewa Valley Schools provides transportation services to those parochial students attending Immanuel Lutheran School. Transportation is available in the A.M. and P.M. based on the Chippewa Valley School's calendar and starting/dismissal times. Students are picked up and dropped off at designated bus stops.

Parochial students must sign up for transportation by completing and returning a **Transportation Request Form** to their school or the Pupil Transportation office. Approved requests will be processed within five (5) business days.

What Are My Child's Responsibilities Riding the Bus?

While waiting for the bus, your child is responsible for:

- getting on and off the bus at her/his **assigned** bus stop
- riding only her/his assigned bus
- arriving at the bus stop no earlier/later than 10 minutes prior to the published pick-up time
- staying off of lawns, porches, driveways and out of the street
- lining up in single file at least 6 feet from the curb or roadside while waiting for the bus
- not approaching the bus until it has come to a complete stop and the door is opened □ speaking in conversational tones so as not to disturb those in neighboring homes
- not littering
- respecting others at all times

While on the bus, your child is responsible for:

- sitting in assigned seat, facing forward with no part of the body in the aisle or out the window
- not eating, drinking, chewing gum or smoking
- speaking in conversational tones
- not bringing anything other than school bags and musical instruments on the bus ▪ i.e., no animals, weapons, golf clubs, scooters, skateboards, sleds, etc.
- being courteous and respectful at all times

These guidelines are not inclusive. In general, classroom behavior is expected of your child while waiting for and riding the bus. More specific information is contained in the **Student Bus Safety Requirements** handbook.

What Are My Responsibilities as A Parent With Children Riding the Bus?

As a parent you should:

- ♦ make sure all necessary paperwork is completed and received by the Pupil Transportation Department ♦ know where your child's assigned bus stop is located
- ♦ know what time your child is expected to get on and off the bus
- ♦ know your child's **ROUTE #**
- ♦ if your child has a house pick-up, call the Pupil Transportation Department when the bus is not needed ♦ know the rules governing bus riders
- ♦ make sure your child knows and follows the rules they are responsible for
- ♦ be responsible for your child's safety to and from the **STEPS** of the bus
- ♦ be courteous and respectful of neighboring homes if taking your children to and from the bus stop

Are There Special Responsibilities as a Parent of a Kindergarten Student?

- ♦ If your child will not need transportation on a given day, please call the Pupil Transportation Department to let us know.
- ♦ A parent or designated adult **must** be at the bus stop or visible to the driver to receive a child. If someone is not at the stop, the student will be returned to the school where childcare charges may be assessed.
- ♦ Any individual who you have designated to pick up your child **must** be listed on the emergency card in the school office. For your child's protection, he or she will not be released to anyone not on the list.
- ♦ Your child should have their name prominently displayed on a backpack, school bag or clothing so that the driver can readily identify them.
- ♦ When meeting your child's bus, you must be on the same side of the street as the bus stop. We ask that you not call to your child as they are getting off the bus; as long as they are in the "danger zone" around the bus they need to pay attention to the driver's directions.

On behalf of the Chippewa Valley Schools Board of Education and Administration, we appreciate your assistance in getting your students to and from school in the safest and most efficient way.

As always, should you have any questions or concerns, please call the Pupil Transportation Department at 586 723-2160.