

2020-2021 Union School District Transportation Handbook



Union District Office: 814-473-6311
Union High School: 814-473-3121
Rimersburg Elementary: 814-473-3989
Sligo Elementary: 814-745-2152

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Notice To Students, Parents & Staff Regarding The Use Of Camera Surveillance On School Property

For the safety of our students, staff and visitors, the Union School District may employ camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. If installed, surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

Bus Procedures & Rules

Union School District provides transportation to students with the understanding that acceptable behavior is expected. The following procedures and rules must be followed.

Procedures:

1. Be at your bus stop 5 minutes before your scheduled pick-up time.
2. Stand at least 10 feet from the road while waiting for the bus.
3. All students will enter and exit the bus from the main door unless directed otherwise.
4. Always cross in front of the bus, never behind it.
5. Remain seated at all times. The bus driver may select seat assignments.
6. Keep the aisle free from obstruction at all times.
7. If windows are opened during the bus ride, please close them before exiting the bus.
8. Students will be assigned to a bus roster; an individual is limited to one alternate pick-up or drop-off address which must be utilized on a regularly repeating weekly schedule
9. Students may converse with each other, but only in a quiet and respectful manner.
10. Students will respect others and their property.

Student Behavior:

Student misbehavior on buses shall be reported within (24) hours of the incident by the bus driver to the building principal and/or the Coordinator of Transportation, who shall determine appropriate disciplinary action and notify the parents or guardians. The following behaviors shall be considered inappropriate and shall be reported:

1. Use of foul language or boisterous noise that may distract the attention of the driver.
2. Annoying or striking any passenger on board.
3. Marking or damaging any part of the bus or provided shelters.
4. Refusing to sit in assigned areas or seats designated by the driver.
5. Pushing or shoving when getting on or off the bus.
6. Standing or walking about the bus when it is in motion.
7. Illegal use of the emergency door.
8. Throwing or shooting objects into the air.
9. Placing arms, legs, or any part of the body out of the window.
10. Use of any type of tobacco or nicotine delivery device while traveling to or from school.
11. Spitting or discarding trash on the floor of the bus.
12. Transporting disagreeable objects or materials to or from the school, such as pornographic material, tobacco, nicotine delivery devices, weapons of any kind, and others as determined by the Coordinator of Transportation.
13. Card playing or use of any gambling device on the bus.
14. Misconduct at the bus stops or shelters.
15. Students not returning to their homes on assigned buses must present an excuse to their building principal.
16. Students will not be permitted to leave the buses prior to arriving at the school or their home stop. Drivers are not permitted to make extra stops.
17. Harassment of the driver in any manner whatsoever will not be permitted.
18. No eating is permitted on the bus.

Please be advised that only district approved and employed personnel are allowed to board a bus. It is unlawful for a parent/guardian or unauthorized individual to do so. Failure to comply with this regulation will result in the removal from the bus and will be reported immediately to the appropriate authorities.

The Union School District Board of School Directors may authorize the utilization of District owned video and audio recording equipment on school vehicles. Please be advised under Pennsylvania Wiretap Laws "it is unlawful to intercept or record a telephone call or conversation unless all parties to the conversation consent." This applies to students on our school buses.

Walking Restrictions

Union Elementary Students are permitted to walk home from school under the following conditions:

- Parents, guardians, or designated adults may meet any student at the elementary building to walk home together.
- Students in grades 4-12 may walk home unsupervised.
- Students in grades K-3 will not be permitted to walk home unsupervised.

Please feel free to discuss concerns with this policy with the building principals.

Bus Drop Off Restrictions

In order to provide consistency in our policies, there will also be restrictions when students are dropped off from the district-provided transportation. Our drivers will use the following guidelines:

- Students in grades 4-12 will be dropped off at both community stops and individual homes
- Students in grades K-3 will be dropped off at both community stops and individual homes only after drivers acknowledge that a parent, guardian, or designated adult is present.
- When a student is not permitted to exit the bus the driver will immediately contact the transportation office. Staff will immediately begin to resolve the issue. The student may (a) remain on the bus, or (b) return to the central office. The parent/guardian will be responsible for transportation from these locations.

Transporting students to safe and secure homes requires cooperation between the district and our families. Families will be expected to make the necessary arrangements for all students, but especially for our Kindergarten, 1st grade, 2nd grade, and 3rd grade students. If a student must remain on the bus three times during one of our nine-week grading periods, riding privileges will be revoked. Restrictions will be removed for the remainder of the current nine-week grading period. These restrictions will be in place to ensure the safety of our students. Parents/guardians assume the responsibility to transport students if their riding privileges are removed and must adhere to all Pennsylvania school attendance laws.

Altering Your Transportation

Students will be required to submit a transportation plan that is limited to one regular pick-up/drop-off address. An individual is limited to one alternate pick-up or drop-off address which must be utilized on a regularly repeating weekly schedule. Alternate transportation may be requested through the transportation office. A single alternate transportation request may be honored at a time.

Transportation arrangements may be altered under the following conditions:

- A parent/guardian may choose to pick up a student at any time
- Change in residence
- Emergency situations as approved by the transportation director

Student Discipline & Consequences

Riding the school bus provided by the Union School District is a privilege, not a right. Bus privileges may be suspended at any time based on a student’s conduct. Consequences for the violation of procedures and rules may include but are not limited to the following: after-school detention, lunch detention, in-school suspension, out of school suspension, and bus suspension. All school rules and consequences also apply to students while receiving school provided transportation services.

When a student receives a bus suspension, the parents or guardians must provide transportation to and from the school for the student. If an absence occurs during the bus suspension the day will not fulfill the required suspension. Bus suspensions will be progressive and will follow the procedures described below. However, if the nature of the offense warrants, this procedure may be accelerated.

Bus suspension procedures:

1 st reported offense	Conference with student & warning
2 nd reported offense	1-day bus suspension
3 rd reported offense	3-day bus suspension
4 th reported offense	5-day bus suspension
5 th reported offense	10-day bus suspension
6 th reported offense	Suspension for the remainder of the school year

Student offenses will be reported to the building principal using the Union School District Bus Conduct Report, Appendix A.

**Appendix A
Union School District
Bus Conduct Report**

Driver, Please complete Sections 1, 2 & 3

Section 1:

Bus Driver Name		Bus Number	
Student Name		Date of Incident	

Section 2 Violation:

- Inappropriate Language Disruptive Behavior Striking Another Person
 Defiance Unsafe Behavior Defacing Property
 Illegal Use of Emergency Door Tobacco/Nicotine Throwing Objects
 Littering/Spitting Possession of Restricted Items Gambling
 Misconduct at Stops Leaving Bus Without Permission Food

Section 3 Written description of violation:

Administrative Sections

Action & Recommendations:

- Conference with Student Parent Contacted
 Consulted Counselor Student/Driver Conference

Consequence:

- Warning Issued Detention
 Bus Suspension ____ Days Lunch Detention
 In-school suspension Out of school suspension
 Other _____

Frequently Asked Questions Concerning School Transportation

Q. Are school districts required to transport students?

A. No, Pennsylvania law does not require a school district to provide transportation to its students.

Q. May school districts suspend busing services for a child?

A. Yes, transportation is a privilege provided by a district, not a right, and it may be suspended.

Q. Why would a bus stop be moved or consolidated?

A. Routes and stops may be adjusted to improve efficiency or to address safety concerns.

Q. How long may a child be required to ride on a bus?

A. There is no time limit set by law or regulation.

Q. Can a district require my student walk to school?

A. Yes, the Commonwealth of PA has established a limit to this distance; 1.5 miles for elementary students and 2.0 miles for secondary students.

Q. How far may a child be asked to walk to a school bus stop?

A. The law allows a school district to ask a child, regardless of age, to walk up to 1.5 miles to a bus stop. This 1.5 miles is measured by public roads and does not include any private lane or walkway.