



TRANSPORTATION HANDBOOK

Angelic Rodrigue, Principal
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School: 985-227-9500

THE MAXINE GIARDINA CHARTER SCHOOL
100 AFTON DRIVE
P.O. BOX 2072
THIBODAUX, LA 70310

Emergency Contact Numbers

Angelic Rodrigue

School: 985-227-9500

Cell: 225-505-1582

B&L Transportation

Billy and Leslie Schwertz

985-798-7011

A B&L representative will always be available to answer the phone and/or return messages at the above number for B&L Transportation. If the phone is not answered, leave a message and a B&L representative will return the call. If a message is not left, it is assumed to be a spam call and the call will not be returned.

Thibodaux Police Department

985-446-5021

BUS TRANSPORTATION

Students who ride a school bus are subject to bus regulations beginning at the bus stop in the morning and ending at the bus stop in the afternoon. Any action that distracts the driver is a serious hazard to the safe operation of the school bus. The following is a list of items prohibited on the school bus: alcohol, drugs, animals, glass objects, weapons, and objects too large for placement in your lap or under your seat, i.e. band instruments, school projects, and athletic gear. Policies and regulations put the safety of students first. It is imperative that students follow these rules. Students who obey the operator of the school bus while under his or her supervision will make the ride safe for everyone.

Discipline

See “School Bus Conduct” section in the Student Handbook (Page 50).

School Bus Routes and Stop Changes

It is the intent of the MAX Charter School to provide bus routes that serve the students of the school safely and efficiently. If you have a concern with anything related to school transportation, you should call the school principal. This protocol will ensure an expedient response to your concern. The school board policy calls for walking distances no greater than one-half mile for middle students, one-quarter mile for upper elementary school students and no greater than one-tenth of a mile for lower elementary school students. Safety and efficiency are the main concerns in developing bus stops. If you have a problem with a school bus stop, you should alert the school bus operator and/or school principal. If there is still a concern, you may submit a formal request for bus stop change in writing to the school principal. A responsible adult shall accompany all students ages 10 or younger at the designated school bus stop in the morning and afternoon. If a responsible adult is not present, the school bus operator will return students back to their school. Violation will result in suspension of riding privileges due to safety and security issues. Students should have appropriate clothing for cold and wet weather including rainwear for inclement weather. Students should be at the school bus stop at least ten minutes before the school bus arrives. Administrative approval is required in advance for any student transported to a different site other than their home address.

Rules for School Bus Riders

The Louisiana State Board of Elementary and Secondary Education adopted Bulletin 119, a set of regulations governing school bus riders. MAX Charter School supports

these regulations. The regulations are below. **Bulletin 119** - Louisiana School Transportation Specifications and Procedures

DOs

- Cooperate with the school bus operator and monitor – your safety depends on it!
- Be on time – the school bus will not wait.
- Cross the road cautiously when waiting for and leaving the school bus.
- Follow the bus operator’s instructions when loading and unloading.
- Remain quiet so as to not distract the school bus operator.
- Remain seated – feet on the floor and back on the back of the seat.

- Be courteous and safety-conscious.

DO NOTs

- Stand when the school bus is in motion.
- Extend hands, arms, heads, or objects out of the school bus.
- Throw objects in or out the school bus.
- Eat or drink on the school bus.
- Damage the school bus in any way.
- Use the following items on the school bus: tobacco, matches, cigarette lighters, obscene material, or lasers.

School Bus Conduct

The driver of a school bus shall be in authority with regard to student behavior in or about the vehicle, which he or she operates. He or She shall report disorderly or unmanageable student conduct to the school Principal on a School Bus Behavior Report form. Such conduct by a student shall be good cause for the Principal to suspend the privilege of riding any school bus; however, drivers may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a student until disciplinary action is administered by the school. It shall be the responsibility of the parent/guardian to provide transportation to and from school during any period of bus suspension. Suspensions of more than ten (10) days must be approved by the Principal. All school bus suspensions shall be for both morning and afternoon bus routes unless indicated in writing by the principal or designee on the School Bus Behavior Report form.

Please be reminded that bus suspensions for Special Education students, when transportation is not provided, count as exclusion from school and thus invoke certain procedural requirements. The suspension of a Special Education student from the bus must follow the same procedure as a suspension of a Special Education student from

school when transportation is not provided. Any such removal must be aligned with policy on suspension limitations and alternate placement procedures for students with disabilities. A pupil who causes damage to a school bus may be subject to suspension from school as long as the total number of days does not exceed 10 school days and acceptable provisions for restitution will be made for such damage.

The procedures for reporting alleged student bus misconduct is as follows:

1. MAX Charter School employees and school bus operators will be provided with School Bus Behavior Report forms.
2. In the event a student's behavior at a bus stop or on a school bus is inappropriate, the bus operator/school employee shall complete the suitable spaces for filing such incident on a School Bus Behavior Report form and send it to the Principal.
3. In all cases, the student shall be notified and given due process by the Principal or designee when a report of misconduct is filed.
4. The Principal or Designee may take the following courses of action:
 - a. First Offense: The principal will warn the student and inform the student about further problems.
 - b. Second Offense: A conference with the principal will be held. It is essential that parents help to prevent a recurrence.
 - c. Third Offense: The principal will suspend a student's daily riding privileges with the length of time to depend on the seriousness of the problem. Incidents involving violence, disrespect for authority, and the likelihood of harm caused by unsafe practices usually result in a long-term suspension of riding privileges or expulsion from the bus.
NOTE: This does not limit the principal's options for additional disciplinary actions which may include suspension from the school site, etc.
5. In cases of severe misconduct, any of the above sequences may be omitted. The principal, or designee, may temporarily suspend the student's bus privilege until appropriate disciplinary action is taken. The student's parents shall be immediately notified of the temporary suspension.
6. In cases where law enforcement is contacted due to disturbances while students are onboard a school bus, a School Bus Behavior Report will be completed by the bus operator or Max Charter employee and submitted to the principal or designee. Upon review by the principal or designee, disciplinary sanctions may be taken that can include suspension from all school transportation, suspension from school.
7. The principal or designee shall complete the spaces on the School Bus Behavior Report form included with his or her signature and date for the action taken.
8. The principal shall return a completed copy of this form to the bus driver who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.
9. The school administration shall ensure that copies of the completed form have been supplied to the student's parent or other responsible person, the school's

student file, the school employee filing the incident report, the supervisor/manager of transportation services for the school system, and the principal.

10. The copy sent to the student's parent/guardian(s) should be signed and dated by the parent/guardian(s) with any comments and returned to the principal.

ACCIDENT/INJURY/STUDENT ILLNESS PROCEDURE

If a school bus is involved in a collision or if a passenger becomes ill or is injured, the driver should follow certain procedures as prescribed by the MAX Charter School Board or as required by the Louisiana Commercial Driver's License Program and by the Louisiana Department of Education. It is important that the driver conduct himself/herself as a professional driver, especially during the aftermath of a vehicle collision or an on-board accident. Verbal reports of all accidents or incidents should be made to the Principal as quickly as reasonably possible. Written reports can be made as time permits. (form attached)

These steps are recommended if an accident or an incident occurs:

1. Unless communication equipment is available on board the bus or a passing motorist or a nearby resident is able to call for help, the driver should send someone (two responsible students or an adult) to call the School Principal and B&L Transportation. The exact location--as nearly as possible--of the accident must be reported. The principal should be asked to notify parents of the students involved in the school bus accident.
2. Passengers should be protected by keeping them on board the bus unless there is danger of fire or other cause of bodily harm to passengers, in which case an orderly evacuation should be ordered.
3. Unless the driver is disabled, he/she should personally check all passengers for injuries, questioning each student and rendering first aid, if required. Paramedics or hospital personnel should be requested to check all passengers.
4. Reflective triangles or flares must be set in place to warn other motorists of possible danger.
5. Names, addresses, and phone numbers of witnesses should be recorded on paper.

6. If a current seating chart is not available, using a student roster (see Forms at the end of Transportation Handbook, page 9), the driver should indicate the arrangement of all passengers on board at the time of the accident, noting injured passengers, if any.

7. THE DRIVER SHOULD DISCUSS THE ACCIDENT ONLY WITH THE INVESTIGATING OFFICER(S), SCHOOL PRINCIPAL OR DESIGNEE, AND INSURANCE COMPANY REPRESENTATIVE(S) AUTHORIZED BY THE MAX CHARTER SCHOOL. NO STATEMENTS SHOULD BE MADE TO REPRESENTATIVES OF THE NEWS MEDIA.

8. THE DRIVER SHOULD NOT ADMIT FAULT.

9. When involved in possible or on-going litigation with the MAX Charter School named as a co-defendant or a co-plaintiff, drivers MUST inform the Principal or the School Board Attorney of any request for statements to be made to insurers or to attorney(s) for the other parties. This notification is required even if the employee has hired an attorney for his/her defense and the attorney has approved such action.

10. The Vehicle Accident Report Form (see Forms at the end of Transportation Handbook, Page 8) must be filled out completely by the driver and submitted in person (unless circumstances prohibit doing so) to the Transportation Department within two (2) working days of the accident.

11. The driver must explain the accident in full detail to the Principal or Designee or and to the Claims Representative of the insurance company, if required.

12. The Item Number (Complaint Number), of the Police Report should be listed at the bottom of the accident report form in order that the Principal can send for the report. Report all accidents--no matter how minor--to the Principal for the mutual protection of all parties.

13. Any bus driver involved in an accident may be required to participate in an accident review process. A determination of the degree of preventability will be made by the Accident Review Committee, and the driver involved in the accident will be subject to follow the recommendations of the committee. In the event of student injury or illness when no collision is involved, the vehicle must be secured and the driver shall render aid and notify appropriate authorities and parents as soon as possible. A written report relating to the incident must be filed with the school Principal.

MAX Charter School Incident/Accident Procedures

1. Driver must notify School Principal immediately
2. Mandatory drug testing is done (blood and alcohol) if it is an accident with injury or an incident where students are on the bus at that time. Minor incidents usually do not require testing unless requested by the Supervisor.
3. Driver must present a written report the next business day'
4. Driver must complete a report with local law enforcement when applicable. Report should include a list of all students and also include seating arrangements at time of incident.
5. Supervisor may be required at the scene depending on the nature of the accident.

To be Completed by Bus Driver

Date of Accident: _____ Time: _____ Number of Students _____

Description: _____

Damage to Bus: _____

Driver Name: _____ Phone #: _____

