



Parent/Student Transportation Handbook

Student Transportation Services

Redmond School District's (RSD) Transportation Services Department takes pride in seeing that every child arrives at school every day safely, on time and ready to learn. Our mission is to provide quality support to the staff and students of the Redmond School District with safe, timely transportation services and effective, equitable customer service while meeting all district, state and federal regulations.

School transportation services will be provided for students to and from school. School transportation may also be used to transport students to and from curricular and extracurricular activities sponsored by the district. Transporting from one school or facility to another and to school-sponsored field trips are extensions of classroom learning experiences. Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act (NCLBA) of 2001. These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the board.

Eligibility for Services

Elementary students, grades K-5, that live **more than one mile** from their assigned school will be transported. Secondary students, grades 6-12, who live **more than one and one-half miles** from their assigned school, will be transported. The RSD Board of Supervisors, for the purpose of transportation only and under the provisions of Oregon Administrative Rule (OAR) 581-023-0040 notwithstanding any other statutes or rules, designates Obsidian Middle School, Elton Gregory Middle School, Redmond High School and Ridgeview High School as secondary schools. Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plan. Miles from school will be determined by the transportation department in accordance with OAR 581-023-0040(l)(c).

Parents/guardians will be responsible for providing transportation for students who have received approval to attend a school besides their home school through an assigned school transfer request. In certain circumstances, district transportation may be appropriately provided on a space-available basis. Existing bus routes and loading areas will not, however, be disrupted or altered in order to accommodate an intra-district transfer. (See [Temporary Rider Permits](#)).

Resident students who have received approval to attend an out-of-District school approved through an inter-district transfer agreement or an out-of-attendance area school approved through an inter-district transfer agreement are not eligible for busing.

Driver Responsibility and Authority

Every minute a bus is in operation, the safety and welfare of every student depends on the driver's skill, knowledge, judgment, and decisions. In order to insure safe passage, it is vital that the bus driver focus on his/her job. It is the responsibility of the driver to enforce the State and District rules to insure a safe environment for students.

Adverse Weather Conditions

Student safety is a priority at Redmond School District. We take careful precaution when inclement weather strikes to ensure the safety of our students and their families. Decisions regarding inclement weather delays or school cancellations are made in the early morning, before school. Once the decision to delay and/or close has been made, that information is communicated to parents using the district Phone Autodialer, on the district website, Facebook and immediately through local media outlets.

We understand that decisions about school schedules and bus route changes have an impact on our families. We appreciate your patience during these situations. While we know that our students and families are best served when we are open, our main concern is the safety of our students and staff. If you feel that current weather conditions are unsafe, the district respects your decision to keep your student(s) home for the day. We appreciate your patience and understanding.

Vandalism

Students and their parents or guardians are responsible for any actions involving vandalism. The Transportation Supervisor will determine the appropriate payment or restitution for any vandalism. Students who vandalize property receive citations.

Video Cameras on Transportation Vehicles

As part of the district's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding buses, school transportation vehicles have cameras on buses transporting students to and from school and extracurricular activities. Maintenance of video records and requests to view records will be in accordance with Family Educational Rights and Privacy Act, Individuals with Disabilities Education Act, and Redmond School District's policy EEACCA and administrative rule EEACCA-AR.

Oregon Department of Education Rules Governing Pupil Conduct of School Buses

All students riding buses are subject to the following rules and regulations. The district will not tolerate any action which directly or indirectly jeopardizes the safety of students, advisors, driver or bus.

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening. (Students should arrive to the bus stop a minimum of 5 minutes prior to the departure time.)
5. Students will not bring animals (except approved assistance guide dogs), firearms, weapons, drugs or drug paraphernalia, or other potentially hazardous or illegal material on the bus.
6. Students will remain seated while bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus

driver.

9. Students will not extend their hands, feet, arms, heads or objects through bus windows.
10. Students will have written permission to leave the bus other than for home or school. A district issued bus pass is required from the transportation office and meet guidelines for [Temporary Rider Permit](#). See below.
11. Students will converse in normal tones; loud or vulgar language is prohibited.
12. Students will not open or close windows without permission of driver.
13. Students will keep the bus clean and must refrain from damaging it.
14. Students will be courteous to the driver, fellow students and passersby.
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations

First Referral - Warning: The driver verbally restates behavior expectations and issues a written warning referral. The driver may assign the student to a particular seat.

Second Referral: The student is suspended from the bus for two days.

Third Referral: The student receives a three-day suspension.

Fourth Referral: The student receives a 10-day suspension.

Severe Violations: Any severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion.

In all instances, the appeal process may be used if the student and/or parent desires.

Appeal Procedure

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used.

Step 1: The student or his/her representative will discuss the issue with the transportation supervisor and principal.

Step 2: If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a conference for the student, parent, transportation supervisor and the principal, with the goal of resolving the issue.

Step 3: Within five school days, the principal is to communicate in writing, the decision to the student and the student's parents.

Step 4: If, after five school days from receipt of the principal's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue in writing, within five school days after the appeal.

Step 5: If the issue is still unresolved, the student may appeal to the board. The board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The board shall

review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

Student Responsibility for Education

Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements is confined to district-approved transportation services.

Students who have lost district-approved transportation services through a disciplinary action are expected to continue with the district's attendance and educational requirements.

Temporary Rider Permits (Stops at locations other than the student's home bus stop or school)

Students entitled to transportation because of their residence may be transported from a location other than their home to their school or school to their home, subject to all of the following conditions:

1. A [written request from](#) the parent is submitted to the transportation department at least five working days before such transportation should begin.
2. The pick-up/drop-off point is already located along a regularly scheduled route and there is seating space on the bus.
3. Pickup and drop off locations must be on a consistent basis as determined by the transportation supervisor.
4. No extra stop is required.

DO NOT send notes with your child. All changes must go through the Transportation Office.

- Be aware that temporary permits are granted on a space-available basis. Ridership may change throughout the year due to enrollment fluctuations, and temporary rider permits may be withdrawn by the district at any time the bus reaches capacity with eligible riders.
- Temporary bus rider permits are only valid in the school year in which they are granted and parents must reapply each school year.
- Please note that Redmond school buses **do not** create additional or new bus stops for temporary riders. Those students will be asked to walk to the nearest existing bus stop.

At the beginning of the school year, the Transportation Department begins processing [Temporary Rider Permit](#) requests on October 1 in the order the forms are received. This will allow all routes to stabilize for a better count of available seats for students requesting temporary riding privileges. Thank you for your patience as the department works through this process in order to best serve our students.

Redmond Proficiency Academy Students

The district will provide transportation to RPA students along existing public school bus lines within the district so long as space is available.

Emergency Procedures

Despite all maintenance and safety procedures, emergencies arise. These may include mechanical breakdowns, vehicle accidents or severe weather conditions.

Whenever possible during emergencies, students shall remain on the bus until help arrives. If evacuation is necessary, the driver shall order emergency evacuation procedures.

Buses are not left unattended while students are aboard.

Any time a bus is running late due to breakdown or emergency, affected schools and the Redmond School District's administration office are notified as soon as possible.

Students will not be released to parents unless approved by emergency responder or the transportation department supervisor or designee.

Kindergarten students will be released to only those listed on their transportation form. If there is no one at the stop or that person is not listed on the form, the student will be returned to Redmond Early Learning Center (RELC) at the end of the route. Transportation personnel will notify RELC as to an estimated time of arrival. It will be the responsibility of the parents to meet the student at RELC. No phone calls will be accepted for release.

Illnesses and Injuries

Students who become ill while riding on a bus will be taken to the nearest school for assistance. Normally they will be taken to "their" school; however, depending on the circumstance, they may be taken to the nearest school or Redmond School District's administration office.

Missing Items

Items are left on the bus with the driver for two days and then turned into the school. If your school does not have the missing item after two days, please check with Transportation Services at 541-923-4891 if you think your child might have left something on the bus.

Questions

If you have questions or wish to discuss anything concerning bus transportation services, call Transportation Services at 541-923-4891 and ask to speak to the Transportation Supervisor, or leave a message after hours for a call back the next day. If the supervisor is not available, please leave a message and someone will return your call as soon as possible.

If you have further questions or concerns after contacting Transportation Services, contact the Director of Operations at Redmond School District administration office at 541-923-4894.