

# KANSAS CENTRAL SCHOOL BUS / 2024-2025

## BUS TRANSPORTATION REQUEST FORM

Phone: 913-294-9610

**After Hours Emergency: 816-258-0267**

Fax: 913-294-9670

Address: 1705 Industrial Park Drive, Paola, KS 66071

Manager: Kitty Anderson– [K.Anderson@illinois-central.com](mailto:K.Anderson@illinois-central.com)

**Per USD #368 Policy JGG-TRANSPORTATION, Bus transportation is provided for students who qualify by residing in-district AND living at or more than 2.5 miles from their assigned attendance center.**

**ALL STUDENTS AT THE SAME ADDRESS MAY BE LISTED ON THE SAME FORM**

				Official Use Only-Mileage Verification	
Student(s) Name	Grade Level	School <i>(Circle for each student)</i>	Miles to School* <i>(incl. lowest tenth)</i>	District	State Auditor
		CE-SE-PMS-PHS-PACP- HT-BE-TE-LM-ECKA-PV			
		CE-SE-PMS-PHS-PACP- HT-BE-TE-LM-ECKA-PV			
		CE-SE-PMS-PHS-PACP- HT-BE-TE-LM-ECKA-PV			
		CE-SE-PMS-PHS-PACP- HT-BE-TE-LM-ECKA-PV			
		CE-SE-PMS-PHS-PACP- HT-BE-TE-LM-ECKA-PV			
		CE-SE-PMS-PHS-PACP- HT-BE-TE-LM-ECKA-PV			

\*Mileage subject to verification and may result in loss of transportation privileges if students are determined to not meet the 2.5 mile rule.

Student(s) will ride:    AM only \_\_\_\_\_    PM only \_\_\_\_\_    Both AM & PM \_\_\_\_\_    Will Call if Riding \_\_\_\_\_

Student(s) Residence Address: \_\_\_\_\_    1<sup>st</sup> Phone # to Contact: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

2<sup>nd</sup> Phone # to Contact: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Requested Alternate Stop\*\*:  
*(subject to approval)* \_\_\_\_\_

**\*\*Allow only one approved stop per student, 2.5 miles or further from school (no second stops or taxi service)**

<b>Official Use Only</b>
Assigned Route Number
Assigned In-District Route Number & Stop for Out-Of-District Student(s)

**SPECIAL CONCERNS/INFORMATION REGARDING YOUR STUDENT(S); MEDICAL CONCERNS; ALLERGIES; RESPIRATORY PROBLEMS; OTHER INFORMATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PARENT INFORMATION:**

Name: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell: \_\_\_\_\_ Evening #: \_\_\_\_\_

Name: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell: \_\_\_\_\_ Evening #: \_\_\_\_\_

Other Emergency Number: (Not home or work) \_\_\_\_\_

**I HAVE REVIEWED THE BUS REQUIREMENTS & BUS INCIDENT REPORT AND I AGREE TO THE TERMS INCLUDING PARENT RESPONSIBILITY FOR STUDENT CONDUCT.**

Parent Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

# Kansas Central School Bus & USD 368 School District

Dear Parents and Students:

Paola USD 368 contracts with Kansas Central School Bus to provide bus service to and from school daily for eligible students. If you wish to request bus services, route change or to resolve a bus problem, contact Kansas Central School Bus at 1705 Industrial Park Drive, Paola, KS or by phone at (913) 294-9610. **The after-hours emergency number for Kansas Central School Bus is 816-258-0267.**

## **Transportation Guidelines:**

The safety of district students remains a shared responsibility. It is the parents' responsibility to get students safely on the bus, then Transportation assumes primary responsibility. Parents must consider the prevailing climate and neighborhood in which they live. If parents believe that certain aspects are "unsafe" they must take the necessary precautions to ensure the safety of their children while walking to and from bus stops and while waiting for the bus to arrive.

### Bus regulations for safe, orderly, and efficient transportation services:

1. Follow the driver's instructions at all time.
2. No eating, chewing gum, drinking, or use of tobacco, alcohol or illegal drugs on the bus.
3. Keep all body parts and objects to yourself and inside the bus.
4. Classroom voices, no foul language or gestures; be quiet when approaching railroad tracks and intersections.
5. Electronic equipment must not be disruptive. Not responsible for damage or loss to equipment or any student articles.
6. Cell phones are allowed, but may not be shared or used to take or distribute pictures, text messages, or recordings. Headphones must be used to reduce noise. Student to student calls are not allowed on the bus. Students may be requested to cease cell phone use if it causes a distraction.
7. Keep aisles clear of clutter, legs, feet, etc.
8. Do not tamper with any emergency equipment; respect bus property.
9. Sit in assigned seat; must remain seated when the bus is in motion. Violations will result in automatic suspension of bus privileges.
10. Be at bus stop five (5) minutes early. Driver will stop, open door, look, close the door and then proceed no later than one (1) minute after the scheduled pickup time or in the event of a late bus arrival, one (1) minute after bus arrival. Driver not allowed to wait for students or to make unauthorized stops. Students signed up for bus service who do not ride/call for five (5) days without prior notice will be moved to will call status and will not be picked up until the bus barn is contacted.
11. Not allowed on the bus: illegal drugs, alcohol, tobacco\*, weapons, explosives of any kind, animals, bugs, reptiles/amphibians, baseballs, baseball bats, basketballs, soccer balls, footballs, skateboards, water guns, pellet guns, water balloons, glass containers, firecrackers, lighters, matches, etc. \*The use of tobacco products in any form and/or any nicotine delivery device (any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. This includes but may not be limited to, any electronic cigarette, cigar, pipe or personal vaporizer) is prohibited as defined in the USD 368 Comprehensive Tobacco-Free Grounds Policy (see policies GAOC, KC, JCDA, JCDB).
12. Allowed, with prior approval: special projects and equipment, books, approved class/special projects, suitcases, sleeping bags, uniforms.
13. Early Childhood, Kindergarten, and selected Special Education students must be met at the bus stop by a pre-approved person of responsibility or the student will be returned to the Kansas Central School Bus Office. (1705 Industrial Park Drive, Paola, KS 66017; Phone: 913-294-9610). If student has an emergency contact person on file (within immediate vicinity of student's home) that person will be asked to accept the student. If the person declines, the student will be taken back to the Kansas Central School Bus Office.

Activities on buses are under surveillance via audio/video security monitors and/or Kansas Central School Bus employees.

**Bus Discipline:** See attached USD 368 School Bus Incident Report for details. Students are expected to follow Bus Regulations. Disobedience will result in consequences as outlined in the incident report, including termination of bus privileges. Disobedient students will be returned to bus barn for parent pick-up or to police.

**Assigned Bus Stop:** See Bus Transportation Request Form. Transportation from/to home is provided only to students living 2.5 miles or further from their assigned school--all students in the family will be transported if one student qualifies 2.5 miles or further from his/her school. If eligible for transportation, a different stop 2.5 miles or further to replace the home stop (only one stop allowed, no second stops or taxi service) may be requested (subject to approval) if on an existing bus route.

**Out-of-District Students:** Per USD #368 Policy JGG-Transportation, Bus services will not be provided for out-of-district students unless they meet the bus at the closest stop within USD #368 boundary lines (subject to available bus capacity).

## **Emergency Evacuation Procedures:**

Emergency evacuation drills will be conducted at least two times per year for each student regularly transported to and from school in accordance with Kansas School Transportation Regulations.

## **Field Trips:**

1. Parents are responsible for and should make prior arrangements to transport students to and from school for field trips that leave or return outside the regular school day. Students who miss their regular bus route due to a late field trip are to contact their parents for transportation.
2. All bus rules apply including driver responsibility for safe, orderly transportation.
3. Every student will return on the bus, unless written permission is received from their parent/guardian or authorized by a district official.
4. District approved chaperones will insure bus regulations are followed and will maintain order.
5. Students may be allowed to consume food/drinks on the bus. The chaperones will insure the students leave the bus clean of all trash, personal items, etc.

Sincerely,

Kansas Central School Bus and Paola USD 368

# USD 368 School Bus Incident Report

**Student** \_\_\_\_\_ **Route #** \_\_\_\_\_ **School (circle):** CE-SE-PMS-PHS-PACP-HT

- Bus Routes are operated for the convenience of our students and students not following the bus regulations can lose their privilege to ride. Safe and orderly transportation is achieved when a mutual respect is shown for the regulations, riders and the driver. Not all rules can be listed and anything that distracts from this safe and orderly transportation is considered a violation of the regulations.
- The driver is in charge of the bus and will try to handle minor problems first, using this collective incident report, with copies distributed as noted. Most students will receive no reports or will make necessary adjustments as actions increase for minor infractions. Parents and principals are encouraged to help their student comply with the rules from the first report sent to them. Incident reports start over each semester.
- For serious infractions &/or numerous incidents, the Transportation Manager/Principal can administer more severe actions, including temporary &/or permanent loss of a student's privilege to ride the bus. The rights of the other riders and driver to safe and orderly transportation will not be sacrificed because of the lack of responsible behavior of one or more riders.

**1<sup>st</sup> Incident**      Driver: \_\_\_\_\_      Date: \_\_\_\_\_  
Describe Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Driver Warning Given (*Note any other prior verbal warnings given*): \_\_\_\_\_

**Copies to circle & send:**   Student      Parent      Director Transportation      Principal

**2<sup>nd</sup> Incident**      Driver: \_\_\_\_\_      Date: \_\_\_\_\_  
Describe Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Driver calls parent & move student to front seat or list new assigned seat: \_\_\_\_\_

**Copies to circle & send:**   Student      Parent      Director Transportation      Principal

**3<sup>rd</sup> Incident**      Driver: \_\_\_\_\_      Date: \_\_\_\_\_  
Describe Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Driver calls parent; assigned seat, other relevant action approved by Transportation Manager  
(*list time/date called parent & other action*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Copies to circle & send:**   Student      Parent      Director Transportation      Principal

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**4th Incident**      Driver: \_\_\_\_\_      Date: \_\_\_\_\_  
Describe Incident: \_\_\_\_\_

Transportation Manager calls parent, 1-3 day suspension from bus-student still required to attend school  
(list time/date called parent & dates of suspension): \_\_\_\_\_

**Copies to circle & send:**   Student      Parent      Director Transportation      Principal

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**5th Incident**      Driver: \_\_\_\_\_      Date: \_\_\_\_\_  
Describe Incident: \_\_\_\_\_

Parent conference with Transportation Manager, Driver and Principal; 1-5 day suspension from bus-student  
still required to attend school:(Note conference time/date, dates of suspension, corrective action plan and  
future consequences): \_\_\_\_\_

**Copies to circle & send:**   Student      Parent      Director Transportation      Principal

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**6<sup>th</sup>+ Incidents**      Driver: \_\_\_\_\_      Date(s): \_\_\_\_\_  
Describe Incident (add sheets for each incident and refer to corrective action plan): \_\_\_\_\_

Transportation Manager/Principal call/conference to modify corrective action plan and increasingly move  
toward permanent removal of privilege to ride the bus. Involving legal authorities should be considered for  
serious infractions/behavior, as necessary.) (Maintain written record of incidents and actions with  
distribution of copies): \_\_\_\_\_

**Copies to circle & send:**   Student      Parent      Director Transportation      Principal