



# RIDE THE BUS with us

**Mankato Area Public Schools**  
Transportation rules and regulations  
for a safe and pleasant ride.



10 Civic Center Plaza  
Mankato, MN

507-387-5949  
507-387-3224

[isd77.org](http://isd77.org)  
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These guidelines are designed to support safety on the bus as well as encourage a positive riding environment for all who use this transportation system. To uphold these guidelines, a partnership between community, bus company and school district is essential. All students will review these guidelines at school, and we encourage parents to reinforce the importance of these guidelines by reviewing them at home. School district policies 707 through 711 govern the operation of transportation services within MAPS.

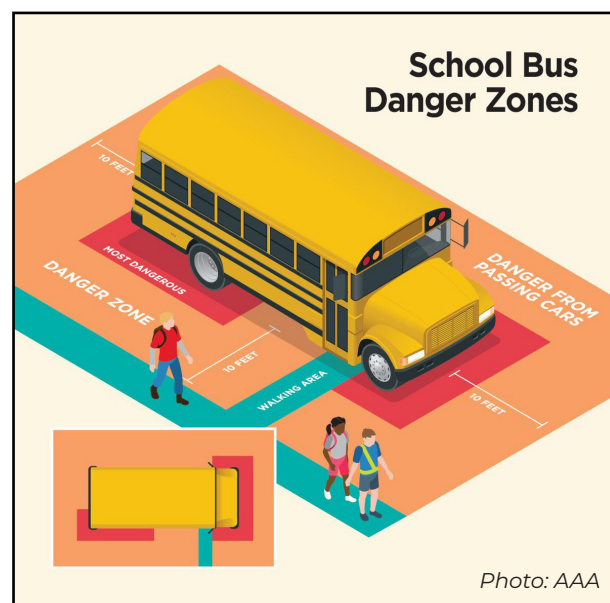
## BUS RULES AND REGULATIONS

### WAITING FOR THE BUS

1. Arrive to your bus stop 10 min before your pick up time.
2. Respect the property of others.
3. Stand in your designated waiting area.
4. Avoid private property, the street and snow banks in the winter.

### GETTING ON THE BUS

1. Maintain visibility with the bus driver- look for hand signals when it's safe to load the bus. Avoid the danger zone.
2. As the bus approaches students should line up, wait for the bus to come to a complete stop and for the doors to open before loading.
3. Have your bus pass visible for the driver and use the handrail up the steps.
4. Seating safety:
  - Seats are designed to hold up to 3 people.
  - Riders should find a seat and move to inside to make space of on coming riders.



## RIDING THE BUS

1. Remain seated while the bus is in motion facing forward.
2. Keep heads, hands and feet inside the bus.
3. Keep the aisle clear.
4. Save food and drink for when you are not riding the bus-water is acceptable.
5. Keep personal items secure by storing them properly.
6. Use of electronic items:
  - Keep a low volume or use headphones.
7. Demonstrate Respectful Habits:
  - Use appropriate language.
  - Respect the space and property of other riders.
  - Avoid bringing dangerous items/ substances on the bus.
  - Avoid Physical / Verbal altercations.
  - Avoid tampering with the bus equipment and damaging items on the bus.
8. Be AWARE:
  - In a case of an emergency riders need to pay close attention to instructions from the driver.
  - Riders should report any concerns to the driver.

## LEAVING THE BUS

1. Stay seated until the bus comes to a stop.
2. Bus will be unloaded from the front of the bus to the back.
  - Student should wait safely in the aisle.
  - Leave the bus area clean.
3. Use the handrail and walk when exiting from the bus.
4. Maintain visibility with the driver-avoid the danger zone when walking to your final destination.



# MAINTAINING A SAFE AND POSITIVE RIDING ENVIRONMENT

Riding the school bus is a privilege and students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events.

- All school district rules/policies are in effect while students (public, non-public and charter) are riding the bus or are at the bus stop. A complete description of these rules are located in the student handbooks.
- Consequences for school bus/bus stop misconduct will apply to all regular and extra curricular routes.
- In most circumstances, consequences are progressive. Based on the severity of a student's conduct, more serious consequences can be imposed at any time. Administrative discretion and judgment will apply to all decisions involving consequences.
- Consequences can range from a verbal warning to the loss of bus privileges and expulsion from school.
- Consequences for school bus/bus stop misconduct will be imposed by the Superintendent or designees. Consequences will be determined with collaboration and communication between the bus company and school administration.
- It is the responsibility of the bus driver to report unacceptable behavior to their supervisor, who will then report the misconduct to the school and the MAPS Transportation Office.
- Serious misconduct may be reported to local law enforcement.

**NOTE:** Parents/guardians are responsible for the discipline of students at the bus stop. It is NOT the responsibility of the bus operators or school district. Severe problems should be directed to law enforcement.

## IMPORTANT INFORMATION

### ELIGIBILITY

Upon the request of a parent or guardian, resident elementary students who reside one mile or more from the school, and middle school and senior high school students who reside two miles or more from school, shall be eligible for transportation to and from school.

### REGISTRATION

Students eligible for transportation will need to complete an annual Transportation Registration Form. These forms are available at Central Registration or in the office of each school building. These forms will also be distributed annually by the Mankato Area Public Schools Transportation office.



## **BUS STOPS**

Bus stops are determined by need and location of bus riders and may change from year to year. Students must use the stop assigned unless another stop is approved by the Transportation Office. Bus drivers are NOT required to stop if there are no students waiting, so it is important for students to be at the stop a few minutes before the bus time, waiting to board the bus.

## **BUS ASSIGNMENTS**

We are required by the state to transport eligible children to and from home or child care. Consistency of routes helps ensure safety and avoids overcrowding. Students will NOT be allowed to ride with friends for any reason. Temporary transportation MAY be arranged ONLY for an emergency situation. Parents/Guardians MUST call the Bus Company that serves their area to make prior arrangements. Transportation will NOT be provided for students to attend parties, meetings, medical appointments, or going home with friends, etc.

## **BUS PASSES**

All students being transported on a regular bus (not a mini bus) MUST have a bus pass for their scheduled bus in their possession in order to ride a bus to and from school. Students must register each school year for a pass. Late and new student registrations need to allow at least five business days for processing and must receive their bus pass before accessing bus services.

### **REPLACING BUS PASS**

- If a pass is damaged and no longer legible, the student's school office will replace it.
- If a pass is lost, please notify the bus company. The charge is \$5 for a replacement pass.
- Students without a pass will receive three verbal warnings at which time a pink slip will be given.
- After five verbal warnings, students will be issued an Incident Report, parents will be called & students will be denied transportation until payment is received for a new pass.

## **CHILD CARE**

Transportation can be provided to and/or from child care if the following circumstances exist:

- The child care is in the attendance area of the school your child attends.
- The child care address is more than one mile from school.
- Only students in grades K-5 will be eligible for Day Care Transportation.
- Only one home per pupil can be designated for transportation purposes and transfers between bus companies will NOT be allowed.

Requests for transportation to/from child care can be made by completing a Daycare Transportation Form located on the Mankato Area Public Schools website under Transportation Services. The form is also available for pick up at all Mankato Area Elementary Schools.

## **CHANGE OF ADDRESS**

Update and verify a change of address at Mankato Area Public Schools' Central Registration, Intergovernmental Center, IO Civic Center Plaza, Mankato. For more information call 507-207-4037.

## ROUTE TIMING

When school opens in the fall, inconsistencies in route timings are often experienced. Fortunately, the weather during that time of the year is usually quite pleasant and we appreciate your patience as drivers get familiar with their routes and riders. As the year progresses the times should be consistent, but it is still a good idea to be at the bus stop no more than 10 minutes ahead of the scheduled pick-up time. The weather, traffic and students not riding can affect the timing.

## INCLEMENT WEATHER

In the event of inclement weather, some route adjustments may be necessary. On mornings when schools are closed due to weather, every effort will be made to inform local radio & TV stations by 6 AM. If schools are dismissed early, radio/ TV announcements will also keep you informed. For all the latest information in school closings related to weather call 507-386-4777.

## MEDICAL CONDITIONS

If your child has any medical conditions (i.e., subject to seizures, on daily medications, severe allergies) which may be a problem during the bus ride, please call the Transportation Office to request a medical form. This completed form will be carried on the bus(es) your child rides and used if a medical emergency occurs.

## VIDEOTAPING

School buses are equipped to videotape bus riders. A number of cameras will be rotated throughout the buses. Students and bus drivers will not be aware that a camera is on their bus. The video cameras will be used to help monitor the school bus riders to discourage and detect unsafe and inappropriate behavior. Cameras will also be used as a tool for driver training and safety education for children.

## ATTENDANCE EXCEPTIONS

Students with exceptions to attend a school other than the one they are assigned to are NOT eligible for transportation unless they are using an eligible child care address (K-5).

## PARENTS/GUARDIANS

Buses are to be used to transport students only; no parents/guardians will be allowed to ride.

## QUESTIONS/CONCERNS

Contact the Bus Operator that serves your area.

- **Palmer Bus Service Inc.** 507-386-0210
- **Yaeger Bus Service Inc.** 507-345-5470

Contact Mankato Area Public Schools Transportation Office at 507-387-5949 or 507-387-3224.

