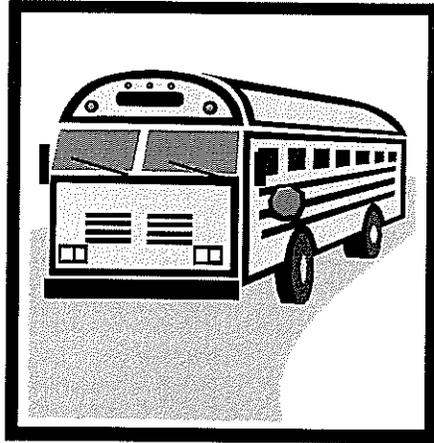


DDESS PR DISTRICT
TRANSPORTATION DEPARTMENT
Ft. Buchanan, P.R.



Transportation Mission

The mission of the Transportation Division is to provide safe and efficient transportation to eligible students of the DDESS Puerto Rico District. As a related service, we provide special transportation to eligible students with disabilities, according to the student's Individual Educational Program (IEP). Most students receiving special education services can either walk or ride to school with their non-disabled peers. The safety and security of all students shall be the highest priority for all transportation employees of the DDESS.

The purpose of this Handbook is to inform DDESS sponsors of students eligible for transportation services, the safety and security measures established by the district superintendent to ensure an efficient and safety transportation system.

It takes a shared responsibility to help us meet Goal 2 of the Community Strategic Plan of Outcome C for a Safe Environment in that all schools will have safe, well-managed and disciplined environments conducive to learning. Accordingly, DDESS considers the following to be useful information for the sponsors of eligible bus riders:

Scheduled Bus Stops and Student Safety:

Transportation shall be provided to and from centrally located bus stops in the area of a student's primary residence.

School bus services shall be provided to students residing beyond the walking distance defined in our governing directive. For students in Kindergarten through grade 6, walking distance shall not exceed 1 mile. For students in grades 7 through 12, the walking distance shall not exceed 1.5 miles.

Elapsed travel time from the farthest point in a route should not exceed one hour.

The school commuting area is a specific geographic area designated to determine eligibility for transportation of students. This area is identified in the installation's Housing Referral Office.

Parents deciding to live beyond the designated commuting area are responsible for transporting their children to an existing school bus stop.

A community or urbanization within the commuting area lacking safe access may be excluded from the commuting area.

The transportation division is responsible for discipline and safety of students on the bus and for assessing the safety of routes, loading zones, and bus stops.

Transportation services will be based upon a thorough analysis and periodic review of student demand. The transportation division is charged with the responsibility for developing routes and schedules to optimize equipment use and seating capacity, as well as reduce total mileage and driving time. Students shall be transported at the lowest practical cost.

Parents and/or sponsors of children in grades Pre K-6 (ages 3 to 12 years old) are required to meet their children at the bus stops. (The bus driver will bring the unattended child back to the transportation dispatch.)*

The bus driver will depart bus stops after the loading and unloading of passengers. (All students' requirement.)

***If sponsor or designated adult is not at the bus stop, the driver must contact base by radio or telephone and report the situation to the Dispatcher. The student will be brought back to Fort Buchanan. Parents will be notified to pick up the student at the base.**

Continued failure to pick up a small child by the parent or designated person will result in loss of transportation privileges.

Parents must provide written authorization to the DDESS Transportation Division when requesting a change of bus, bus stop or delegating to another adult the responsibility of delivering or picking up the student.

Designated person delivering or picking up the student must present a photo ID to the bus driver.

Students residing in closed urbanizations will be picked up outside the urbanization near the guard, if possible.

Bus routes, stops, and loading zones will be evaluated for safety, and exceptions may be made for safety factors.

Students not at designated bus stops at scheduled departure will not be authorized to enter bus at locations other than designated bus stops, due to safety requirements.

Student Responsibilities:

Safety demands that students riding DDESS School Buses cooperate and respect the authority of the school bus driver and Security Attendant. Violators of the directions or the authority of the bus driver or activity sponsors will be subject to the penalties of the Student Behavior Policy. Students must be aware that they are responsible for their actions and behavior.

Students are responsible for complying with the following rules:

Students must stand back from the curb and wait for the bus to come to a complete stop, before moving toward the bus to board it.

Students must remain in their seats once they have been seated.

Seats may not be saved for other students.

Books should be held on the lap or placed on the floor under their seats.

No article should be thrown inside the bus or out the window.

Smoking, eating, drinking, or chewing gum on school buses is prohibited.

Students should not disrupt other passengers and must keep their hands, legs, and feet to themselves.

All forms of games are prohibited.

Gambling is prohibited.

Students should keep all body parts inside the bus at all times.

Students should not act in any manner that may distract the driver's attention.

Students will refrain from rude or provocative remarks, acts, or gestures directed to other persons inside or outside the bus.

Profane or obscene language is not tolerated on the bus.

When getting off the bus, students will remain seated until the bus has stopped, walk to the door, get off the bus one at a time, and move away from the bus.

Students shall not cross in front of the bus at any moment and should wait until the bus departs.

Cell phones are to be limited to emergency situations only. Students must adhere to the direction of the security attendant/bus driver when asked to end their calls.

Students who violate school bus rules will be written up by the bus driver on the Discipline Report Form, which is given to the transportation supervisor. The Transportation Supervisor will forward the Discipline Report to the appropriate school principal for disciplinary actions. The action taken by the school authority will be entered on the report and forwarded to the student, parent, and Transportation Supervisor.

Sponsor (Parent) Responsibilities:

Parents are responsible for their children's safety and behavior.

Review the DDESS School System bus rules with your children.

Ensure that the dispatch office and school has your correct duty telephone number, home telephone number, and home street address, for emergency contacts.

Parents are to have bus riders at the designated stop five to 10 minutes prior to the pick-up time given to you during registration.

Make sure that your child is on time at the bus stop.

Make sure that you arrive at the bus stop on time to pick up your child, especially if he or she is too young to be left unattended.

If you can not be at the stop when the bus arrives, the bus driver will not allow your child to dismount unless a written authorization is on file designating your child is to be left without supervision. The bus driver will return the child to Fort Buchanan. Repeated failure to pick up small children at the stop will result in the loss of bus riding privilege.

You must provide written authorization to the DDESS transportation division when requesting a change of bus or bus stop for your child, at least 2 hours prior to departure.

Parents are responsible for any damage caused by your child to the school bus, in addition to any penalty imposed by the school handbook.

No adult is authorized to board a bus or ride during school runs or special activities. The exceptions are: another driver learning a new route, a safety attendant, or a bus monitor duly authorized to ride the bus by the respective Commanding Officer or an Agency Head.

Neither animals (pets) nor hazardous materials/objects are allowed on the school bus.

Remind your child not to cross in front of the bus during loading, offloading, or at any moment.

Report to the Transportation Supervisor any performance or safety concerns, prior to alerting the superintendent.

Late or Lost Child Procedures:

A bus may be delayed due to weather or obstructions in the road. Bus drivers are instructed to call the dispatch office and report any delay. If you cannot locate your child, please call the appropriate school first.

Parents concerned about a late bus should call the telephone numbers provided below and state the bus area route identifier (for example: Bus 1, Late Activity 2).

Fort Buchanan dispatch office telephone numbers:

Transportation supervisor (Cellular) 249-2802/2801 and 787 409-8233 if DDESS Dispatch number does not answer.

Ramey telephone numbers:

Ramey School:

890-4145 & 890-4147.

Coast Guard Security:

891-8472 or Main Gate 890-2671

Off-base parents should call the local police department if a child can not be located after contacting appropriate authorities listed above.

When calling the appropriate dispatch office, it is important that you have the following information:

Your name and relationship to the child (childcare providers should also give their telephone number and street address).

Child's name and any nickname(s).

Description including age, height, weight, color of hair and eyes, and how the child was dressed.

Bus route and bus stop (so the dispatch records can be confirmed).

Time the child usually arrives.

66Bus Video Camera Policy:

The primary purpose for video monitors on school buses is to promote safety. Monitors are a "tool" to prevent discipline problems from occurring - a checks and balances system for student behavior as well as driver accountability. Video monitors will not replace the responsibility of the driver to control students riding his or her bus. All bus discipline policies and procedures remain unchanged: the video monitors enhance the effectiveness of this policy. Video cameras may be placed in any school bus in the district as authorized by the transportation supervisor. In accordance with data privacy laws, viewing of the videotapes by a student's sponsor are not authorized; unless, a student is the sole subject on the videotape.

School bus safety requires good behavior on the part of all students riding the school bus. The school bus is an extension of the classroom. The school day begins when the student enters the bus and the school day ends when the student leaves the bus. Although the prime responsibility for a student's conduct rests with the administrator of the school, the school bus driver is responsible for the health, safety, and welfare of each passenger while in transit. The school bus driver has the same responsibility for the student as the classroom teacher.

Rules can be enforced only with the cooperation of every person concerned with transportation. Observance of these rules will ensure safety, prompt arrivals, and departures of buses, and proper attitude on the part of the students. Student behavior on the school bus and the driver's student behavior management are the two key elements to a safe and enjoyable bus ride. The video camera on a school bus only helps monitor bus discipline; it does not replace the school official's responsibility. Basic safe riding rules must prevail and the consequences of misconduct must be carried out.

There will be zero tolerance for violence on the school bus. Violations of these rules may result in the suspension of bus riding privileges or some other sanctions.

Security Attendants:

Security attendants are specially qualified and trained adults whose primary responsibility is the external security environment of the bus route and its stops to detect and report indicators of surveillance. Secondly, security attendants also oversee on-board student safety to/from school/home during the daily commute. Security attendants are contracted employees used in overseas areas (DoDDS) and DDESS in Puerto Rico only. They are not assigned to vehicles with a safety aide on board, nor should both a safety attendant and a security attendant be assigned to the same vehicle.

Safety Aides: are assigned to accompany students with disabilities when the IEP specifies that one-one-one support is required when the student is being transported to/from school/home.

Safety Attendants: oversee on-board student safety during to/from school/home daily commute for student enrolled in pre-school and kindergarten programs.