



TAYLOR MOTORS, INC
3820 U.S. 641 South



Murray, KY. 42071
Fort Knox Transportation Office Phone
(502) 942-9557

MISSION STATEMENT

Taylor Motors' Mission

Taylor Motors, Inc. is a 50 year old transportation company with over 20 years experience in transporting school age children to Department of Defense Schools in 4 states. Like each military base Taylor Motors serves, Ft. Knox adheres to State, Federal and Military Regulations. In addition to regular school routes, Taylor Motors, Inc. provides service to the schools during off-peak periods for educational programs, cultural trips, athletic team movements, and special events. Taylor Motors Inc. transportation services are an integral part of the total educational system, contributing significantly to the learning process by safe and dependable transportation.

Taylor Motors and Safety

Taylor Motors places safety at the top of its daily priorities whether traveling between home and school or on school-related trips. The company's slogan is "Safety first, schedule second!" As a result of strict adherence to guidelines the Federal Motor Carrier Safety Administration, a division of the U.S. Department of Transportation, and the Surface Deployment and Distribution Command operated by the Department of Defense have rated Taylor Motors with satisfactory safety ratings, the highest ranking available from these Government agencies.

A school bus maintenance program follows stringent guidelines suggested by Kentucky's Department of Education and the U.S. Department of Transportation which includes a Preventive Maintenance program for all vehicles.

Bus drivers meet all Commonwealth of Kentucky requirements as Commercial Drivers and receive initial and annual updates from state certified driver trainers regarding school busing and transportation of school age children. Drivers also receive training in Safety, CPR, First Aid, and Drug Awareness Education.

Remember, there is a direct correlation between passenger behavior and safe school bus transportation! A single incident of bad behavior can jeopardize the safety of the entire bus. This document addresses these concerns of encouraging proper behavior while riding in Taylor Motors' School Buses each day.

Bus Schedules

1. *A signed School Bus Behavior Agreement must accompany the student on the first day of transportation to establish rider privilege and school bus roster integrity. (see last page of document)*
2. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup and Taylor Motors Ft Knox Contract Manager/Transportation Director determines bus stop locations having been trained to identify the safest locations possible..
3. Bus schedules will be prepared annually by the Director of Transportation.
4. Bus schedules will be provided to The Turret, an on-base news publication prior to the start of each school year.
5. Copies of all pertinent bus schedules will be distributed to each school and a master file maintained in the transportation office.
6. The Director of Transportation may make changes to the schedule when deemed appropriate and shall promptly advise all persons concerned.

Children with Special Needs Transportation

Transportation for special education students will be provided in accordance with the law. Transportation for a student with a disability will be provided if the CSC team determines that such transportation is necessary as a related service due to the student's disability.

Door-to-door transportation is provided for special needs children. To ensure the health and safety of everyone, a strict schedule is maintained by the drivers so that all children arrive at school on time. The drivers are instructed to sound their horns upon arrival, sound it again after 1 minute has elapsed, and then leave unless otherwise notified by the Transportation Office.

Transportation services will be discontinued following the third day of a child's absence from school. Parents must call the Transportation Office (**Taylor Motors Inc.**) at **502-942-9557** to resume transportation.

In the case of a vehicle breakdown, every effort will be made to notify the family. A backup vehicle will be sent as soon as possible. Please note that on days when there is bad weather, the vehicle may be late. If the vehicle does not arrive within a reasonable time, call the Transportation Office.

It is the parent's responsibility to notify Taylor Motors Inc. if the special needs child will not be attending school on a certain day. Parents or an authorized representative must be present to receive children returning from school (reference FKCS Neglected Child SOP). Special needs children will not be left at a house without a parent or representative to greet them. Special needs students who are not met by an adult will be taken back to their school. The parent/guardian is responsible for picking up those students at their school.

Discovery/Kindergarten Program Transportation

Transportation for Discovery age students and Kindergarten age students is provided. Pick up times are varied from normal bus routes although similarly there are morning, mid-day and afternoon routes. Parents or an authorized representative must be present to receive children returning from school (reference FKCS Neglected Child SOP). Discovery and Kindergarten students will not be left at a house without a parent or representative to greet them. Discovery and Kindergarten students who are not met by an adult will be taken back to their school. The parent/guardian is responsible for picking up those students at their school.

Construction/Road Hazards

School buses may not be permitted to travel on streets until they are reasonably clear of construction vehicles and/or debris. The Taylor Motors Ft. Knox Contract Manager/Transportation Director will make the determination as to when a development can be safely traveled by school vehicles.

The Taylor Motors Ft. Knox Contract Manager/Transportation Director, in coordination with the FKCS Logistics Department, will have the authority to temporarily discontinue bus service on dead end streets due to severe weather conditions or if in their best judgment there are hazardous conditions that jeopardize the safe movement of school buses. School officials will attempt to notify parents in the event of a change in bus services.

The primary consideration in all matters pertaining to transportation is the safety and welfare of student riders.

Bus Evacuation Drills

Transportation Department staff conducts bus evacuation drills each school year for all students in accordance with State regulations. The safety of all bus riders is greatly served through the practice of these bus evacuation drills.

Lost Items on the Bus

Students may retrieve lost items from the bus drivers on the next school day. When not retrieved, such items are turned over to the lost and found in the Transportation Office.

After School Activity Buses

Bus service will be provided for high/middle school students who participate in after school activities. The activity buses transport from the loading/unloading area of FKHS. All students must have a bus pass to board an activity bus.

We need your cooperation to make our special needs transportation as effective as possible. If you have any suggestions on how to improve our service, please call the Transportation Director.

Video Cameras

The purpose for digital video recorders to be used on school buses is to aid in the safe transportation of student passengers. A digital video recorder device with a camera and microphone is installed on all Taylor Motors school buses. The digital recorder will be mounted in the vehicle to ensure it's accessibility to authorized personnel only. A warning notice will be posted in each bus notifying passengers that they are not to expect privacy and that their actions on the bus are monitored by a video and audio surveillance system.

Bus Pass/Request

A written request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. The request must include student name, parent/guardian name, and telephone number of parent/guardian. Any request that cannot be verified will be denied. All requests must be signed by a school or transportation official. If a student does not have a Bus Pass/Request, he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than approved bus stops.

Transporting of School Related/Non-School Related Items

Under the Laws and Rules for the Operation of School Buses in the State of Kentucky, no materials, including guns, loaded or unloaded; flammable materials, empty or full; animals or any other object of dangerous or objectionable nature are transported in the school bus when children are being transported. Balloons, helium balloons, and glass vases are prohibited.

Cell phone use on the bus is prohibited except in the case of an emergency, which would be determined by the driver.

Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student. Athletic equipment such as, bats, golf clubs, or any other unacceptable recreational equipment will not be allowed on regular buses. Skate shoes, skate boards, or roller blades will not be allowed in the bus unless enclosed in an athletic-type canvas bag or are otherwise inaccessible.

Assigned Buses Only

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the Transportation Director's approval.

Failure to ride the assigned bus to/from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

Bus Discipline Policy

Students who have the opportunity to ride Taylor Motors Inc. school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus privileges. The bus driver is responsible for the safety and discipline of students on the bus. The Taylor Motors Ft. Knox Contract Manager/Transportation Director is available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus privileges for the offending student(s) should a suspension become necessary. A suspension applies to all buses unless otherwise designated. The responsibility for student supervision by Taylor Motors Inc. shall begin when the student boards the bus and ends when the student departs the bus. Once the student is unloaded supervision is the responsibility of the school, the parent/guardian, or Garrison depending on the location where a student is unloaded. This transfer of responsibility is in a manner consistent with industry guidelines and standards on the release of students.

All students are to understand that the bus driver is in charge of the bus at all times. In addition, discipline or driver recommended disciplinary options will be strictly enforced. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and could be subject to other disciplinary action to be determined by the Garrison Commander.

The following rules and regulations have been adopted by Taylor Motors Inc, at the Fort Knox School Bus Facility. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop five minutes prior to the scheduled time. Please keep in mind that ***“Riding a school bus is a privilege, not a right”***.

The bus and the bus stop are an extension of the school day. Bus and bus stop consequences may be superseded by Garrison/Base policy. The bus driver has the authority to assign seats.

Always cross in front of the bus at a safe distance (minimum 10-15 feet.) Cross only upon the drivers signal.

PRE-K – 6TH GRADES BEHAVIOR GUIDELINES AND CONSEQUENCES

CLASS I OFFENSES

1. Spitting
2. Excessive noise
3. Horseplay/mischief
4. Eating/drinking/littering on the bus
5. Leaving seat/standing without permission from driver
6. Use of liquid containers in any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. Disobedient to driver/aide
9. Riding unassigned bus or using unassigned bus stop
10. Cell phone use
11. Other offenses as reported by the driver

CLASS II OFFENSES

1. Hanging out of window
2. Throwing/shooting of any object
3. Bullying and/or physical aggression against any person
4. Profanity/threats directed toward driver/aide
5. Possession/use of tobacco or any controlled substance
6. Vandalism to bus (restitution will be made)
7. Holding onto/or attempting to hold onto any portion of the exterior of the bus
8. Lighting of matches, lighters or any flammable object or substance
9. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
10. Possession of threat of weapons/explosives/flammables
11. Possession/use of laser pens or pointers
12. Other offenses as reported by driver

CONSEQUENCES

CLASS I	1st Offense	2nd Offense	3rd Offense	4th Offense
	Warning or 1-5 days suspension	Warning or 1-5 days suspension	5-10 days suspension	1. 10-day min. suspension
				2. Possible loss of all bus service
				3. Parent/Director Meeting/optional

CLASS II	1st Offense	2nd Offense	3rd Offense	4th Offense
	5 days suspension	5-10 days suspension	1. 10 day min. suspension	Loss of bus service
			2. Possible loss of all bus service	
			3. Parent/Director Meeting/optional	

7th – 12th GRADES BEHAVIOR GUIDELINES AND CONSEQUENCES

CLASS I OFFENSES

1. Spitting
2. Excessive noise
3. Horseplay/Mischief
4. Eating/drinking/littering on bus
5. Leaving seat/standing without permission from driver
6. Use of liquid containers in any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. False identification
9. Riding unassigned bus or using unassigned bus stop
10. Riding or attempting to ride any bus during a bus suspension
11. Disobedient to the driver/aide
12. Cell phone use
13. Other offenses as reported by the driver.

CLASS II OFFENSES

1. Hanging out of windows
2. Throwing/shooting of any object
3. Bullying and/or physical aggression any person
4. Profanity/threats directed toward bus driver/aide
5. Possession/use of tobacco or any controlled substance
6. Vandalism to bus (restitution will be made)
7. Holding onto or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement
8. Lighting of matches, lighters or any flammable object or substance
9. Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
10. Possession or threat of weapons/explosives/flammbles
11. Other offenses as reported by the driver/aide
12. Possession/use of laser pens or pointers
13. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc) will carry a minimum penalty of a Class II 1st offense.

CONSEQUENCES

CLASS I	1st Offense	2nd Offense	3rd Offense	4th Offense
	Warning or 1-5 days suspension	5-10 days suspension	1. 10 day min. suspension	Loss of bus service
			2. Possible loss of all bus service	
			3. Parent/Director Meeting/optional	

CLASS II	1st Offense	2nd Offense	3rd Offense	4th Offense
	5-10 days suspension	10 days suspension	1. 10 day min. suspension	Loss of bus service
			2. Possible loss of all bus service	
			3. Parent/Director Meeting/optional	

FAQ'S

Eligibility: Who is eligible for transportation to school?

Taylor Motors Inc. determines transportation eligibility by using the distance measured by the nearest and best route from the junction of the driveway of the pupil's home and the nearest public road to the nearest door of the schoolhouse in his/her attendance area.

High school/middle school students who live one and a half road miles or more from the school which they attend shall be eligible for transportation. Elementary and intermediate level students who live 1.1 miles or more from the school which they attend shall be eligible for transportation.

Every effort is made to establish school bus stops near where students live. While we do not stop at the home of each student, we do use the homes of students whenever possible as a stop for students living in that area. Stops for elementary students are usually within two to three blocks of their home. Stops for junior high and high school students are usually within four to five blocks of their homes. Stop locations and distances may vary depending upon the number of students in the area and the type of area served.

Why doesn't the District own and operate its own school bus fleet?

The District's expertise is in educating students. With decades of experience Taylor Motors has learned how to transport students efficiently, reliably, and safely. In addition to Federal and State accountability Taylor Motors' operation is constantly monitored by staff members of the local District Office.

I have a special needs child. How do I arrange for transportation services?

Please contact your child's special needs teacher to begin the process for transportation services.

I don't think my child's bus stop is in a safe location. What can I do?

Please call the transportation office and advise them of the situation. They will investigate your concern and provide a response to you after completing an assessment of the situation.

How are school bus stops established?

Every effort is made to establish school bus stops near where students live. While we do not stop at the home of each student, we do use the homes of students whenever possible as a stop for students living in that area. Stops for elementary students are usually within two to three blocks of their home. Stops for middle and high school students are usually within four to five blocks of their homes. Stop locations and distances may vary depending upon the number of students in the area and the type of area served.

How do I request a school bus stop be added or changed?

Please call the transportation office to make a request. Each request is evaluated before the decision is made to add or change a stop. Once a stop change is approved, it may take three to five working days to have it implemented because other riders need to be notified of the change and, in some cases, a bus or buses may need to be rerouted.

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Fort Knox Community Schools Neglected Child (Transportation) Standard Operating Procedure

1. IAW Fort Knox Policy Memorandum No. 45-06 Installation Guidelines for the Safety and Well-being of Children, Fort Knox Community Schools (FKCS) will established the following Standard Operating Procedure (SOP) for handling preschool, kindergarten and special needs children who do not have a parent or caregiver at the assigned bus stop.

2. Parents and Caregivers are responsible for being present to receive preschool, kindergarten and special needs children at that child's assigned bus stop at the assigned time. If the parent or caregiver is not present then that child will be returned to the child's school.

3. The bus driver will determine if the required parent/caregiver is present at the bus stop. If not present, the bus driver will contact the transportation director, who will then contact the affected school. The school will provide contact data to the transportation director. Both the school and the transportation director will attempt to contact the parents with the contact information provided. The child will be returned to his or her assigned school. This is the location that the child will be picked-up by the parent.

4. When the child arrives back to school, and no contact is made with parents/caregiver, school personnel shall contact:

a. Military Police (MP) Desk Sergeant: 624-2111 or 624-2112.

b. Family Advocacy Program (FAP): 624-6291/8391.

c. School personnel will immediately initiate "Child Abuse-Neglect Referral Form".

d. Fax the form to Family Advocacy Program: 624-4697, and

e. Fax the form to FKCS Director of Student Services: 624-4260

f. Inform and submit a copy of the report to the School Principal.

The incident is treated as a suspected neglected child. This is a serious offense. The Soldier will then have to answer to his/her chain of command.

5. The bus driver will contact the transportation director by radio when the last child clears the bus. The transportation director will then contact the schools by radio that all children on their assigned buses have been delivered safely.



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**SCHOOL BUS BEHAVIOR AGREEMENT
 TAYLOR MOTORS INC.
 2007-2008 SCHOOL YEAR**

I, the student sponsor, acknowledge that I have received a copy of the School Bus Discipline Behavior Standards for School Bus Students. I have explained the school and school bus behavior standards and necessity for those standards to my student, and I have explained that I expect these school bus behavior standards to be followed. I understand that those actions for misbehavior which could include suspension or revocation of bus rider privileges and other school disciplinary action. I also understand and agree to reimburse Taylor Motors Inc. for the cost incurred by the contractor to repair damage caused by my student's misconduct to the school bus.

In addition, this signed School Bus Behavior Agreement must accompany the student on the first day of transportation to establish rider privilege and school bus roster integrity. All students enrolled in FKCS must have a signed School Bus Behavior Agreement.

 Signature of Sponsor/Parent/Guardian
 or (Student age 18 or over)

 Printed name of Sponsor/Parent/Guardian
 or (Student age 18 or over)

 Student's Name

 Date

 Address

 Grade