

BERNALILLO PUBLIC SCHOOLS STUDENT EMERGENCY PROCEDURE CARD  
TRANSPORTATION DEPARTMENT

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Bus: \_\_\_\_\_  
School: \_\_\_\_\_ Language: \_\_\_\_\_

Parent/Guardian (Father): \_\_\_\_\_ (Mother): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's Work Phone: \_\_\_\_\_ Mother's Work Phone: \_\_\_\_\_

In case of emergency, illness or accident the school is authorized to proceed as indicated below:

(1) Notify: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

(2) Notify: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

(3) Notify: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Facility Preference: \_\_\_\_\_ Physician's Name: \_\_\_\_\_  
It is understood, further, that I will pay for ANY Emergency Transportation & for ANY Subsequent Care, unless the costs are otherwise observed by insurance. I have received a copy of the Bernalillo Public Schools Parent/Student Handbook.

\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Signature of Parent or Guardian

# Bernalillo Public School's Parent/Student Transportation Handbook

2012-2013



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**BUS SCHOOL ARRIVAL/DEPARTURE  
TIMES**

	<b>AM</b>	<b>PM</b>
<b>Bernalillo High School</b>	<b>7:15-7:30</b>	<b>2:20-2:30</b>
<b>Bernalillo Middle School</b>	<b>7:15-7:30</b>	<b>2:20-2:30</b>
<b>Cochiti Middle School</b>	<b>7:45</b>	<b>2:50</b>
<b>Santo Domingo Mid School</b>	<b>8:20-8:30</b>	<b>3:05</b>
<b>Algodones Elementary</b>	<b>8:10</b>	<b>3:15</b>
<b>Bernalillo Elementary</b>	<b>8:15-8:30</b>	<b>3:20</b>
<b>Carroll Elementary</b>	<b>8:00-8:10</b>	<b>3:00</b>
<b>Cochiti Elementary</b>	<b>7:45</b>	<b>2:50</b>
<b>Placitas Elementary</b>	<b>8:05</b>	<b>2:40</b>
<b>Santo Domingo Elementary</b>	<b>8:00-8:10</b>	<b>3:25</b>



**Notes or Comments**

The most common use of the abbreviated day schedule occurs when severe weather conditions make it difficult to drive the school buses safely and could endanger the safety of students being transported to school.

The decision to institute an abbreviated schedule will be made and announced through the news media no later than 6:00 A.M. Following the decision to implement an abbreviated schedule, weather conditions occasionally worsen to the point that it is necessary to close the schools. This announcement will be made no later than 9:00 A.M.

**CHECK THE FOLLOWING STATIONS  
FOR SCHOOL DELAYS OR CLOSINGS**

**TELEVISION STATIONS**

- CH. 4 – KOB TV
- CH. 7 – KOAT TV
- CH. 13 – KRQE TV

If severe weather conditions materialize during the school day, school principals should contact the Superintendent/designee so that a decision of early dismissal of a school site can be made. School principals, along with your school communities, should also develop “emergency plans” which would address how to best deal with severe weather conditions in instances where school buses may be delayed several hours in arriving at your school to pick up students.

**Bernalillo Public Schools  
224 Camino Del Pueblo  
Bernalillo, NM 87004**

**Board Of Education  
Secretary 867-2317**

**Administration**

Superintendent	Mr. Alan Tapia	867-2317
Director of Transportation	Ms. Eliza Gutierrez	876-3207
Supervisor of Transportation	Mr. John Griego	867-3207
Secretary of Transportation	Ms. Erica Chavolla	867-3207
	Fax #	867-7806

**Transportation Office Hours**  
7:00-4:30

**School Information**

Bernalillo High School	867-2388
Bernalillo Middle School	867-3309
Cochiti Middle School	867-5547
Santo Domingo Middle School	867-4441
Algodones Elementary	867-2803
Bernalillo Elementary	867-3366
Cochiti Elementary	867-5547
Placitas Elementary	867-2488
Carroll Elementary	867-5472
Santo Domingo Elementary	867-4441
La Escuelita	404-5585

**Bernalillo Public Schools Transportation Department  
Procedural Guidelines For Parents and Students**

**Introduction:**

The purpose of this handbook is to provide parents/guardians, students, teachers, and school administrators with regulations and procedural guidelines regarding transportation services for eligible students. It is the goal of the Bernalillo Public Schools Transportation Department to provide safe and efficient transportation to and from school in keeping with Federal and State statutes and regulations, and local Board of Education policies. The bus driver has the same authority over the students as a classroom teacher. **Transportation to and from school is a privilege.**

**ELIGIBLE/INELIGIBLE SCHOOL BUS RIDERS**

A Bernalillo Public School student will be eligible for transportation to his/her assigned school under the following criteria:

Grades K-5 (Elementary): a student whose registered address is one mile or more one-way from his/her assigned attendance center.

Grades 6-8 (Middle): a student whose registered address is one and one-half miles or more one-way from his/her assigned attendance center.

Grades 9-12 (High): a student whose registered address is two miles or more one way from his/her assigned attendance center.

State Criteria: Stops will be 1/4 mile apart and centralized.

Eligible students are **required** to have an "emergency card" on file with the bus driver and transportation office.

Students with "special needs" who require modified transportation as a related service as specified in the student Individualized Education Program (IEP). Before service can be scheduled, the following information is required:

- a. A copy of the relevant IEP section on transportation as a related service (along with the specific modifications requested).
- b. A current copy of the "Confidential IEP Transportation Request Form.

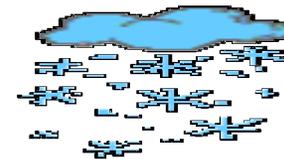
**INCLEMENT WEATHER DAY SCHEDULE**

The decision to implement an abbreviated day schedule requires the coordination efforts of several people. State County, and City street departments may be contacted for road conditions.

The Transportation Director will provide the Superintendent or Designee with information regarding road conditions and the ability of school buses to transport students safely to and from school. The Superintendent/designee will make the final decision to implement an inclement-weather day schedule (abbreviated schedule or cancellation) for Bernalillo Public Schools.

If your road is muddy and not graveled or paved, it will be your responsibility to meet the bus at a safe location.

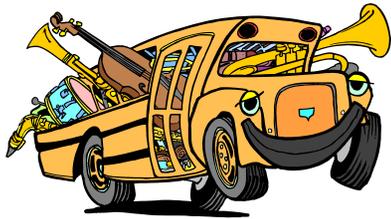
The abbreviated day schedule is a shortened school day that begins **two hours later** than the regular schedule and ends at the regular time. Students must be at their bus stops **two hours** later than regular time.



## TRANSPORTATION OF LARGE ARTICLES

In transporting musical instruments, school projects, or other large articles, the following shall apply:

1. The driver will not permit the transportation of any items that will block the aisle or exits of the bus.
2. No item shall be placed in the driver's compartment.
3. All items carried by a student shall be under his/her control at all times.
4. The size of the item should be such that it can be carried on the student's lap or on the floor of the bus, and shall not extend beyond or above the height of the seat in front of the student or block the drivers view.
5. If space is available on board the bus, large items, such as a musical instrument may be allowed if only one student is assigned to a bench seat, the instrument case does not extend beyond or above the seat backs, and the instrument is placed on the floor next to the window.
6. Some students may need the assistance of oxygen or mechanical ventilation devices during their bus ride. All equipment used by a student who is technologically dependent must be secured so that it does not become detached from the individual dispensing unit, nor become a projectile in the event of an impact. Health plans from students who are technologically dependent will be attached to their Modified Transportation Service Form.



A student will not be afforded transportation if attending a school outside his/her residence school, unless specified by an Individual Education Plan (IEP). Transportation for attendance at another school will be the responsibility of the parents/guardians unless specified by an IEP.

Students that reside outside the Bernalillo Public School District, but choose to attend Bernalillo Public Schools must provide their own transportation unless both school districts have a Transportation Boundary Agreement (Regulation 6.42.2) in place.

A student attending daycare/babysitting facilities may be transported if:

1. the student's registered address meet the distance requirement for transportation to his/her home school;
2. the facility is in the same school attendance zone as the student's residence;
3. the facility meet the required distance from the school;
4. there is space available on the school bus serving that route;
5. added equipment, cost, and/or mileage are not incurred and
6. there is no change in the school bus route.
7. **change in pick-up drop-off form is in place.**

Parents, children not enrolled in Bernalillo Public Schools, or others not directly associated with Bernalillo Public Schools are not permitted to ride a school bus on regular to and from routes unless they have prior written permission from the Superintendent or Transportation Director/Supervisor, or their designees.

## **STUDENT RESPONSIBILITIES**

Student responsibilities for transportation services include the following:

1. Students shall not board or exit the bus at a location other than their regular assigned bus stop, without the advanced written permission of the student's school principal, Transportation Director/Supervisor or their designees. Forms can be obtained from Transportation Office or Transportation Website.
2. Students who are required to walk a distance to meet the bus should walk on the side of the road to their left facing traffic, except on divided or multi-lane roadways.
3. Students must be at their regular bus stop five minutes prior to scheduled stop time. The bus driver will not wait for students who are not at the bus stop or making an effort to reach the bus stop. Students receiving modified services shall be ready five minutes before the assigned pick-up time.
4. Students will exhibit safe and appropriate behavior when waiting for and boarding the bus.
5. Students must follow the driver's instructions promptly. When a principal or designee is on the bus, they are also authorized to enforce student discipline.
6. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
7. Students shall occupy the seat assigned to them by the driver. If the bus is equipped with seat belts, students must wear them. Students that are determined by the IEP committee to require a seat belt or car seat must be in the car seat properly attached to the seat by a seat belt. All car seats belonging to students will be removed from the bus at the end of each route.

the assigned bus stop or school for a serious discipline infraction which endangers the safe operation of the school bus, or the safety of other students.

In addition to the suspension of transportation privileges, legal action against the student and or parents/guardians may be taken.

Students who are suspended from the bus are not necessarily suspended from school. Transportation To and From school for students who are only suspended from the bus is a parental/guardianship responsibility.

If a student or the parents/guardians of a student do not agree that the disciplinary consequences of bus riding behavior are fair or reasonable, a conference with the Transportation Director/Supervisor and/or principals/designees may be held. If a resolution is not reached, a conference with Transp. Director/Supervisor, Principals and IEP Committee may be held.

Students receiving modified transportation service may also be suspended from the bus. As stated by State of New Mexico Standards for Providing Transportation for Eligible Students, 2.11.3, any suspension for more than 10 cumulative days per school year of a student with a current IEP must be reviewed by the IEP committee.

A member of the IEP Committee will notify the Transportation Department if a student with a disability might exhibit any problematic behavior while on the bus. Problematic behavior will be noted on the transportation form, and special disciplinary interventions, restrictions, or techniques contained in the IEP will be shared with the Transportation Office and the individual bus driver/attendant.

## **SCHOOL BUS DISCIPLINARY PLAN**

Disciplinary Plan - When a principal/designee receives a school bus incident report, the administrator may use the following disciplinary plan:

- a. 1st Offense - A warning to the student with a report to the parents or guardians will be issued. It is expected the parent/guardian will work with their student to help prevent a recurrence.
- b. 2nd Offense - Disciplinary action will be taken at the discretion of the administrator, depending on the seriousness of the infraction. A report to the parent/guardian will be made.
- c. 3rd Offense - Suspension of riding privileges will result. The length of suspension will depend on the seriousness of the infraction. A report to the parents/guardians will be made.

The administrator/designee may select a different sequence in handling an incident.

For the protection of school employees and students, the Transportation Department reserves the right to suspend a student's transportation services for severe disruption and dangerous behavior, for the following infractions, for not less than five (5) days:

- a. Physical harm to another individual
- b. Physical harm to the driver or the assistant
- c. Physical damage to the bus
- d. Continued uncontrollable disruptive behavior including verbal and other non-physical assaults against other students, the driver or the assistant.
- e. Any disruption which prohibits the safe operation of the school bus.

The school bus driver shall have the authority to temporarily suspend a student's transportation privilege (for one trip), after the student has been transported to

8. Students are not to engage in unnecessary conversation with the driver while the bus is in motion.
9. Students shall not be permitted in the driver's compartment while the bus is in motion. Students shall not tamper with any equipment on the bus.
10. Students shall exhibit respect, act responsibly, be trustworthy, practice fairness, have a caring attitude and display good citizenship while on the school bus.
11. Students shall not use profane language or make obscene gestures while on the bus.
12. Students will not leave any trash in the bus and shall cooperate with the bus driver in keeping the bus clean.
13. Rough or boisterous conduct will not be permitted in the bus. Students shall be absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
14. Students shall not eat any food or drink any beverage while being transported to or from school.
15. Students shall not extend any part of their body or any objects through the bus windows.
16. Firearms, knives, explosives, breakable glass, or other dangerous objects are not permitted on the bus. Animals, except those animals authorized by an IEP or 504 Accommodation plan are not permitted on the bus.
17. Items that block the aisle, are unsecured or block the view of the driver shall be carried on the bus.
18. Students shall not open or close the bus windows without the permission of the bus driver.
19. Students shall not throw away any item inside or outside the bus while boarding, riding, or leaving the bus.
20. The use, possession, or distribution of tobacco, drugs, alcohol, or any other controlled substance shall not be permitted on the bus.
21. Students will not ride on the outside of the school bus at any time or attach any item to the bus.
22. Students and parent/guardians shall be held responsible for restitution for any malicious destruction to the bus.

23. Passengers shall report damage to the bus from any cause to the driver; and the driver will, in turn, report it to the proper school official and Transportation Director/Supervisor.

24. Skateboards or any object that may cause a safety hazard are unauthorized on all school buses.

### **PARENT OR GUARDIAN RESPONSIBILITIES**

For safe riding on a school bus by their child, parents/guardians

responsibilities include the following:

1. Teaching their children to learn and obey the school bus safety rules and to exhibit appropriate student conduct as described in the Parent/Student Transportation Handbook instructing their children to be at the assigned stop five minutes before the scheduled arrival time of the bus and to leave the bus only at their assigned stop.

2. Requesting a change in student drop-off location in writing at least two (2) school days prior to the day of the change . **Only In the event of an emergency can a change be made on the same day.** If student is to board a different bus other than his/her own, it is not the responsibility of the bus driver or transportation office to make sure child gets on the correct bus.

3. Parents/Guardians of students observed in acts of vandalism of private property while on the bus or at the school bus stop may be held responsible, and restitution may be pursued by law enforcement agencies.

4. If a student is at an A.M. stop, but is ineligible for transportation, the student will be given a ride to school, and the driver will notify the principal/designee and Transportation Director/Supervisor.

5. Parents/Guardians will not be transported on to and from school buses.

6. Physician-prescribed medication that is to be transported to school for use during the school day, will be appropriately labeled and checked in with the bus driver.

Neither the school bus driver nor the attendant will administer medication during the route. Only healthcare providers accompanying students (as specified in a 504 Accommodation Plan or the IEP) will be authorized to administer physician-prescribed medication while on the school bus.

7. Once students have boarded the bus, parents will not be permitted to take student/s of, except at his/her school or bus stop.

**Parents/Guardians of students who have been approved for modified transportation services will:**

1. Cooperate in the completion of the Bernalillo Public Schools' IEP Transportation Form by providing alternate phone numbers and addresses of responsible persons to be contacted in case of an emergency such as illness, injury, or abbreviated school day due to inclement weather or other unusual circumstances.

2. Have the student ready to board the bus 5 minutes before the assigned pick-up time.

3. In the event the student does not plan to attend school on a specified day, the parent/guardian will:

- a. Notify the Transportation Department in advance (one school day if possible), or
- b. If student does not ride the bus for more than three days, bus service will stop. Parent or Guardian will have to call the transportation office to reinstate bus service.
- c. Meet the bus and notify the driver when it arrives at the student's pick-up location.

4. Ensure that students have clean diapers if they are not toilet trained and that colostomy bags are not filled to capacity before boarding the bus. Transportation will not be provided for students who are soiled or have full bags before boarding the bus.

5. Transport their students when exceptional situations arise which call for a deviation from established bus service, (e.g., student needs to be dropped off at a different address outside of service area, temporarily).

6. Transport their student in the event of bus suspension.

7. Make arrangements to have a responsible person indicated on the Transportation Form meet the bus if a student cannot be left unattended.