

# Kearney Public Schools

## Transportation Handbook For Students & Parents

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If your student will not be riding the bus, please call:  
Transportation at 308-698-8261 to leave a message.

### Parents and guardians:

Parents are an important part of providing safe and effective student transportation. Please review the Transportation Handbook with your children, cooperate with school authorities in enforcing regulations, and observe school, traffic and road regulations related to student transportation. Once you have reviewed the handbook, please complete and return a Transportation Registration Form for each of your students who will be riding the bus and submit to the KPS Transportation Department.

### Transportation Eligibility

**Only students attending Kearney Public Schools may ride on bus routes to, from, or between schools.**

#### Students Eligible for Free Transportation:

Those living in the attendance boundary of their school, over 4 miles from that school or 3 miles from a pick up point.

District Placement Students: Students assigned to attend a school other than their home school.

#### Students Eligible for Pay-to-Ride Transportation:

**In town students:** May meet the bus at their neighborhood school and ride to the school they are attending.

**Rural students:** Attending a school other than their home school or living within 4 miles of their home school. Must meet the bus at an existing stop or school. Buses will not travel outside existing routes to provide Pay-to-Ride services.

#### Eligibility for In Town & Rural Students:

Will depend on there being room on the bus for additional students up to 90% of rated capacity.

Space is on a first come first served basis determined by date  
Transportation Department receives completed Registration Form  
with Payment (Must be completed annually)

Swipe cards will be issued to accepted students and must be  
used when boarding and exiting the bus.

### **Fees:**

The price is set per school year, per student and will be  
pro-rated based on month student begins to ride.  
The yearly price can be found on the registration form or  
website.

Pro-rated refunds will be given after the ID card has been  
returned provided the student moves to a location that makes  
it unreasonable for them to continue using the service or if the  
student loses their seat to a student qualifying for free  
transportation services.

\$15.00 lost Swipe card replacement.

Only students assigned to a route may ride on that route.

**KPS students who are “guests/friends” of transported students  
may not ride.**

*Some exceptions may be approved to accommodate family  
emergencies only with parental or guardian permission approved  
by the School Principal and Transportation Director.*

All new students must register with the Transportation Department  
before they begin riding the bus.

### **Student Conduct**

Students who are accepted and registered to ride the bus are  
required to use the transportation swipe card system to tag on and  
off the bus. They may keep this card year to year as long as they  
ride the bus.

If a student comes to the bus without their card they must wait at  
the end of the line until carded students are loaded. Students  
without cards can be loaded manually but are required to sit in the  
front two seats of the bus. They need to either find their card  
or purchase a replacement from Transportation within 5 days.  
Students who load without their cards 5 consecutive days will lose  
their riding privilege until the card is replaced.

**Cost of replacement cards is \$15.00.**

Students are expected to follow all District and Transportation

rules. In general students are to:

Be respectful and obey the instructions of the vehicle driver and  
other supervisory personnel.

Conduct themselves in a courteous and appropriate manner  
when interacting with other students and District staff.

Demonstrate respect for school district property.

### **Boarding Vehicle**

Students are to:

- Be at their designated school bus stop 5 minutes prior to  
their scheduled boarding times.
- Stay off streets or roadways while waiting for the school  
vehicle to arrive.
- Wait until the school vehicle comes to a complete stop and  
the driver has given them a prearranged signal before  
approaching or attempting to board the bus.
- Use the handrail when boarding the school vehicle.
- Move quickly to their assigned seat.
- In the event a student brings an unauthorized student on a  
school vehicle, the transportation department will contact the  
student's parents or guardians by telephone to make  
alternate arrangements.

If alternate arrangements cannot be made, the vehicle driver  
will transport the student and their friend to school in the  
morning. We will not transport any unauthorized person after  
school to any destination.

**Please be advised that your student will have his/her  
transportation privileges suspended for one day for  
violating this rule.**

## Riding Vehicle

Students must:

- Keep aisle ways clear at all times.
- Not throw any objects inside or out of the vehicle.
- Keep all body parts inside the school vehicle at all times.
- Must remain seated facing forward while the vehicle is in operation (Seat to Seat Back to Back)
- Talk quietly.
- If vehicle is equipped with seatbelts they must be worn.
- Use headphones if using personal electronic devices.
- Not chew gum or consume any beverages or food while in vehicle.
- Not litter in school vehicles.
- Students may not possess or use any tobacco product, alcoholic beverage or non-prescription drug while in school vehicle.
- Refrain from using obscene or profane language, yelling or cause any unreasonably loud noise. Quiet voices should be used.
- Students must not use violence, threats, intimidation, insubordination or other conduct that interferes with normal transportation operations.
- Not tamper with vehicle and/or equipment control mechanisms or mark or carve or in any manner cause damage to the transportation vehicle.
- All student projects must be enclosed and remain enclosed during the bus route in a backpack or safe container for transporting and must be able to fit on the student's lap.

## Exiting Vehicle

Students are to:

- Remain seated until school vehicle comes to a complete stop and the driver has indicated it is safe to get up.
- Take all personal property with them when exiting the vehicle.
- Exit the school vehicle in an orderly manner beginning with the passengers in the front of the vehicle.
- Not loiter or walk near the school vehicle.
- Students who are required to cross a roadway must walk no less than 12 feet in front of the school bus and wait for the driver's signal before crossing the street or roadway.
- Students are allowed to board and exit the vehicle only at their designated stop, unless written parental or guardian permission is approved by the building principal to exit at another regular stop on their route. The written permission must be dated and a copy must be presented to the driver.
- If a student verbally informs the driver he/she is not to exit at their regular stop, but to exit at another stop on the route, the transportation department will attempt to reach parents or guardians by telephone. If no verbal authorization can be obtained, the student will be taken to their designated stop. If no parent or guardian is present, the driver will bring the student to transportation facility. If telephone contact continues to be unsuccessful, the police will be contacted.

**Regardless of the outcome, an Unsatisfactory Bus Conduct Report will be generated.**

### School Bus Table

Category	Examples of Infractions	1st Misconduct
<b>A</b> <b>Minor Misconduct</b>	<ol style="list-style-type: none"> <li>1. Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus</li> <li>2. Standing while the bus is in motion or not being seated properly</li> <li>3. Obstructing an empty seat, door, stairs or aisle.</li> <li>4. Disturbing , insulting, or harassing other students</li> <li>5. Public Display of Affection.</li> <li>6. Eating , Drinking, or Chewing gum or other substance.</li> <li>7. Using profane or obscene language or gestures</li> <li>8. Littering</li> </ol>	<b>Oral/Written Warnings</b>
<b>B</b> <b>Serious Infractions</b>	<ol style="list-style-type: none"> <li>1. Failure to comply with instruction from bussing staff. (Disrespectful, talking back , lying)</li> <li>2. Horseplay and spitting</li> <li>3. Throwing objects at, within, or out of the bus</li> <li>4. Sticking objects at, within, or out of the bus window/door</li> <li>5. Damage or theft &lt; \$100.00</li> </ol>	<b>1 --- 3 day Bus Suspension</b>
<b>C</b> <b>Severe Offenses</b>	<ol style="list-style-type: none"> <li>1. Full or Partial nudity</li> <li>2. Tobacco or alcohol use or position</li> <li>3. Sitting in Driver seat / tampering with controls</li> <li>4. Interfering with Driver</li> <li>5. Fighting, hitting, biting, pushing</li> <li>6. Vandalism, damages, or theft &gt; \$100.00</li> <li>7. Bullying</li> <li>8. False Reporting of bullying</li> </ol>	<b>5---10 day Bus Suspension</b>
<b>D</b> <b>Criminal or Illegal Acts</b>	<ol style="list-style-type: none"> <li>1. Any action that leads to a bus accident</li> <li>2. Possession or use of weapons or look-a-like weapons or other prohibited items</li> <li>3. Lewd or indecent acts</li> <li>4. Possession of illegal substances</li> <li>5. Threatening or causing injury to another person</li> <li>6. Bomb threat</li> </ol>	<b>Suspension of riding privileges for remaining school year</b>

### of Consequences

2nd Misconduct	3rd Misconduct	4th Misconduct	5th Misconduct
<b>1 --- 5 day Bus Suspension</b>	<b>10 day Bus Suspension</b>	<b>20 day Bus Suspension</b>	<b>Suspension of riding privileges for remaining school year</b>
<b>4---10 day Bus Suspension</b>	<b>20 day Bus Suspension</b>	<b>Suspension of riding privileges for remaining school year</b>	
<b>20 day Bus Suspension</b>	<b>Suspension of riding privileges for remaining school year</b>		

## Unauthorized Riders

In the event a student brings an unauthorized student on a school vehicle, the student will have his/her transportation privileges suspended for one day for violating this rule

## Misconduct Reporting Procedures

- Transportation staff will communicate their expectations verbally and personally to students whose behavior is inappropriate. Should the behavior continue, a UBCR (Unsatisfactory Bus Conduct Report) will be completed. Students will usually be notified before exiting the vehicle that the misconduct will be reported.
- The Transportation Department will forward a copy of the written report, indicating the nature of the violation, to the appropriate building principal, along with a recommendation for proper disciplinary action.
- The building principal will discuss the violation with the student(s) and determine the proper disciplinary action to be taken.
- The principal will notify the parent or guardian, by telephone and mail, indicating the nature of the violation, the disciplinary action to be taken, and consequences of continued student misconduct.
- The principal will provide an opportunity for the parent or guardian to confer with the principal and/or transportation supervisor with regard to the reported student misconduct.
- The principal will return the written report to the transportation supervisor.

## Emergency Evacuations

- Route drivers will conduct a minimum of two evacuation drills each school year, usually in the Fall and Spring.
- Activity groups will be given evacuation instructions prior to departure on their trip.
- Students must remain on the vehicle in the event of an emergency unless instructed by the driver or para-professional to evacuate.
- Students will not be allowed to leave an emergency sight unless released to do so by school personnel.

## Medical Emergencies

- The vehicle driver shall stop the vehicle.
- The vehicle driver shall call the transportation department and direct them to call 911 and the student's parents.
- The vehicle driver will remain with the student until EMS personnel arrive.
- The vehicle driver will assist EMS personnel by providing any available information necessary.

## Prohibited Items

- Student transportation vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, or equipment which in any way would endanger the lives, health, or safety of the children, and other passengers and driver.
- Look-a-like weapons associated with a school sponsored or approved activity may be transported with written permission of an administrator of the school district.
- Any item or items that would break or could produce injury if tossed about the inside of the vehicle when involved in an accident shall be secured.
- Other prohibited items include oversized objects such as large musical instruments or large art or industrial arts projects.

Notice of Nondiscrimination

The Kearney Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students:

Dr Carol Renner, Associate Superintendent  
310 West 24<sup>th</sup> Street  
Kearney, Ne 68845  
(308) 698-8005

[carrenner@kearneycats.com](mailto:carrenner@kearneycats.com)

Employees and Others:

Lance Fuller  
310 West 24<sup>th</sup> Street Kearney, Ne  
68845  
(308) 698-8011

[lfuller@kearneycats.com](mailto:lfuller@kearneycats.com)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the ORC at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550(voice), or (877)521-2172 (telecommunications device for the deaf), or [ocr.kansascity@de.gov](mailto:ocr.kansascity@de.gov).

**If there are any questions, or comments regarding the information set forth in this handbook, please call:**

**Kearney Public Schools Transportation Department  
308-698-8261**