

Bus Transportation Information



"We Drive District Five"

The mission of the Transportation Department is to provide safe and timely transportation for the students of our district. The Transportation Department is responsible for developing and executing District Five's transportation program in accordance with applicable state and federal laws and to support the policies of District Five. The transportation staff prepares bus routes, conducts bus driver training for school bus drivers and assigns consequences for violations of the Student Behavior Code for student misbehavior when the violation occurred at the school bus stop or while on a school bus or other district vehicles. The Transportation Department also operates the Activity Buses to support the school's sports, band, ROTC and other extracurricular programs within the District.

Please contact the Transportation Supervisor for your area if you have any questions relating to your student's transportation needs.

Chapin Area Schools:

Cindy Carter, Chapin Transportation Supervisor

crcarter@lexrich5.org

803-575-5856

803-575-5857

Chapin Elementary, Lake Murray Elementary, Chapin Intermediate, Chapin Middle, Chapin High, CATE, Spring Hill High

Irmo Area Schools:

Linda Cook, Irmo Transportation Supervisor

lcook@lexrich5.org

803-476-3252

Harbison West Elementary, Irmo Elementary, Leaphart Elementary, Nursery Road Elementary, Seven Oaks Elementary, Crossroads Intermediate, Irmo Middle, Irmo High, CATE, Spring Hill High

Dutch Fork Area Schools

Rhonda Watson, Dutch Fork Transportation Supervisor

Rwatson@lexrich5.org

803-476-4990

Ballentine Elementary, Dutch Fork Elementary, H. E. Corley Elementary, Oak Pointe Elementary, River Springs Elementary, Crossroads Intermediate, Dutch Fork Middle, Dutch Fork High, CATE, Spring Hill High School

Special Needs Transportation

Terri Bloodingdale or Felica Andrews

TBA, Special Needs Supervisor

803-476-3254

803-476-3255

All schools within District Five

Activity Program:

Jake Shealy, Activity Manager

jshealy@lexrich5.org

803-476-4985

Karen Nesbit, Activity Scheduling

knesbit@lexrich5.org

803-476-4984

Mailing Address:

Department of Transportation
School District Five of
Lexington and Richland Counties
1020 Dutch Fork Rd.
Irmo, SC 29063

District Transportation Office:

1536 Old Tamah Rd
Irmo, SC 29063
803-476-4980

Transportation Coordinator

Harold Williams

hlwillia@lexrich5.org

803-476-4980

Director of Transportation

Dave Weissman

dweissm@lexrich5.org

803-476-4980

School Bus Driver Employment

Please contact Jocelyn Seel for employment information

jseel@lexrich5.org

803-476-4986

Safe and Secure School Bus Transportation

The safety and security of students, staff, and schools is the first priority for the Transportation Department of School District Five. In an effort to ensure a safe bus ride for all students, the school district has made the following provisions: The school bus is an extension of school activity. Therefore, students must conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. The bus driver has the responsibility for supervision of students on the bus. The driver may stop the bus at any time or return to the school when misbehavior or threatened misbehavior hinders the safe operation of the school bus. The driver will report students who create a disturbance on school buses, and the Transportation Supervisor may suspend bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus. In accordance with the Student Behavior Code additional consequences may be assigned by the school for misbehavior on the school bus. These consequences may include suspension from school or recommendation for expulsion.

Bus Schedules:

Bus schedules will be posted in the appropriate school about 7 work days before the school year starts. Schedules may be available during registration times for middle and high school students and when class rosters are posted in August for elementary students but are subjected to change.

Please remember changes to route schedules are not made within the two weeks before the start of school or two weeks after the start of school. Parents will be required to take their student to the nearest available bus stop until route changes are made. You may contact the appropriate Transportation Office for information at the telephone numbers or email addresses listed below. Please be ready to provide student name, current home address and school assignment.

Due to safety and routing concerns, new registrations may take up to 10 days to process. Contact your transportation office for details.

Concerns with bus schedules and other transportation needs should also be directed to the appropriate Transportation Supervisor at the following numbers:

Bus Registration Procedures

All students who wish to ride a school bus must send in a completed School Bus Registration Form for the current school year to the Transportation Office for their assigned school. Students are not authorized to ride any bus without a completed registration form on file. Students who ride any bus without authorization will be suspended from all buses. Parents may register their students through Gateway. New registrations may take up to 10 days for processing and route assignment. Please contact your transportation office for details.

Riding Home with A Friend

All students riding the school bus must have a current School Bus Registration form on file with the Transportation Office responsible for the school the student attends. Student who complete a registration form but do not ride the bus for a two-week period or more will be removed from the bus roster in order to ensure buses are utilized to the maximum usage unless arrangements have been made by the parents with the Transportation Office. Parents of non-registered bus riders who wish to ride the bus (**i.e. riding home with a friend**) must contact the appropriate Transportation Office at least 24 hours in advance to request authorization. This request allows the Transportation Office to ensure the bus is not overcrowded and to notify the driver is aware of an additional rider. However, in some cases a bus may be “Locked Out” and additional riders will not be approved.

Notes to the school or bus driver do not serve as a proper request and may not be approved. Students attempting to ride a bus may not be allowed to board the bus and the student/parent will be responsible for providing their own transportation to or from school. Additionally, students who are registered to ride the bus and wish to get on or off the bus at a different stop (other than their assigned stop) must have authorization from the Transportation Office to do so. Parents call the Transportation Office one day in advance to coordinate the above action with the Transportation Supervisor. Notes to the school or bus driver will not be accepted and the student will be released at their assigned stop.

Kindergarten Students

Parents must be present to receive a kindergarten student from the bus. Parents may elect to designate other adults (grandparents, guardian, friend, fifth grade student or older etc) to receive their students. Kindergarten Student Release forms are available from the elementary schools or the appropriate Transportation Office.

When a parent or authorized guardian of a kindergarten students is not at the bus stop to meet the student, they will be returned to their elementary school usually at the end of the elementary bus route. If this is a persistent issue the parent will be notified that the student will not be allowed to ride the school bus.

BUS DELAY NOTIFICATIONS

The Transportation Office has established a notification system for school bus delays. This program will allow a text (and/or email) message to be sent to the parent/guardian when the bus is delayed by more than 10 minutes of the scheduled pick-up or drop-off time. This program is voluntary using the Bright Arrow. All personal information is kept private. The following information is provided:

- This program will not be utilized to make any calls except for bus delays, accidents or changes in the bus schedule.
- Parent/guardians can “unsubscribe” at any time or when the student is no longer riding the bus.
- You will not be able to reply to any message.

- Students must be at the bus stop five minutes prior to their scheduled pick-up time. If you need to know your student's bus number or pick-up time, please call the Transportation Office for your area:



Timeliness at Bus Stops

State policy requires students to be waiting at the bus stop when the bus arrives. Students should be at the bus stop five minutes prior to the scheduled pickup time and remain at the bus stop for five minutes past scheduled pick-up time. This is a safety issue so that traffic is not delayed excessively and to ensure that students do not run at or near a moving bus. Students are considered late for the bus if they are not at the bus stop when the bus arrives. Once the bus has proceeded past the designated bus stop, it will not stop again.

School Dismiss Procedures

At the end of the school day school buses will begin to depart within 7 minutes from release time. Once the door is closed no additional students will be allowed to board the bus. The driver has already begun their safety procedures to move the bus and with the buses parked so close together, it would be very unsafe to stop the buses for any student. Students who miss the bus must report to the school administrator in the bus loading area. They will be instructed to contact an authorized individual who can take them home. Buses will not return to the schools to pick-up students who miss the bus.



Oversized Objects on the Bus



State and federal regulations prohibit transporting items in school buses that obstruct access to all exits by any occupant or would cause injury as a result of falling or displacement. Items that will not fit on the student's lap or between their legs will not be transported on district buses. School projects, items sold for fund raisers and other unsafe items such as live animals, glass objects, baseball or softball bats, lacrosse sticks, skateboards, sharp objects or similar items cannot be allowed on the bus and must be transported to and from school by means other than the school bus. This includes baseball bat, lacrosse sticks, basketballs, footballs, soccer balls, volleyballs and tennis rackets (**unless they are kept in the student's backpack or in a separate bag**).

Parents must arrange to pick-up or deliver oversized or unsafe items in personal vehicles or items should be kept at school whenever possible. Please speak with your student's coach to make arrangement to keep items at the school or for items to be provided during practices or training sessions.

Band Instruments

The following list of instruments are considered to be too large to be transported on a school bus: French Horn, Drums, Baritone Sax, Tenor Sax, Baritone, Euphonium, Tuba, and Cello. Schools usually provide an instrument to use at school when necessary.

Concerns About School Bus Driver

If you have a concern with the bus driver, please contact the appropriate area Transportation Supervisor. Do not approach the bus driver or stop the bus or interfere with the operation of the school bus in any way. South Carolina state law states that "no person shall willfully and wrongfully interfere with the operation of a school bus by boarding, restricting movement, using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils; nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus". Call your area Transportation Office for any concerns you have about the driver.

Medical Concerns

Medical information or concerns that are shared with a school may not necessarily be available to the Transportation Department or bus driver. In order for the Transportation Department to be better prepared to handle an emergency, please forward any information or concerns relating to medical conditions for your student. This information will be kept confidential at all times. Contact the Transportation Supervisor for the area your student attends.

General Information

School bus transportation is a shared responsibility of the State Department of Education (SDE) and School District Five. This shared responsibility provides a transportation system that is safe, economical and efficient.

The South Carolina Department of Education role in school bus transportation is:

- Controls and manages all school bus transportation
- May adopt such rules and regulations necessary to carry out the duty of control
- Purchases buses and assigns the number of buses to districts
- Maintains and services school buses
- Approves bus routes

To this regard, the SDE has established the following laws relating to student transportation:

- Students who live within 1.5 miles of their school are not eligible for school bus transportation.
- The distance is normally measured from where the driveway enters a public access road to where the student lives to the entry point of the school.
- School bus stops cannot be placed closer together than .2 of a mile together.

- School bus stop cannot be added unless a student lives further than .3 of a mile from an existing stop.
- Bus stops should be made where there is an unobstructed view for at least 600 feet in either direction.

During severe weather, the driver may stop at the safest point nearest the home of each passenger on the route as long as they have a least 600 feet of visibility in both directions. However, the bus cannot leave the regular route.

Students attending a school by school of choice program are not eligible for school bus transportation. Students attending programs outside their school attendance zone are not authorized transportation.

Parents are responsible for the conduct and safety of their student(s) from their home to the bus stop and while they are at the bus stop until the bus arrives in the morning and after the bus departs in the afternoon.

School District Five school buses are equipped with video cameras. Parents are not allowed to review or receive a copy of these tapes due to privacy policies. Bus drivers cannot authorize the review of any tape.

No person shall willfully and wrongfully interfere with the operation of a school bus by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the bus driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in state law. If you have a concern with the bus driver, please contact the appropriate area transportation supervisor as listed above.

Emergency Bus Evacuations

The Transportation Office will conduct bus evacuation exercises at least twice during the school year. These exercises are required by the S.C. Department of Transportation in order to have students familiar with emergency exiting procedures. When conducting this exercise, students will be directed to exit through the side or rear emergency doors. Students are required to sit down and scoot off the bus. Whenever possible someone will be available to aid as the student exits the bus. Students who have physical limitations or medical concerns must inform the bus driver and may not participate in the evacuations.

GENERAL PROCEDURES FOR TRANSPORTATION SUSPENSION

The Office of Transportation will assign suspensions from riding the school bus and other district vehicles for violation of the Student Behavior Code or School Bus Safety Rules while on a

school bus or other district vehicle. **Inappropriate behavior (Category I, II, and III) on a bus or in a school vehicle will also involve school assigned consequences.**

In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation. Investigations will normally be completed within 3 school days. No student will be removed from the bus until a transportation supervisor has made direct contact with the student's parent/guardian. Parents have the right to appeal bus suspensions to the Director of Transportation in the same manner as suspensions from school. When an out-of-school suspension and bus suspension are adjudicated for an incident, the suspension from riding the bus will begin after the completion of the out-of-school suspension. Bus suspensions may be appealed to the Transportation Coordinator. A written request (letter or email) may be sent to the District Transportation Office to the attention of Harold Williams, Transportation Coordinator. The written request must be received within (3) days and must list the reason(s) or justification for the appeal. Email appeal to Harold Williams at hwillia@lexrich5.org.

SCHOOL BUS SAFETY

The most important issue for the Transportation Department is the safety of every student who rides a school bus or activity bus. In order to ensure each student has a safe ride, the District Five Student Behavior Code applies to all students while at the bus stop, on the school bus or on any School District Five vehicle. Inappropriate behavior will be treated with the same level of scrutiny as inappropriate behavior in the classroom and will lead to appropriate school consequences in accordance with the Student Behavior Code and includes suspension from bus riding. In addition to the Student Behavior Code, students must also follow the Safety Rules listed below.

ACTIVITY PROGRAM (Field Trips) All rules for the safe operation of a school bus and student behavior apply equally to the Activity Buses. Students suspended from a school bus are also suspended from riding any Activity Bus for the length of the suspension

SAFETY RULES FOR BUS RIDERS

- **No glass containers, baseball or softball bats, lacrosse sticks or skateboards are allowed on the bus.**
- **No spitting, eating or drinking on the bus.**
- **No profanity, verbal abuse, harassment, teasing, obscene or sexual gestures.**
- **No standing while the bus is in motion.**
- **No hanging any part(s) of your anatomy out a window or passing items through the window.**
- **No throwing or shooting any type of objects.**
- **No play fighting or horse playing.**
- **Do not ride any bus that you are not assigned to.**
- **Do not ride any bus during a suspension of bus privileges.**
- **Do not vandalize the bus or ignite any flammable object.**
- **Do not hold onto the bus from the outside.**

- **Do not make excessive noise or other disruptive behavior.**
- **Keep your feet, body and bags out of the aisle.**
- **Do not block the aisle with band instruments or book bags.**
- **Students must always obey the directions of the driver.**
- **Do not exhibit behavior that disturbs the students or driver.**
- **Talk quietly and avoid loud, boisterous behavior, including singing, clapping, stomping or yelling.**
- **No spraying of cologne, deodorant, body spray or any other type chemicals or aerosols, pump spray or lotion while on the bus.**
- **Never tamper with the emergency exits or any other part of the bus including lights, horn, fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.**
- **Students may only board and exit the bus at their designated stop or school, unless otherwise approved.**
- **Be at the bus stop 5 minutes prior to scheduled pick-up time.**
- **Usage of cell phone, iPod, MP3, Gameboys or other device that causes disruption on the bus or distraction to the driver.**

Additionally, these rules apply on the school bus

- Students must not sit on their book bags or legs because a serious injury could occur if the child rises above the height of the seat.
- Students must sit in their assigned seats. They can be held responsible for any vandalism to their seat or in the general area of their seat.
- Students must be quiet when the bus approaches and crosses railroad tracks.
- Objects that the driver deems dangerous to other riders will not be allowed on the bus.
- Students are required to wear their Identification Card (ID Card) at all times while on the bus to include while boarding the bus at the bus stop or school.

Messages to the students

1. Never cross close to the front of the bus - make sure the driver can see you.
2. Never pick up anything you drop close to or under the bus - ask the driver what to do.
3. Never run after a bus or bang on the side.
4. If you must cross the street in front of the bus, follow the driver's directions, and stop and look before you cross.
5. Never run across the street, it's better to miss the bus than rush and risk being hit by a car.
6. Stay away from the rear or sides of the bus - always be in a safe place where the driver can see you.

Messages to the motoring public

1. Never pass a school bus when its stop lights are flashing.
2. Be extra vigilant around school hours - assume a child might run out at any moment.

3. Be courteous to school buses, give them room and let them change lanes when they need to.
4. Never pass a school bus from the rear of the bus when amber lights are flashing, even on a multi-lane highway.