

School Bus Handbook

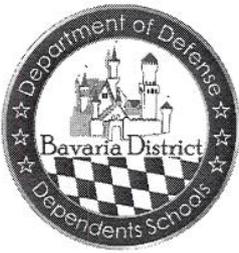
School Year
2008-2009

Hohenfels Elementary School
Hohenfels Middle/High School

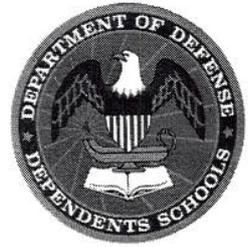


IN EUROPE TRAFFIC DOES NOT STOP FOR
LOADING & UNLOADING SCHOOL BUSES

Hohenfels SBO
C/o Hohenfels ES
Unit 28214
APO AE 09173
CIV: 09472-83-2782/4314



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY (DODEA)
HOHENFELS SCHOOL BUS OFFICE
UNIT 28214
APO AE 09173



1 August 2008

MEMORANDUM FOR: PARENTS AND SPONSORS OF STUDENTS RIDING
DoDDS SCHOOL BUSES

SUBJECT: Behavior Standards of Conduct for DoDDS School Buses

This memorandum concerns the safety and security of our children as they ride our school buses this school year. Please take the time to read it carefully.

The safe transportation of DoDDS students is our most important concern. DoDDS contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. This is only part of the formula, however. The safe operation of school buses also depends on proper conduct by the students that ride those buses.

Parents share with their students the responsibility for student behavior on our school buses. Attached is a copy of DoDEA's Behavior Standards for School Bus Students. Parents and sponsors must ensure that their children understand the rules for riding the school bus and that they follow those rules. **When children disobey the rules, they make the bus unsafe for every other student on that bus.** Bus drivers must not be distracted from safe driving by children's misbehavior. Students must show respect for bus drivers and follow their instructions.

School bus transportation is a privilege that may be suspended or revoked. We do not have the resources to be school bus policemen. We rely on parents and sponsors to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. Students not complying with school bus rules may have their bus riding privileges suspended or revoked for the rest of the year. **When this happens, parents and sponsors will have to make their own arrangements for the children to get to and from school according to established school hours.**

As a parent, **you must agree**, as a condition for having your children ride the school bus, **that you will reimburse the U.S. Treasury for the cost incurred by the school to repair damage** caused to the school bus by your children's misconduct **and to serve as a bus monitor** when required by the military commander.

All DoDDS personnel take the safety of the children that ride school buses very seriously. We expect parents and sponsors will do the same. **Please sit down with your children, carefully go over the attached rules. Let us work together to make this school year safe.**

DANIEL J. MENDOZA
Principal
Hohenfels M/H School

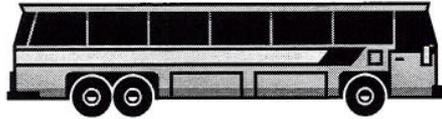
OLAF ZWICKER
Principal
Hohenfels Elementary School

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SCHOOL TRANSPORTATION INFORMATION



Registration Data

The Student must be registered in the school before they can register for or be issued a School Bus Pass. This data is not only used for registration purposes but also in case of emergencies, such as breakdowns, accidents and/or incidents. So please, if you move, get a phone/new phone number, change units or offices, etc., notify your school registrar's office and the School Bus Office (SBO) so that we can update your records. Your child must also pre-register at the SBO if bus service is to be continued during the next school year. The SBO is located in Room #170 at the Hohenfels Elementary School.

Bus Passes

ALL students riding school buses will be issued a bus pass by the SBO. Only those students with passes will be authorized to ride school buses. Passes must be carried by the student at all times and will be checked by the driver upon entry. Students must present their bus pass upon request by other school administration staff as required. Students will ride only the bus they are assigned to ride. Under special/medical circumstances (individual basis) children may ride another bus with written permission from parents and prior approval from the SBO. Any child not in possession of a bus pass will be reported to the SBO and/or the School Administrator. Repeated offenses of not having a bus pass in their possession can result in discipline action. Lost bus passes will be reissued by the SBO; however, repeated loss of bus passes can result in discipline action.

Bus Routes

Bus routes are established within the commuting area for transporting space-required students to and from school. Department of Defense Dependents Schools (DoDDS) officials, after consultation with the Installation or Community Commander, shall establish a commuting area for each primary and secondary school. The commuting area will be based on the availability of adequate housing within the proximity of the school. Sponsors who obtain housing outside of the established routes (commuting zone) are responsible for getting their children to the nearest pickup point. Approval and changes to routes will only be made by the SBO. The housing office also provides this information during newcomer orientation/in-processing.

Buses – Late Arrival

Sometimes through breakdown or traffic delays, the buses may arrive late at their pickup points. In most cases it takes some time to get this information to the SBO. *As a general rule, we advise students to wait a few extra minutes after the scheduled pickup time.* A bus WILL run, but we cannot guarantee the exact time it will take for the (replacement) bus to arrive.

Pickup/Drop-off

The student school bus pass identifies sponsor information, the bus route, and pickup and drop-off locations. Bus contractors are only allowed to use designated pickup and drop-off points. The designated schedule will be adhered to and buses will not deviate from their assigned routes and stops. Normally pickup points are centralized within towns or villages; therefore, some students may be required to walk to the nearest pickup point. The acceptable walking distance for Grades K-6 is up to 1 mile. Grades 7-12 can walk up to 1.5 miles. Pickup and drop-off points have been established to keep walking to a minimum and are determined to be the easiest access route for the students as well as for the bus. If your child(ren) are in grades K-2, please ensure that a responsible adult is at the bus stop to meet them. The SBO considers an unattended K-2 child at a bus stop to be inappropriate and unsafe. Such conditions will be reported to the appropriate community agency. Bus drivers have been instructed to report and return younger children to the SBO if an adult is not at the bus stop to meet the child being dropped off.

Inclement Weather

During inclement weather, periodically a 2-hour delay in school opening is imposed for safety reasons. When this occurs, the school bus will run 2 hours later than the scheduled time. On a 2-hour delay, if your child is normally picked up at 07:00, the pick up time would be 09:00. *In such cases parents are responsible for knowing if there is a delay or closure.* AFN (AM1485) will begin broadcasting school delays or closure starting at 05:00. If you do not receive AFN you may call the road condition line at 09472-83-4001. School buses will not run if there is a school closure so parents should ensure their children are aware of a contingency plan so they are not stranded outside in the cold.

After-School Activity Bus

The After School Activity Bus is used to encourage broader participation in co-curricular activity programs. School Principals may request establishment of supplementary bus services to return participants to major housing areas, public transportation hubs, and a limited number of other central locations within the school commuting area. It is not the late bus home. Required commuting transportation from school to the home area is provided at the close of the normal school day. After school activity buses will not parallel or duplicate municipal transportation services or military shuttle bus services.

Students who participate in co-curricular activity programs are authorized to ride activity buses. Bus size and routing will be based on participating students who are eligible for space required commuting transportation. Other students may ride the activity bus on a space-available basis.

All activity bus service shall depart from the high school at the same time.

To minimize travel time, standard routes are established to a limited number of centrally located stops, normally not more than four or five stops per route. Stops will include military housing areas located more than 1 ½ miles from the school (outside the walking distance) and central transfer points where public bus or train transportation is available to outlying areas.

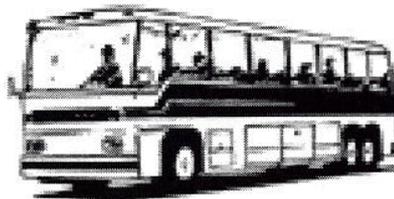
Lost Property

A lot of time is spent by school officials and bus contractors trying to find property believed to have been lost on the buses. You can also help us identify your child's lost property by putting your child's name on clothing, school bags, etc. It costs you money if your child's belongings cannot be identified and returned to you, so please, identify your child's property. When something is turned in to the SBO from the bus, we are usually able to get it back to the student. However, if there is not a name or means of identification, it is placed in the school lost and found.

KEY FACTS ABOUT DAILY TRANSPORTATION

Transportation to DoD schools in Europe is a lot like that in the United States, but with key operational and safety differences.

- **DoDDS does not own buses or employ drivers, but contracts with host-nation commercial companies for transportation services.**
- **Buses are not the yellow vehicles familiar to American children, but European-style tourist or city transit coaches marked with the international school bus sign.**
- **Drivers are not required to enforce good order and discipline on the bus. Their job is to operate the bus safely. Parent's are responsible for their children's behavior on the bus**
- **Drivers are not required to speak English, only the host-nation language. Buses are equipped with two-way communications, either radio or cellular phone, linking drivers to the contractor's control desk.**
- **In Europe, TRAFFIC IS NOT REQUIRED TO STOP for loading and unloading school buses. American children must remember this life-saving rule: NEVER CROSS THE STREET IN FRONT OF OR BEHIND THE BUS.**



SCHOOL BUS STANDARDS OF BEHAVIOR

The following contains 10 simple rules that all children are expected to follow on the school bus. Violations of these rules and any other conduct detrimental to good order and discipline may draw a suspension. Older students are expected to behave more maturely and thoughtfully than younger students, therefore they will be held more responsible for the consequences of their conduct. Older students are expected to set an example for the younger students.

**The
10
School Bus Rules**

- 1 Obey the driver or adult.**
- 2 Enter and exit the bus safely and always show your bus pass.**
- 3 Stay properly seated and use seatbelts when available.**
- 4 Keep your hands, feet and other body parts to yourself.**
- 5 Do not throw things.**
- 6 Put nothing out of the window.**
- 7 Remain quiet and do not disturb the driver or others.**
- 8 No profanity, indecency, smoking, prohibited items, or vandalism.**
- 9 Do not eat, drink, or chew gum.**
- 10 Be responsible, be safe.**

**Good Behavior for
a Safe Bus Ride**

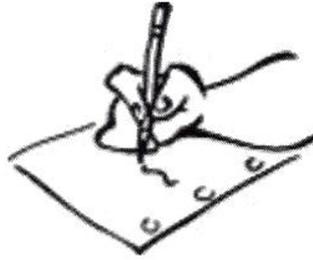
DODDS-Europe Logistics Division 3/2004

E8.A3. ENCLOSURE 8 - ATTACHMENT 3

School Bus Infractions and Recommended Consequences		Bus Riding Privileges Suspended for:				
		Warning	5 School Days	20 School Days	30 School Days	Remainder of Year
<i>Number column designates the number of incidents.</i>						
1 UNSAFE BEHAVIOR						
a	Fighting, pushing, shoving or tripping					
b	Use or possession of unacceptable items identified in the school code of conduct. (The school bus is an extension of the school/campus.)					
c	Failure to have bus pass in possession.					
d	Pushing while boarding or leaving the bus					
e	Getting on or off bus while bus is in motion					
f	Not properly seated					
g	Putting objects out of bus windows or hanging out of window					
h	Making excessive noise or playing electronic equipment with using earphones					
i	Engaging in horseplay					
j	Obstructing aisles, steps, or seats					
2 INAPPROPRIATE BEHAVIOR						
a	Failure to remain properly clothed					
b	Public displays of affection					
c	Eating, drinking, or littering on bus					
d	Using abusive/profane language and/or gestures					
e	Spitting or biting					
f	Harassing or interfering with other students					
g	Failure to comply with bus driver's or monitor's instruction					
h	Disrespect, distraction, or interference with driver					
3 DESTRUCTIVE BEHAVIOR						
a	Damaging private property (requires payment of damages)					
b	Sitting in driver's seat or tampering with bus controls					
c	Opening or trying to open bus door					
d	Throwing or shooting objects inside or outside of bus					
4 PROHIBITED BEHAVIOR						
a	Tampering with bus controls or emergency equipment					

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, removals, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.
4. Possession of weapons or prohibited items, as described by this Regulation or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in removal or expulsion from school in addition to the loss of bus privileges.

LOST STUDENT PROCEDURES



The attached memorandum identifies the DoDDS-E Transportation Division policy on procedures for misplaced children.

1. In addition to the memorandum, children should be advised to stay where they are if lost, and to notify the bus driver if they discover that they are on the wrong bus, or have missed their bus stop. It is always a good idea for children to know home phone numbers and carry other important phone numbers and contact information with them.

2. Key Phone Numbers:

- Hohenfels Middle/High School: DSN: 466-3162
CIV 09472-83-3162**

- Hohenfels Elementary School DSN: 466-2729/2829 or
CIV: 09472-83-2729/2829**

- Hohenfels School Bus Office: DSN: 466-2782/4314
CIV: 09472-83-2782/4314**

- Cellular: 0162-272-4353 or 0162-272-4356**

- Military Police Station: DSN: 466-2812
CIV: 09472-83-2812**

- USAG-Hohenfels: DSN: 466-1500/1510
CIV: 09472-83-1500/1510**

- District Transportation Officer: DSN: 4687422
CIV: 0981-183-422**

MEMORANDUM FOR: Parents and Childcare Providers of DoDDS Student Registered For Daily School Transportation

SUBJECT: Lost Student Procedures

1. It can happen that a student does not arrive home or at a designated childcare provider within 30 minutes of the normal arrival time after getting off the school bus. Often, the student is with another family member or a neighborhood friend. If you are concerned that your child is late, we suggest that you first contact your spouse or any of your older children, if possible, to check if the child is with them. We also recommend that you check with neighbors and known friends of your child. **In the event you locate your child, please notify our office immediately so we can cancel the search.**

2. If you cannot locate your child, please call the Hohenfels SBO:
 - a. Mon. – Fri. 0730 – 1630 hrs at **CIV: 09472-83-2782/4314 or DSN: 466-2782/4314**
 - b. After duty hours: **Cell Phone 0162-272-4353 or 0162-272-4356**
 - a. If you are not able to contact SBO personnel at the above numbers, please contact the Military Police at: **CIV: 09472-83-2812/2713 or DSN: 466-2812/2713.**

3. To save time, please provide the following information when you call:
 - a. Your name and relationship to the child. Childcare providers should also give their telephone number and street address.
 - b. Child's name and any nickname(s).
 - c. Description including age, height, weight, color of hair and eyes, and how the child was dressed.
 - d. Bus route and bus stop (so the SBO records can be confirmed).
 - e. Time the child usually arrives.
 - f. If you are a childcare provider, have you contacted the parents yet?
 - g. If you are a parent, please confirm that the SBO has your correct duty telephone number, home telephone number, and street address.
 - h. Have you already contacted the Military Police before calling the School Bus Office?
 - i. Other information that might help locate your child includes any school or community activities (clubs, sports, youth activity centers, etc.) that your child is interested in, and the names of any friends that may ride the same bus or attend the same school.

The SBO will do everything we can to locate your child as quickly as possible. We will update you regularly. Your assistance and patience is greatly appreciated

TIPS FOR GETTING TO SCHOOL SAFELY

◆ WALKING TO THE BUS STOP

- Always walk, do not run to the bus stop.
- Use the sidewalks or walk facing traffic.
- Walk in a single file.
- Cross with a traffic light and use cross walks whenever Possible
- Arrive at the bus stop 5 minutes before departure



◆ BE SAFE AT THE BUS STOP

- No Horseplay
- Stay away from the curb or side of the road
- Wait 3 Steps back for the bus to come to a complete stop
- Enter the bus in line with younger students in front.



◆ BE SAFE ON THE BUS

- Find a seat and wear seatbelts when available.
- No eating, drinking or chewing gum.
- Keep arms, legs and books out of the aisle
- Put hard objects where they can't slide or fall
- Don't lean against the windows
- Always speak quietly so the bus driver will not be distracted
- Never throw things on the bus or out of the windows

TIPS FOR GETTING TO SCHOOL SAFELY



◆ HELP THE BUS DRIVER

- Follow instructions
- Show respect towards the bus driver and security attendant
- Don't play with the bus control or equipment



SAFELY



- Stay seated until the bus comes to a complete stop
- Take **3** steps back for the bus to leave
- Stay out of the danger zone

◆ The 5 RULES TO BUS SAFETY

1. Walk, don't run to the bus stop
2. Wait 3 steps back for the school bus to arrive



I always stay out of the school bus danger zone.

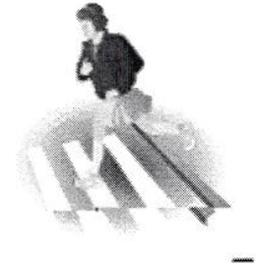
3. Take your seat and stay in it
4. Wait three steps back for the bus to leave
5. Never, ever go in front of or behind the bus



WINTER School Bus Safety Tips

Walking to the Bus Stop

- Allow extra time to get to your bus stop.
- Wear bright clothing so the bus can see you in the morning and late evening.
- Stand away from where the bus stops. Buses need extra room to stop when there is snow and ice.
- Dress properly. Winter clothing, hats, and boots will keep you warm.



Waiting at the Bus Stop



- Don't play in the snow while waiting for the bus. Don't throw snowballs at the bus or anyone else.
- Don't slide on the snow or ice patches in the driveways or on the street. You could slide under the wheel of the bus and get hurt.
- Don't push or shove around the bus. Someone could fall on the ice and get hurt.
- Hands should be kept to yourself at all times while riding the bus. Fighting and picking others creates a dangerous bus ride.