The Dundee Transportation Department is pleased to welcome you to the 2018-2019 school year. We hope that you had an enjoyable, relaxing, and fun filled summer. The beginning of the school year is always an exciting time for students and their parents. Some of you will be putting your little ones on the school bus for the first time. Others are looking at the new school year as a fresh start. Regardless, we all want to start off on the right foot. While the new school year is exciting, getting back into the routine and getting your children up and to the bus stop on time in the morning can sometimes be stressful. Bathing children, packing backpacks and setting them out, laying out clothes and making lunch the night before are some strategies that can help the school morning run smoothly. We look forward to getting to know your child and are excited for the school year.

**CAN MY CHILD RIDE THE BUS TO AND FROM SCHOOL?**

Dundee Community School’s administrative procedures state, those students in the 7th through 12th grades that live within 1.0 miles of the schools are in a “Walk Zone.” The distance is calculated to the entrance of closed communities, such as Dundee Ridge Subdivision and Country Heritage Manufactured Housing Community. The “Walk Zone” does not extend to areas west of US 23. If you have any questions please contact Gina Cress at 529-2350 ext. 11011 or gina.cress@dundee.k12.mi.us
**SCHOOL CLOSINGS & DELAYS**

When a decision is made to delay or cancel school for a day, or dismiss students early due to inclement weather, the message will broadcast over the following stations:

- WTWR—Monroe 98.3
- WJR – Detroit 760 AM
- TV Channels 11, 13, 24—Toledo
- TV Channels 2, 4, 7—Detroit

*You may also sign up with the HONEYWELL SYSTEM to be notified by phone or e-mail. Sign up can be done through the schools website under Links & Info (For Parents).*

**KINDERGARDEN PARENTS**

We would like to remind you that a responsible person must be at the pick up and drop off location daily. If no one is waiting at the designated stop, the child will be brought back to school. If you are questioning if you will make it to the stop in time please call the Transportation Dept. so the director can contact your child’s driver. Sometimes the driver can tweak things so you have a few more minutes to arrive. Please communicate with us so we can make things go as smoothly as possible.

**ALLERGIES & FOOD RESTRICTIONS**

Food Allergies can be life threatening. The risk of accidental exposure to foods can be reduced if we all work together to minimize risk and take measures to provide a safe environment for food-allergic students. All busses have signs reminding them that there is “no eating allowed on the bus.” Our busses transport students with food-allergy restrictions and it is critical that we take this situation serious. If your child rides a school bus they will not be allowed to have food out of their backpack or bring food items onboard, such as treats for parties. These restrictions must be strictly adhered to and we appreciate everyone’s compliance to help minimize risk.
TRANSPORTATION POLICY- 3 DAY NOTICE

In the past, we attempted to accommodate all riders and allowed frequent stop changes; it requires substantial secretarial time, that process was changed and aligns with our transportation policy. The policy states: “The primary purpose of the transportation system is to transport students to and from school.” Accordingly, for students safety, only one pick-up address and one drop-off address shall be on record. One reason for this is child security. We need to confirm that the parent or guardian has made the request and realizes how long the change will be in effect. Continuing this policy will require your continued patience. A three day advance written notice is required for all changes and are outlined as follows:

1. Requests for a single day change such as going to a birthday party or riding home to a friends.
2. Short term drop off or pick up.
3. Short term drop off or pick up will be in effect for three weeks minimum.
4. Short term drop off or pick up will be limited to 10 changes for the year.

This means that parents may NOT call in a last minute change.

Parents may request that a licensed daycare be one of their drop off/pick up points but we will not create new stops off of our regular routes for unlicensed daycare or babysitters.

FUEL COST

Due to the rising cost of fuel, buses will not return to pick up students who miss their bus. It will be the parents responsibility to provide transportation. To avoid this situation from happening we suggest that you have your child ready and waiting at least 10 minutes before the scheduled pick up time.

ROUTES AND STOPS

When stops require the use of the alternately flashing red lights:
- The bus must be clearly and continuously visible to approaching motorists for not less than 400 feet.
- The bus stop must be 200 feet from all intersections unless the stop is approved by the school administrator or the board approved contractor.
- The bus stop must be at least 50 feet from an intersection that is controlled by a “stop and go” traffic signal.
- Bus stops must be at least 200 feet apart.

If students must cross the roadway to get to the bus stop
- Bus stops can not be on any limited access highway or freeway, or any other highway where opposing lanes are separated and movement between them is impeded.
- Bus stops can not be on any highway or roadway which has 3 or more lanes in either direction.
- Pupils should have room to wait in safety off the roadway.
- Young pupils may have to have room to wait in safety off the roadway on the other side of the roadway.
SAFETY FIRST

Our number one goal, first and foremost, is always to provide the safest transportation possible for the children who ride our buses. All the individuals in our department strive to bring service to your children and harmonize together in a single tune of safety, above all else.

Not only do we provide extensive safety training for drivers and employees, we teach our students to avoid the dangers that waiting for, getting on, and leaving the bus can sometimes present. Our student-management training is designed to create an environment where distractions for the driver are minimized, and students do not harass each other during their trip.

RULES AT THE BUS STOP

- Get to your bus stop ten minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language. No foul language or gestures.
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

RULES WHILE RIDING THE SCHOOL BUS

- Stay in your seat.
- Keep the noise level down.
- Keep head, hands, and feet inside the bus.
- Don’t throw things inside the bus or out the windows.
- No eating or drinking on the bus.
- Keep the bus clean.
- No smoking or tobacco on the bus.
- Don’t be destructive.
- Be courteous.
- Cooperate with the driver.
- No foul language or gestures
- No fighting, harassment, intimidation or inappropriate conduct with another student.
CONSEQUENCES FROM MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the building principal or the principal’s designee. Serious misconduct may be reported to local law enforcement.

Consequences for school bus/bus stop misconduct will apply to all regular routes. Decisions regarding a student’s ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

- 1st Offense – verbal warning to student by driver.
- 2nd Offense – written warning to student/parent or guardian by principal; possible assigned seat.
- 3rd Offense – 3 school-day suspension from riding the bus
- 4th Offense – 5 school day suspension from riding the bus
- 5th Offense – 10 school day suspension from riding bus/meeting with parent or guardian.
- Further Offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Based on the severity of the student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may result from school bus/bus stop misconduct.

Vandalism/Bus Damage -Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

*We don’t take student transportation lightly, Dundee drivers drive with pride and we expect students to ride with pride.*
The danger zone for a school bus is the area 10 feet around the bus. The two most dangerous places are:
- Front of the bus
- Right rear tire area

Please talk to your child about the following safety rules:
- Avoid the danger zone around the bus.
- Don’t try to pick up something dropped near the bus - the bus driver might not see you.
- Remember that some motorists don’t always stop for a stopped school bus.

WARNING:
Please take the time to check your children’s clothing and book bags to make sure they are safe. Drawstrings and key chains may catch on objects on the bus and increase danger!