

Special Education



Cobb County School District Transportation Department *Safe Rider Program*

Abajo se encuentra la descripción del programa de seguridad en el camión también se encuentra en español a <https://www.cobbk12.org/page/47135/safe-rider-program-forms>

Dear Parent/Guardian:

The safety of your child(ren) is our number one priority and “The Safe Rider Program” is a student management program which teaches proper school bus safety. The program includes a defined and graduated discipline plan with the core of the program promoting personal accountability and empowering students to correct their unsafe behavior. This allows safe transportation for all passengers.

All Cobb County elementary, middle, and high schools have implemented “The Safe Rider Program.” The SRP has resulted in a 55 percent reduction rate in bus-related discipline district-wide.

However, we need your partnership as we move forward in making Cobb’s buses safer and a more enjoyable part of the student’s day. Please review this entire document and educate your child(ren) regarding the expectations of riding the school bus. Please sign and return pages 5 and 6 to your driver as soon as possible.

How the Program Works

The program promotes instant accountability for unsafe behavior as shown below.

The program also includes a defined and graduated discipline plan. The concept does not stop here. We have also developed a Safe Rider Class that employs several different ways of empowering the student to correct unsafe behavior. Some of these techniques include role play, videos and class work which will be scheduled to not interfere with the student’s academic work.

Unsafe Behavior on the Ride Home:

- If unsafe behavior occurs before the bus leaves the school, the student will be provided with two options: (1) Correct the behavior and continue home (behavior documented), or (2) Be removed from the bus and stay at the school with staff supervision until a parent or guardian can pick up the student (behavior documented).
- If unsafe behavior occurs after the bus leaves the school, the driver will contact their field coordinator or dispatch depending on how severe the behavior is. The field coordinator will assess the situation and if necessary, the field coordinator will remove the student from the bus to return the student to school to remain under staff supervision until a parent or guardian can pick the student up. In cases of severe behavior, Dispatch and the Transportation Office will take appropriate action based on the student’s disability.
- If either of the above instances occurs, the graduated discipline plan will be in effect. Also the CCSD J-Policies for students supersedes the Safe Rider Program.

We need your partnership as we move forward in making Cobb’s buses safer and a more enjoyable part of the student’s day. Please review the *Safe Rider Policies and Regulations* with your child(ren). Please complete and sign the *Safe Rider Contract / Emergency Form* with your child and return to your bus driver within 5 days to continue bus rider privilege to ensure your child’s safety and assigned seat.

Thank you for your support.

Cobb County School District Transportation Department

Safe Rider Behavior Policies and Regulations

Students shall follow all Safe Rider Policies and Regulations while on the school bus or bus stop, as established by the Cobb County School District including, but not limited to:

EXPECTATIONS	ON THE BUS	LOADING AND UNLOADING
“BE SAFE”	Stay seated – back to back and bottom to bottom. Backpack on your lap. Body parts and objects must remain inside the bus. Always walk and use the handrail. Follow driver’s instructions the FIRST time.	Remain 6 giant steps away from the bus when waiting at the bus stop. Wait for driver’s signal before crossing the street/loading bus. Put electronics away. Be out of your car when waiting for the bus.
“BE RESPONSIBLE”	Place all items in backpack and out of the aisle. Refrain from eating and drinking on the bus for safety and to keep the bus clean. Report any inappropriate or illegal behaviors to the driver. Stay quiet at railroad crossings.	Get on and off the bus at your assigned stop. Arrive 5 minutes early to your assigned bus stop. When boarding the bus, go directly to your assigned seat. When exiting the bus, go directly to your home.
“BE RESPECTFUL”	Keep all body parts and other objects to yourself. Follow driver’s instruction the FIRST time. Respect the bus by not marking or poking holes in seats. Taking photos or videos is not allowed.	Keep the bus stop clean. Board the bus one-at-a-time. Respect others around you, including other’s property.
“BE PEACEFUL”	Refrain from fighting, horseplay, and pretend fighting. Speak in a calm, soft voice and refrain from inappropriate gestures and language, threats, and bullying. Use ear buds with electronics.	Wait quietly and orderly for the bus. Keep your body parts and other objects to yourself. Follow the Golden Rule – Do unto others as you would have others do unto you.

Graduated Discipline Plan (Special Ed – HAVEN Program):

CCSD Student J-Policies take precedence over SRP and will be based on a case by case basis.

- 1st Offense – Driver-Student Conference & Parent Contacted (Courtesy Notice). Student on probation and may be re-assigned to another seat on the bus for 1 week.
- 2nd Offense – Driver-Student Conference & Parent Contacted (Courtesy Notice). Student on probation and may be re-assigned to another seat on the bus for 2 weeks. Student completes coloring book activity.
- 3rd Offense – Referral submitted. Student placed on probation. Safe Rider Class. A meeting to develop a Bus Behavior Intervention Plan with
 - Transportation Representatives, School Representatives, and student’s Parent(s) (if available).
- 4th Offense – Referral submitted. **½ Day (AM or PM) Bus Suspension.** Safe Rider Class repeated. Conference to require a review of the Bus Behavior Intervention Plan with Transportation Representatives, School Representatives, and student’s Parent(s).
- 5th Offense – Referral submitted. **1Day Bus Suspension.** Safe Rider Class repeated. Conference to require a review of the Bus Behavior Intervention Plan with a Transportation Representatives, School Representatives, and student’s Parent(s).
- 6th Offense – HAVEN clinical team meeting Transportation, Psychologist, Social Worker, Building Administration, Teacher, and Parent(s). Student does not ride bus until meeting is completed.

Any Behavior that is considered disruptive or unsafe by the school bus driver will be handled through the use of **“The Safe Rider Program.”**

Steps may be skipped if a student violates a rule while on assigned seat or probation.

Special Education
Cobb County School District Transportation Department
Important Information for Parent/Guardian
****Please be sure to keep for future reference.****

TRANSPORTATION CONTACT INFORMATION

Dispatcher **770/429-5882**

Main Office 8:00 a.m. – 5:30 p.m. 678/594-8000

Assigned Bus Driver: _____

Bus No.: _____

Assigned Monitor: _____

GENERAL INFORMATION

Illness:

Please notify the Dispatcher as soon as possible when you do **not** intend to send your child to school. If your child does not ride the bus for ten (10) consecutive days and you do not notify the driver that the child will be off the bus for a specified number of days, the bus service will be discontinued. Reinstatement of transportation is done through the student’s school, and may take three (3) to five (5) days.

Communicable Disease:

The local school will make recommendations regarding transportation services of students with communicable diseases, infectious skin conditions, or parasitic infestations. Proper precautions will be instituted to prevent the disease from spreading to other occupants in the bus.

Personal Hygiene:

For children still in the process of being toilet trained or who must wear special undergarments, the parent (if at home) or school personnel (if at school) will be responsible for changing clothing before they place the student on the bus. Hygiene may include, but is not exclusive to, wheelchairs, car seats, and other adaptive equipment.

Personal Articles: As a safety factor, a child will not be permitted to take any article onto the bus that may cause an injury. Lunch must be packed in appropriate containers, with the owner properly identified. Attaching messages or instructions to student’s clothing with a safety pin can be hazardous. Swimsuits or other articles should not be carried in plastic bags.

Identification:

For safety purposes, identification necklaces, bracelets, nametags, or wallets providing the child’s name, address and telephone number to call in an emergency, along with the name of the school, are very helpful. It is also helpful to label all your child’s belongings.

Lost Items:

You may ask the bus driver, monitor, or call the school about lost items. However, the bus driver, monitor, and the school will not be responsible for personal belongings.

Wheelchairs:

Students approved for transportation must be fully ambulatory or in adequate, approved wheelchairs. Small children may be transported in car seats, STAR seats, or safety vests, as appropriate. Each wheelchair must be equipped with functioning and properly maintained tires and brakes. Powered wheelchairs must use spill proof (gel -type) batteries. They must be easily secured in the bus without requiring any modification of standard vehicle equipment. Lap trays on wheelchairs will be removed, as appropriate.

WC19 Wheelchair Standards: It is best if your child is transported in a wheelchair that has been designed and tested for use as a seat in motor vehicles, often referred to as a WC 19 wheelchair or transit wheelchair. These wheel chairs comply with voluntary safety standards upheld by the American National Standards Institute (ANSI) and the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) to comply as a WC19 wheelchair. Wheelchairs that meet the standard and are designed to performance requirements of this standard will be labeled to show they comply with WC19. The WC19 standard involved crash testing of wheelchairs to ensure the safest seating for transportation. More detailed information is available at the following Website:

<http://www.travelsafer.org/index.shtml>

Safety Seats and Vests

It is important for us to know your child's weight and age. This way we can match your child's needs to the appropriate piece of equipment if necessary. The equipment we use meets FMVSS 213 (Federal Motor Vehicle Safety Standard). Please let us know of any transportation issues you may have. Our main goal is to provide a safe ride in a positive environment.

Supervision of Children:

All children MUST be ready for pickup five (5) minutes before the scheduled arrival time. Buses must operate on a definite schedule to allow schools to start and dismiss on time. Buses will **wait one (1) minute upon arriving** and then continue on the route. Drivers **cannot** blow horns due to noise ordinances and complaints received from residents. Buses will not depart from a stop prior to the designated pickup time. A RESPONSIBLE PERSON should assist the student to the bus in the morning.

Procedures when Parents are not Home:

If the parent wishes to designate someone to receive the child on a regular basis, this information must be authorized in writing on the **RELEASE FORM** provided to you by the bus driver. If a parent feels the child can be **LEFT ALONE, THEY MUST SIGN THE RELEASE FORM** stating this. No child will be permitted to leave the bus stop at a point other than their assigned stop.

If on rare occasions of real emergency when the parent or other authorized person is unable to meet the bus, the parent must arrange for another person to be at the regular delivery point when the bus arrives. This person must identify himself/herself. The driver will not deliver the child to any other person or address unless prior approval has been made. If an authorized person is not at the delivery point, the following procedures will be observed:

- The driver will notify the dispatcher. The driver will continue delivering students and return to the student's residence after finishing the route. If no one is at home at that time the child will be returned to school. In all cases, the driver will not release the student until instructed to do so.
- After receiving a call from the driver, a staff member will call the parent's home and /or alternate number. If the parent or sitter is home, the driver will be instructed to take the child to the assigned delivery address. If no one is home, the dispatcher will notify the school that the child will be returning. The driver will continue en route and go by the child's delivery point one more time, when appropriate.
- The site administrator may attempt to locate parents. If parents are contacted the site administrator will wait for them to pick up the child. If parents have not returned the call by 5:00 pm, the site administrator will notify local law enforcement agency to hold the child for parental pickup.

Continued problems with delivery of your child will result in notification to school administrator and special education, Child Protective Services, and/or the Department of Family and Children's Services. It will necessitate a meeting at the school to determine a course of action that benefits the student.

Alternate or Temporary Address:

Drivers may not deviate from established routes or accommodate special requests. Students will be transported to the same address where they were picked up from or to a designated alternate address. The school and the transportation department may consider the following exceptions:

- The temporary/alternate address is within home school or attending school district.
- The duration of the pickup and delivery at the temporary address is at least 5 days.
- Parents are responsible for transportation to and from the temporary address for shorter time periods.

Changes will require 5 working days.

When a student wishes to ride home with another student, the student must have a note from the parent signed by the school administrator or his or her designee. This privilege may and will be revoked for any student(s) who present a problem on the bus. Requests also may be denied if seating space is not available. No student assigned to regular education is permitted to ride a special needs bus, unless facilitated through the district office.

If you move during the school year, please notify the school. Allow 5 working days in advance of move to ensure uninterrupted bus service.

Telephone Number:

If your home or business number changes during the year, it is crucial to notify the school and driver immediately. This information is critical in an emergency.

Please visit our website, www.cobbk12.org, for further information.