

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.

Special Education



Cobb County School District Transportation Department

Safe Rider Program

Abajo se encuentra la descripción del programa de seguridad en el camion tambien 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.

Safe Rider Program Behavior Policies and Regulations (Bus Rules)

Students shall follow the Safe Rider Program while on the bus and at the bus stop. The school bus is an extension of the classroom, and riding the bus is a privilege. CCSD and the Transportation Department’s established rules include, but are not limited to, the following:

- 1. Students must respect the school bus drivers and follow their instructions and “The Safe Rider Program.”
- 2. All students shall comply with the reasonable directives of any CCSD Employee. Failure to do so is considered an act of insubordination.
- 3. Students shall identify themselves upon request of any CCSD Employee.
- 4. Students must stand in an orderly manner at the bus stop at least 5 minutes before the scheduled pick-up time. They may only approach the bus once the driver waves them over.
- 5. Students must wait for instructions (hand signals or otherwise) from the school bus driver every time they cross the street to board or exit the bus. Students must maintain eye contact with the driver and cross in full view. Students should never cross behind the bus.
- 6. At dismissal time, students must board the bus as soon as school is released; they may not loiter in the courtyard or on the sidewalk. Once on the bus, students may only depart with the approval of the administrator or a transportation employee.
- 7. Students must remain silent and still at all railroad crossings until the school bus ultimately crosses the railroad tracks.
- 8. Students must always remain seated properly unless directed by the school bus driver. (Bottom to bottom, Back-to-back). Middle school students will be assigned a seat. (High School will be at the driver’s discretion.)
- 9. Unnecessary noise is prohibited. Students must talk at a low level. Loud voices or devices can interfere with the safe operation of the school bus.
- 10. Students shall not use any electronic devices during the operation of a school bus that interfere with the communication equipment or the driver’s operation of the school bus. Cell phones, tablets, audible music, and game players may be used only with headphones or earbuds, provided they do not distract the driver or other students. Students must remove earbuds/headphones and put away electronic devices while boarding or exiting the bus. Students may not use any electronic device to take photos, use a webcam, or record video or audio while in a school board-provided vehicle.
- 11. Food, gum, or drinks should not be consumed or opened on the school bus due to allergic reactions and the possibility of choking. During months of extreme heat, with the approval of the school administrator and transportation, water can be consumed in a closed container with a screw-on lid.
- 12. Students must follow the CCSD dress code and not change clothes on the bus to or from school.
- 13. Name-calling, harassment, intimidation, touching, threats, and bullying are prohibited at the bus stop and on the school bus.
- 14. Obscene language and gestures are not permitted on the school bus.
- 15. Fighting, pretend fighting, roughhousing, or horseplay is prohibited.
- 16. Objects should not be thrown inside, outside, or around the school bus.
- 17. Destruction or defacing any part of the school bus is prohibited. The replacement cost will be at the expense of the parents/guardians.
- 18. Emergency doors, windows, roof hatches, and other equipment are to be used only under the direction of the school bus driver.
- 19. Students must always keep all body parts inside the school bus.
- 20. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces/devices as they may interfere with the operation of the school bus.
- 21. Weapons (or objects that look like or could be used as weapons) are not permitted at bus stops, on school buses, or on school grounds.
- 22. Student possession or use of tobacco, tobacco product substitutes (e.g., tobacco lookalikes), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes (e.g., electronic hookahs), vaping devices, or vaping cartridges is prohibited.
- 23. Objectionable and dangerous items are prohibited on the school bus. Examples: glass items, lighters/matches, animals, balloons, flowers/plants, skateboards, hoverboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, toys, objects that cannot easily fit in their book bags, projects that cannot fit on the student’s lap, or any other item of a questionable nature that might present a safety hazard.
- 24. Band instruments, sporting equipment, and school projects can be transported only if there is enough space for all students’ seating requirements. No item shall block the emergency exit or aisle at any time.
- 25. Students must only board and exit the school bus at their designated bus stop. The school must pre-approve alternate arrangements using a completed CCSD Bus Pass. Parents or guardians must submit a written request for a transportation bus stop or bus change to the school in advance. The CCSD Bus Pass must be given to the bus driver when boarding the school bus. (A Bus Pass can be denied if the school bus is at capacity, if the student has a history of bus behavior offenses, or if the student becomes an offender.)

Graduated Discipline Plan (Special Ed – HAVEN Program):
CCSD Student J-Policies take precedence over SRP

- ◆ 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>