

CARROLLTON CUSD #1 TRANSPORTATION HANDBOOK

2023-2024



The Carrollton CUSD#1 does not discriminate on the basis of race, color, national origin or disability.

Dear CCUSD#1 Families and Bus Drivers,

Welcome to the 2023-24 School Year! This handbook contains information regarding our district transportation policies and state transportation regulations. It is important that you become familiar with our transportation system to help ensure safe and efficient operations for our students and the staff of our district. We encourage your continued assistance and input as we transport our most precious commodity, our children.

Please note that we are continuing to have (3) in town pick-up and drop-off points to for students to utilize bus service to and from school each day. Pick up time will be between 7:45-8:00 daily; these three stops will be the first drop off points at the conclusion of the school each day.

Starting with the current school year, ALL PreK students will have door to door transportation regardless of whether your child lives within or outside of city limits. This is for both our half day and full day programs. To ensure the safety of all students, please make sure that you contact the school office if there are changes to your child's normal dismissal routine. Without a phone call or signed note, we will transport your child to their normal drop off location.

Please be aware that we will utilize a two-hour delayed start for students should the need to arise due to extreme conditions or short-term emergencies. We will also utilize emergency snow routes this year when appropriate – check the information in this handbook to identify changes that may occur to your child's bus schedule and route should these be implemented. Please feel free to contact your bus driver regarding your child/children, particularly during times of inclement weather. You can reach the bus garage directly at 942-5511.

Working together for our schools,

Mark A. Halwachs

Mark A. Halwachs, Superintendent

BUS SAFETY EXPECTATIONS

- Be respectful, responsible and safe. The following list of safety expectations will provide a basis for safe conduct as required by the State of Illinois. These expectations must be followed or students may lose their right to transportation. A report will be sent home by the school bus driver, through the building office, anytime there are behavior concerns on the bus. This includes reprimand, changing seats, or other actions by the driver to allow all students to ride the bus in a responsible, respectful and safe manner.

Students will:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, smart phones and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from

emergency exits.

7. Always listen to the driver's and/or bus monitor's instructions. Be courteous to the driver, bus monitor, and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

If the above expectations are thoroughly understood and followed by all concerned, the safety of all students traveling to and from school can be assured.

DELAYED START

Should the need arise due to extreme conditions or other short-term emergencies, Carrollton CUSD#1 may implement a Two-Hour Delayed Start procedure for all schools. A decision about any delayed start will be made and announced by 6:30AM. All delayed starts will be two-hour delayed starts. Carrollton CUSD#1 respects the rights of parents/guardians to make a decision regarding the attendance or late arrival of their children. A personal contact by the parent/guardian or a written note to the school principal will excuse a student's late arrival or absence during these conditions.

- **Students:** Students are expected to arrive two hours later than their regular start time.
- **Bus Pick Up Times:** Buses will pick up students at bus stops two hours later than regularly scheduled pick-up times. This includes programs not located in Carrollton. Buses will make every effort to be punctual, although traffic and road conditions may increase travel time.
- **Before School and Morning Programs:** All morning programs, practices, meetings or other activities scheduled prior to 11:00 AM by the school itself or the school district are cancelled. All Early Bird classes are also cancelled.
- **Drop Off and Arrival Times:** Parents/Guardians dropping off students, students who walk and students driving to school should arrive 2 hours after their regular arrival times. However, staff should be alert and prepared to provide supervision, if students arrive early.
- **Breakfast:** Breakfast will not be served on any day with a two-hour delayed start.
- **PreK Programs:** All morning (A.M.) Pre-K programs are cancelled when there is a two-hour delayed start schedule. All afternoon (P.M.) Pre-K programs will run on normal schedules.
- **School Schedules:** Unless specifically instructed by their principal, all students should report to wherever they would normally report at the start of the day for any Delayed Start Days. The schedule for the remainder of the day, should it be different than a regular day, will be communicated by the principal.
- **School Dismissal Times:** School dismissal times will remain on regular schedules, including bus drop-off times and parent pick-up times at schools.
- **Afternoon and Evening Programs and Activities:** All afternoon and evening programs will operate as normally scheduled unless announced otherwise.

EMERGENCY MEDICAL INFORMATION

The purpose of the form located in **Appendix A** is to give school bus drivers and/or emergency medical technicians information about children who have special needs or medical conditions. One copy of this form is kept in the nurse's office and another copy is kept on the student's school bus in a secure location for bus drivers and emergency medical technicians. If the emergency care of the student requires medication, the parent/guardian must file a *School Medical Authorization Form* with the school nurse.

EMERGENCY ROUTES

Emergency routes will be used when we have dangerous icing condition, an extreme amount of and/or drifting snow. The routes will be limited to main roads only. If the weather is threatening and you are unsure if the buses are going to run regular routes, please listen to messages from the Skylert phone system and/or local radio and television stations; please do not call the school.

The following procedures will be followed when emergency routes are used:

1. An announcement will be made through the Skylert Phone System, radio and/or TV stating the number of the emergency routes affected. In some cases some regular routes may be run and it will only be necessary to use one or two emergency routes.
2. Changes in regarding to your child's bus driver and bus number may occur.
3. In some cases two buses may travel the same road (For example: two buses come from Eldred to Carrollton. If you bring your children to Route 108 they may ride the first bus to come along.)
4. Parents/Guardians who bring their children to the main road **WILL BE EXPECTED TO MEET THEIR CHILDREN AT THE SAME PLACE IN THE EVENING** or arrange other transportation for them at that drop off point.
5. The bus will stop at all regular pick-up points that lie along the emergency route and all roads that meet the emergency route.

Emergency routes and approximate time schedules assigned to each route are listed below. In all cases buses will not leave the specific roads mentioned to travel side roads.

1. **ROUTE 108 EAST OF CARROLLTON AND PROVIDENCE ROAD**
 - Route begins at junction of 108 and Providence Road. Bus will arrive at starting point at 7:15 a.m. The bus will leave for Carrollton at 7:30 a.m. Bus will pick up along 108 to Carrollton.
2. **BLACKTOP NORTH OF ELDRED, ELDRED, AND EAST OF ELDRED**
 - Route begins at Eldred blacktop north and Haypress Road at 7:00. The bus continues on south to Eldred. The bus will arrive in Eldred at 7:15 a.m. Bus will pick up in Eldred along highway and at corner of Bluff Street and 108; the bus will leave Eldred for Carrollton at 7:30 a.m. The bus will pick up along Route 108 to Carrollton.
3. **WOODY ROAD AND ROUTE 67 SOUTH OF CARROLLTON**
 - Route begins at Woody at 7:00 a.m. Bus will leave Woody at 7:15 a.m. and travel to the first crossroads south of Macoupin Creek Bridge. At 7:30 a.m. the bus will leave that pick up point and travel back to Carrollton picking up along 67 on the way.
4. **BLACKTOP SOUTH OF ELDRED AND ELDRED**
 - Route begins at Spanky Bridge on blacktop. Bus will arrive at starting point at 7:00 a.m. Leave for Eldred at 7:10 a.m. Bus will arrive at Eldred at 7:30 a.m. The bus will pick up

along blacktop to Eldred. Bus will pick up students south of Eldred.

5. **ROUTE 67 NORTH OF CARROLLTON AND EAST TO BERDAN**

- Route begins at Berdan at 7:15 a.m. Bus leaves Berdan at 7:30 a.m. for Carrollton. Bus will pick up along 67 to Carrollton.

If you have any questions relevant to the above procedures, please call the bus garage at 942-5511.

IN TOWN PICK UP AND DROP SERVICE

Starting with the 2017-18 school year, three (3) in-town pick up and drop off locations will be available for students. Students can utilize bus service before school at the following locations:

- Carrollton City Park Pavilion on Walnut
- Corner of Maple Street and 9th Street
- Corner of 6th Street and Route 108

Students are to wait at the pavilion or on the sidewalk areas until the bus stops completed. AM pick up times will be between 7:45-8:00AM. After school, students will be the first locations to drop off students.

PREK ROUTES

Midday runs will transport **ALL** students participating in the Pre-Kindergarten program. Transportation will be provided from school to home for all students enrolled in the AM program; transportation will be provided from home to school for all students enrolled in the PM program.

ROADS TRAVELED

Buses will travel only public roads, such as state, county, township, and city streets. The only time private roads would be traveled would be for safety reasons.

ROUTE TIMES

- Bus routes vary as little as possible from year to year. When changes do occur, it is due to an overload on one bus or additions to the bus route.
- Bus route pick-up times will be given to you when you enroll in August. If you do not get them at this time, please call the bus garage at 942-5511, 8:00 a.m. - 11:00 a.m.
- The routes are timed so we can pick up your child as late as possible and still be to school on time.

BUS DRIVERS ARE REMINDED THAT NO STUDENTS ARE TO ARRIVE AT THE GRADE SCHOOL or HIGH SCHOOL PRIOR TO 7:45; THE SCHOOL DAY BEGINS AT THE BOTH THE GRADE SCHOOL AND HIGH SCHOOL AT 8:15AM. DISMISSAL TIME AT THE HIGH SCHOOL IS 3:15AM AND IS AT 3:20PM AT THE GRADE SCHOOL.

SCHOOL CLOSURE

School will be held each day as scheduled whenever possible; if no announcements are made, one should assume that school is in session. If a decision to close school is made, communication to families will begin as soon as possible. Announcements should be made between 6:00 a.m. and 7:30 a.m. each morning schools are to be closed. Notification will be done by using the Skylert system and by notifying local radio and television stations. If it becomes necessary to use emergency routes or a delayed start, the Skylert system, radio and TV stations will be utilized to make this announcement.

SEATING ARRANGEMENTS

- All students must sit in an assigned seat; no student is allowed to stand on the bus.
- Most buses have a 71 passenger capacity – which may be two to three students to each seat.

STATE ADMINISTRATIVE RULES

Rules related to the operation of a school bus are set forth in Title 23 Illinois Administrative Code, Subtitle A, Chapter I, paragraph 275, Subchapter h, Section 275.110.

1. School buses must be operated in accordance with all state statutes and rules of the State Board of Education and the Illinois Department of Transportation.
2. Each driver shall conform to the Illinois Department of Transportation's pre-trip inspection requirements.
3. The service door shall be closed at all times when the bus is in motion.
4. Windows shall not be lowered below the stop line painted on the body pillar.
5. The emergency door shall be unlocked but securely latched when the school bus is in operation.
6. The driver shall not leave the bus while the motor is running.
7. The gasoline tank shall not be filled while there are any persons on the bus or while the motor is running.
8. The school bus signs shall be displayed only when the bus is being used for official school transportation.
9. The required alternately flashing warning lights and stop arm shall be used only when stopping the bus to receive or discharge students.
10. The manufacturer's capacity for a bus shall not be exceeded.
11. All passengers shall be seated when the bus is in motion.
12. Students shall not be asked to leave the bus along the route for breach of discipline, nor shall they be asked to sit anywhere other than a seat for disciplinary reasons.
13. Gross disobedience or misconduct on the part of a student shall be reported to the proper school authority for appropriate disciplinary action.
14. The driver shall not back a bus at the school while students are in the vicinity unless a responsible person is present to guide the bus driver.
15. Loading: When children to be picked up must cross a roadway, the driver shall direct them to cross the road when it is safe to do so. Students shall be instructed to wait for the proper signal to cross the roadway when traffic conditions are such that they may go safely ahead of the bus.
16. The driver on a regular route shall not be expected to wait for a tardy student but may proceed on a timely route if the student is not in sight. The driver shall be seldom late and never early.
17. Unloading: At school, the bus shall be driven onto the school grounds to discharge pupils, or they should be discharged so they will not have to cross a street. At all discharge points where it is necessary for pupils to cross a roadway, the driver shall direct students to walk to a distance at least ten feet in front of the bus on the shoulder of the highway and to remain there until a signal is given by the bus driver for the student to cross.
18. The driver shall not allow a student to get off the bus at any place other than the student's designated discharge point unless permission is granted by the proper school official.
19. Except with the permission of school authorities, the driver shall transport no school children with animals. The animal must be properly confined at all times on the school bus.
20. The driver shall not permit a weapon or explosive of any kind on the bus.
21. In case of an accident or breakdown while the bus is transporting students, the first consideration shall be whether it is safer to evacuate or to leave the students on the bus.

22. All accidents shall be reported immediately to the appropriate school officials.
23. A complete copy of the Illinois Department of Transportation's "Motorist Report for Motor Vehicle Accident Form" (SR-1) shall be forwarded immediately to the regional superintendent in case of an accident.
24. When stalled on the highway or shoulder of the highway, the driver shall place appropriate signals as outlined in Ill. Rev. Stat. 1981, Ch. 95 1/2, par. 12-702.
25. The driver shall not smoke nor be under the influence of intoxicating beverages or drugs when operating a school bus.
26. The driver shall stop between 15 and 50 feet of the first rail of a railroad track.
 - While stopped, the driver shall open the service door, listen and look in both directions for any approaching train. When the driver determines that no train is approaching, the driver shall close the door, and then proceed completely across the grade crossing in low gear.
 - The driver shall not change gears while crossing the tracks.
 - The driver shall not use the alternately flashing warning signals or stop arm at railroad grade crossings.
27. The driver's seat belt shall always be properly fastened before putting the bus in motion.

STUDENT BUS PERMIT

Attached to this handbook is a bus permit form. Please complete and return to the school office. A copy will be maintained in the office and a copy will be provided the bus driver. The state requires us to keep these on file in the district's transportation office to verify our bus loads.

STUDENT BEHAVIOR

- School bus drivers must devote 100% of their time to driving the school bus and, therefore, should not be distracted by the conduct of passengers. Each year, millions of boys and girls are transported to and from school safely. This is only possible because they understand how to act on the school bus. Everyone has a responsibility in helping the driver maintain order.
- Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:
 - Prohibited student conduct as defined in the Student Behavior Policy
 - Willful injury or threat of injury to a bus driver or to another rider
 - Willful and/or repeated defacement of the bus
 - Repeated use of profanity
 - Repeated willful disobedience of the bus driver's or other supervisor's directives.
 - Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

STUDENT DROP OFF

- Students who ride the bus after school are to remain on the bus until they arrive at their designated pick-up point unless students have a bus permit or if their parents/guardians take them off the bus. The school bus driver is held personally responsible for each student until they arrive at the prearranged drop off point. The only exceptions are listed and described above.
- BUS PERMIT
 - To get off the bus at a different place than your regular drop point or ride a different bus, you will need a bus permit. To obtain a bus permit, a note signed by your parent/guardian

must be given to the building Principal. You will be issued a bus permit to ride the bus or be dropped off at a different place than your regular stop.

- If you obtain a bus permit, the drivers can drop you off at any of their regular stops; they are not allowed to stop any place other than the regular stops. However, drivers will let student off at any place as long as this is to a student's parents/guardians. This procedure is in place for each student's personal safety.
- In case of an early dismissal from school, school bus drivers have a standard operating procedure not to drop a child off the bus at his/her home unless the driver knows that someone is present in the home. As a matter of practice, bus drivers take children to neighbors, child-care providers, other family members and other such locations on the route when someone is not at the residence of the transported child. Since it is possible for a substitute driver to be driving the bus your child rides, the driver may not be aware of where to take your child. Although this situation is not the norm, it is important for you to designate a location that you wish your child to be taken in case of an early dismissal. Please complete and return the form found in **APPENDIX B** to the school office.

VIDEO CAMERAS USAGE

- Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.
- The content of the videotapes are student records and are subject to District policy and procedure concerning student school records. Only those people with a legitimate educational or administrative purpose: the Superintendent, Building Principal, Transportation Supervisor, bus driver, and sponsor, coach, or other supervisor may access the tape. If the content of a video tape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.
- Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the student behavior policy and shall reimburse the School District for any repairs or replacement necessary as a result of the tampering.

APPENDIX A:

CARROLLTON COMMUNITY UNIT SCHOOL DISTRICT NO. 1

(217)942-6913 High School

(217)942-6831 Grade School

**EMERGENCY MEDICAL INFORMATION FOR STUDENTS HAVING SPECIAL NEEDS OR
MEDICAL CONDITIONS WHO RIDE SCHOOL BUSES**

To be completed by the student's parent/guardian:

Student's Name: (Please Print)		Birth Date:
Parent/Guardian's Name:	Home Phone:	Cell Phone:
School:	Grade:	Teacher:
Physician's Name		Physician's Phone #:
My child's special needs are: <i>(list behavioral or communication challenges and required responses)</i>		
My child requires medication for: <i>(describe conditions and circumstances)</i>		
Medication and Where Kept	Dosage	Directions
Parent/Guardian Signature:		Date:

APPENDIX B:

CARROLLTON COMMUNITY UNIT SCHOOL DISTRICT NO. 1

(217)942-6913 High School

(217)942-6831 Grade School

To be completed by the student's parent/guardian:

STUDENT DROP OFF – EARLY DISMISSAL

In case of an early dismissal from school and you do not wish your child to be returned to your home, please complete the following (if at all possible, a location on your bus route):

Student Name:

Parent/Guardian Name:

Bus #: _____

In case of an early dismissal from school, I do not want my child to be returned to my home address. Please take the above named child to: *(List name, address and relationship.)*

Parent/Guardian Signature

Date: