



DONEGAL
School District
Transportation Manual

Transportation Manual

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GENERAL INFORMATION

The Donegal School District offers bus transportation for students living within the district borders according to policy. Students and parents/guardians should be aware of expectations and follow the bus rules summarized in this manual. By complying with these rules we can maximize the potential for a safe, pleasant bus experience for everyone.

Please take the time to review this manual and keep it as a reference when questions arise. If you have any concerns or questions, please contact your child’s building principal.

BUS GUIDE

Each school year, students are assigned to a bus and a bus stop. Bus drivers will only stop at designated and authorized bus stops as mandated by PA School Code. Bus stops and bus numbers assigned to students may only be changed with the permission of a school administrator.

Kindergarten and first graders are strongly encouraged to have a parent/guardian, or a designated responsible adult, visible to the bus driver when exiting the bus.

Each school bus is equipped with a video camera. Students and their parents/guardians agree that the students’ use of the school bus constitutes consent to the school administration to monitor the videos for disciplinary problems as well as safety-related concerns.

EMERGENCY MANAGEMENT PLAN

In the event of an accident, extended delay, or other emergency, school officials will make every attempt to notify all parents/guardians of students on affected buses. To assist the school district in this effort, **please be sure to keep a current contact number on file at your child's school.**

If a situation occurs due to a weather emergency, accident, or road construction, which prevents a bus from reaching the students assigned stops, every attempt will be made to drop students off at the closest possible alternate location. Parents/guardians will be notified of these changes when possible.

The safety of our students will receive the highest consideration in all decisions.

In the event of an emergency situation, the bus contractor and the school will make every attempt possible to contact parents/guardians by phone, district electronic alert system, or other means necessary for communication, including posting information on our website www.donegal.k12.pa.us.

Please be aware that during emergencies, we are working diligently to communicate with you, and when there are many incoming calls, it hinders the communication process.

BUS EVACUATION DRILLS

Two emergency drills will be conducted on school grounds during each school year. Each drill shall include the practice and instruction concerning the location, the use and operation of emergency exit doors and fire extinguishers, and the proper evacuation of buses in the event of fire or accident. Every student on the school bus must participate unless a doctor's note, specifying the reason for the student's inability to participate, is presented and approved by the school administration.

PARENT/GUARDIAN REQUEST FOR CHANGE IN TRANSPORTATION

Students will be picked up and discharged at the same regular location every day. This procedure helps maintain the safety of our students. A variation may occur if the change meets **all** of the following criteria:

- Requests must be submitted using the Request for Alternate Transportation Form, at least one (1) week in advance. This form can be found on the district's website or in any school office. Notes cannot be accepted by bus drivers.
- Changes in bus stops may be made only to existing bus stops provided there is adequate seating available on the affected bus.

If an emergency situation arises, contact your building principal to discuss the emergency situation.

Any changes to a student's transportation schedule, such as change of address or custody should be reported to the school office on the appropriate forms. Alternate transportation request

forms should be presented to the transportation coordinator at the district office. These forms can be found in the office of each school or on the district website.

STUDENT CONDUCT

The school bus is an extension of the school itself. Bus transportation is a **privilege**, and not a right, granted to students by board policy. Students shall be responsible for their behavior on the school bus. Misbehavior can result in the bus driver being distracted and such distraction could endanger the lives of all students being transported. Therefore, inappropriate behavior shall be reported, and disciplinary action shall be taken. Parents/guardians are requested to explain the importance of proper behavior on the bus to their child(ren). They also are expected to support disciplinary actions that are necessary to help their child change any inappropriate behavior. The primary responsibility of the bus driver is to transport students safely. While transporting students, the bus driver also has the responsibility of maintaining discipline on the bus. The driver shall follow approved procedures for dealing with inappropriate behavior by students riding the bus.

BUS EXPECTATIONS

- Obey the bus driver's instructions.
- Keep area clean.
- Remain seated in the assigned seat.
- Keep voices at a conversational level.
- Items carried on the bus must fit under the seat or in your lap.
- Bus windows shall be opened only with the driver's permission and students shall keep all body parts and objects inside the vehicle at all times.
- Use positive, appropriate language.
- Respect the property, rights, and safety of others.
- Refrain from bringing personal items of value on the bus.
- Electronic devices are permitted to be used if volume is set that only the person wearing them can hear.
- Students will be held accountable for their actions and behavior.
- Food and beverages may not be consumed on the bus.

BUS STOP EXPECTATIONS

- Students should arrive at their bus stop 5 minutes prior to the designated stop time.
- Students living on the opposite side of the roadway from where the bus discharges shall cross 10 feet in front of the bus to be visible to the driver. Students should wait until the bus comes to a complete stop, the red lights are activated, and all traffic has stopped before crossing.
- Students are to board and exit from their assigned bus only at their assigned stop.
- Students are expected to respect the property and safety of others.
- Students will be held accountable for their actions and behaviors. They are expected to follow the District's Code of Student Conduct.

VIOLATIONS OF BUS EXPECTATIONS

Violations of the above rules may result in suspension of bus riding privileges. The following procedure will be followed with violators:

- Drivers shall complete and submit a **Bus Conduct Report** to the principal for serious or repeat violations. The principal will take the appropriate disciplinary action and inform the parent/guardian of the incident.
- Repeat violations may result in a suspension of bus riding privileges.
- Serious and/or repeated violations may result in permanent suspension of bus riding privileges for the balance of the school year.
- Each incident will be evaluated on its own merit, relative to previous offenses.

PUBLIC & NON-PUBLIC UNSCHEDULED CHANGES

WGAL-TV Channel 8 will broadcast any changes in the normal operation of schools. In addition, the Donegal School District utilizes an alert messaging system via the telephone as an additional mode of communication during times of unscheduled changes. It is very important that families keep their contact information and phone numbers current with the school district.

TRANSPORTATION CONTACTS

**If there is a bussing problem, the first contact should be with the Durham Bus Company:
717-361-1816**

If you need further assistance, please contact your child's building administrator:

Donegal High School: 717-653-1871

Donegal Junior High School: 717-928-2902

Donegal Intermediate School: 717-426-1561

Donegal Primary School: 717-653-8812