



New Albany-Floyd County School Corporation Transportation Support Center

4202 Charlestown Road New Albany IN 47150

(812) 542-4707

transportation@nafcs.org

TRANSPORTATION GUIDELINES

1. Transportation is determined by a student's home address.
2. Students may be picked up and/or dropped off at their childcare address if capacity allows and: a) the childcare address is within the same boundary as the school zone/home address; and b) the childcare address is within the distance guidelines for transportation service and within the School Zone Boundary.
3. Students are allowed one pick up location and one drop off location every day. In other words, the morning address and the afternoon address can be different such as home in the morning and daycare in the afternoon. All stops must be within the boundaries of the school the student attends. In the interest of keeping our students safe, we can no longer accommodate complex schedules involving multiple locations. In the event an alternate schedule is needed, approvals through Building Level Administration and Transportation Administration with a 72 hour advance notice is required. Students must ride on their assigned bus, to their assigned stop. All stops are assigned by the Director of Transportation and/or designee. Bus drivers are not authorized to assign or change bus stops.
4. Stop locations may change periodically based on the student circumstances and physical conditions of the area served. Persons on the sex offender registry will dictate a stop relocation, placement, and/or deviation from policy.
5. Students must be at their assigned stop location ten (10) minutes before the scheduled pickup time. A flex window of time is warranted due to unforeseen circumstances.
6. Non-students, including parents, are not permitted on a school bus without explicit consent from school officials. Entering without permission constitutes criminal trespass, a class D Felony. (I.C. 35-43-2-2).
7. Bus stops shall be within .2 mile of a student's home for elementary and .3 mile of a student's home for middle and high school students unless circumstances warrant exceptions.
8. Buses will not enter cul-de-sacs, courts, and circles unless approved as a turn around by the Director of Transportation and/or designee.
9. Students (including Pre-School) who utilize SPED transportation must have a designated, responsible greeter (designated by parent/guardian) at the stop when the bus arrives to drop off. If the greeter is not at the stop when the bus arrives, the child may be taken back to the school. If the greeter is not at the bus stop for 3 or more days, transportation will be suspended for one week. Parents/Guardians must contact the transportation office at 812-542-4707 in order to set up transportation.
10. In order to preserve the safety and welfare of student riders, it is imperative that all students obey the rules of the bus, the bus driver, and the school. The bus is considered an extension of the school. All school rules apply. Not following the safety rules below may result in students being denied busing privileges and disciplined by school officials. Suspension from transportation is for all buses.



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WHILE WAITING FOR THE SCHOOL BUS/VEHICLE:

1. Arrive at your stop ten (10) minutes ahead of scheduled pick-up time.
2. Never run alongside the bus. Wait until the bus completely stops to board and the stop arm is extended. Students living on the opposite side of the road should wait on their side until the driver gives them an acceptable signal to cross in front of the bus.
3. Keep the roadway clear of materials, clothing, etc. **DO NOT PLAY IN THE ROAD.**
4. Students fighting, using profanity, or making obscene gestures to the public are subject to disciplinary action.

WHILE RIDING IN THE SCHOOL BUS/VEHICLE: (Violations are subject to disciplinary action)

1. Please obey the driver. The driver is in complete charge of the vehicle.
2. Please be seated immediately and remain seated while the vehicle is in motion. The driver will assign seats. Seat belts are expected to be worn if available. **DO NOT** vandalize the bus. *Note: PARENT/GUARDIAN WILL BE RESPONSIBLE FOR THE REPLACEMENT COST(S) FOR ANY DAMAGE TO THE VEHICLE. Similar to vandalism conducted at school sites.*
3. Students will ENTER and LEAVE the bus ONLY when it comes to a complete stop and the door has been opened by the driver. STUDENTS WILL NOT LEAVE BY THE EMERGENCY DOOR unless instructed by the driver.
4. For safety reasons, no objects will be placed in the aisle, emergency exits, or doorways. No large objects (including band instruments) that interfere with the seating of others will be taken on the vehicle. Animals, fireworks, cutting instruments, or loud electronic equipment are not allowed on the bus.
5. Loud, boisterous talking, screaming, yelling, and eating will not be allowed on the bus.
6. No weapons or items representing a weapon are allowed on a school bus.
7. Students shall not tamper with the emergency exits, fire extinguisher, or other safety equipment in the bus.
8. Students shall respect pedestrians and occupants of other vehicles. Students shall not shout, make obscene signs, use profanity, or throw objects from the bus windows.
9. Students shall not extend any body parts out of the bus.
10. Students shall not litter in the bus. Cans, bottles, cartons, etc., can cause falls.
11. Violations will be reported to the Director/Assistant Director of Transportation. Transportation will notify the Principal and/or Designee, who will determine the appropriate disciplinary action and notify parents.
12. Students are required to exit the bus at their regular stop unless the student provides the driver with a Bus Pass signed by the Principal or his/her designee.
13. Electronic monitoring/surveillance equipment is used on all buses.
14. For the safety of everyone, no eating or drinking is permitted on the bus.
15. Students may be disciplined when found to be in violation of any Guidelines, Handbook, School Board Policy or State Statute.