

# Cadillac Area Public Schools

## Transportation Guidelines

Dear Parent/Guardian:

The Michigan Department of Transportation and the Federal Government have many laws and regulations we must follow. The following are some guidelines on how the transportation department works and what is expected from parents/guardians and students.

- BUS STOPS
  - All new stops or changes must be authorized through the transportation department.
  - Please call ahead and allow up to 3 business days for transportation changes to take effect.
  - For students that seldom ride, a call to the transportation department is required for pick-up.
  - Students are required to be standing outside their bus stop 5 minutes prior to their scheduled pick-up time.
  - The bus does not wait for students who are not at the bus stop when the bus arrives for pick up.
  - To maintain the route schedule drivers are unable to wait for students at the bus stop more than 1 minute before they will proceed to the next stop on the route.
  - Parents are asked to be on time when meeting the bus.
  
- DELAYS
  - On inclement weather days, school may be delayed or cancelled due to weather. Delays or closings are posted on [vikingnet.org](http://vikingnet.org), TV 9&10, TV 7&4, local radio stations
  - To be included on the automated call list, please be sure your child's school has your current phone number and/or email address. The automated call will notify you via phone call, text, and/or email.
  - To determine your student's pick-up time on a delay morning, add the delay time to your normal pick-up time.
  - Drivers may be running earlier than normal on a delayed start due to the low number of riders. Please be prepared for early pick up on delay days.
  - Please do not call the transportation office before your student's bus is more than 10 minutes past the scheduled stop time. If the bus is more than 10 minutes late, an automated message will be sent to the phone number associated to each student on the route.
  
- MISSED THE BUS
  - If your child misses the bus, the bus is not able to come back.
  - Buses will not meet along the route for a student who missed their designated stop.

- If your child was missed and you believe the driver is at fault, please contact the Transportation Department.
- BUS RULES
  - Students who are granted the privilege of traveling to and from school by school bus must behave in a safe and appropriate manner while they are aboard the vehicle. Those who behave in an unsafe or inappropriate manner will lose this transportation service privilege, in accordance with the student discipline policy.
  - Parents or guardians of students who are provided transportation shall ensure that their child understands and follows the rules and regulations for riding the school bus. Parents or guardians are responsible for their student's safety from the time when the student leaves home up to the time when the student boards the bus in the morning and as soon as the student gets off the bus in the afternoon.
  - The school does not provide supervision at bus stops. Students that create problems at bus stops may be denied riding privileges.
  - All school rules and policies apply to students while they are on the bus.
  - Students must stay seated, facing forward and out of the aisle at all times.
  - Students are required to use appropriate language at appropriate volume at all times.
  - Show respect to the driver and other students at all times.
  - Drivers may assign seats to students on their bus at any time.
- GENERAL RULES
  - For students in GSRP, KDG and 1<sup>st</sup> grade, an approved adult or older sibling 5<sup>th</sup> grade or higher must be at the bus stop to receive the student.
  - If an approved person is not at the bus stop, the student will be taken to CAPS Clubhouse where their parent is required to pick them up (Childcare fees will apply.)
  - After three incidents of no approved person at the bus stop, a letter will be sent home notifying the parent that any further events will result in notification of the authorities.
- WRITE-UP PROCEDURES
  - Verbal Warning
  - First write-up: Parent notified by administrator by phone and/or writing.
  - Second write-up: Student is off the bus until a conference with administrator, bus driver, and parents.
  - Third write-up: Student off the bus a minimum of 20 school days.
  - Fourth write-up: Student off the bus the remainder of the school year.

Trixie Landers  
 Director of Transportation  
 Cadillac Area Public Schools  
 (231)876-5057