



19310 Ford Rd., Dearborn, MI 48128

## **Bus Transportation Policy and Forms**

### **Student Eligibility**

The Dearborn Academy provides round-trip transportation for students on a privileged basis. At any time depending on a student's behavior or exigent circumstances, the school administration at its discretion may determine the student ineligible to ride the bus. The Academy has made **SAFETY** the most important factor in transporting students, so it has created the following guidelines to help ensure proper and safe transportation.

- a. Students must complete a school transportation application and sign the waiver form. Space is limited to bus routes identified by the school and there will be a waiting list for those bus routes.
- b. Students who are not eligible under the distance criteria (within 2 miles of the school), or have transportation needs not met by pre-assigned routes, may be eligible to ride the bus as part of their educational program, or by application.

### **Space-Available Busing**

Parents may apply for transportation services for their student by submitting to The Dearborn Academy an Application for Transportation.

Eligibility and assignment of bus route is subject to change at any time during the school year, depending on the capacity of buses on existing routes and stops.

Students may apply for transportation services for medical conditions and special circumstances. Each situation will be carefully considered on a first-come first-serve basis.

Please call the school office at 313.982.1300 for more information or questions.

### **Busing Rules**

Safety is the most important factor in transporting students. The following information is offered to help make pupil transportation safe and successful.

The District reserves the right to change stops and routes when necessary. Parent cooperation is required to make sure students ride the buses to which they are assigned. This ensures that the school will know who is actually on a bus, that a student can be located in an emergency, that overcrowding is controlled, and that other potential problems can be prevented. Walking

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distances and bus routes may be adjusted temporarily, if necessary, by reason of unsafe or impassable roads, or other exigent circumstances.

1. Students are expected to be at their bus stop **at least five minutes prior** to their scheduled pick up time. This will allow time for the students to load the bus.

PARENTS/GUARDIANS ARE RESPONSIBLE FOR THEIR STUDENTS UNTIL THE BUS ARRIVES AND ARE RESPONSIBLE FOR THEIR STUDENTS WHEN THE BUS DROPS THEM OFF. IT IS THE PARENTS'/GUARDIANS' RESPONSIBILITY TO ENSURE THEIR STUDENTS ARRIVE HOME SAFELY FROM THE BUS STOPS/ROUTES.

2. By State law, students SHALL cross in front of the school bus, and are not allowed to cross 3 lanes of traffic. They will receive instruction on proper crossing procedures from bus drivers.

PARENTS/GUARDIANS WHO MEET STUDENTS AT THE STOP SHOULD SET THE EXAMPLE AND ALSO FOLLOW THIS IMPORTANT SAFETY RULE.

3. Bus passes are issued for ID purposes. Students must present their bus pass to the bus driver at all times in order to ride the bus to and from school.
4. Only Dearborn Academy students, and chaperones approved by the school building administrator, can ride the school bus during school sponsored events.
5. A school bus run is designed so that the driver can pick up the maximum amount of students in the shortest amount of time.
6. Our buses do not travel down dead end streets unless there is no other option. Sending a bus down these types of streets sometimes requires the bus to back up in order to get out. That is a potentially dangerous situation and one that the Michigan Department of Education advises against.
7. Bus stops are arranged so that whenever possible, right hand stops are made. This limits the number of children crossing the street. No child shall cross a main street without the authorization of a parent/guardian and the Academy's Transportation Department.

**PARENT RESPONSIBILITY:**

It is the parent/s responsibility to supervise their children at the bus stop/bus route.

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1. Support safe riding practices and reasonable discipline practices and model, teach and hold children accountable for appropriate behavior.
2. Make certain that their students arrive at the bus stop on time and be responsible for their students' behavior until the bus arrives. Parents/guardians are responsible for their students going to, from and at the bus stop.
3. Work with school personnel to reinforce appropriate bus rider behavior.
4. Have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival.
5. Support emergency evacuation drills and other emergency procedures as set by the School.
6. Respect the rights and privileges of others.
7. Become familiar with school transportation policies, regulations, and principles of school bus safety.
8. Show a photo ID when picking up students at other than regularly scheduled locations, when requested by transportation staff member.
9. When appropriate, special transportation requests regarding bus stops and routes can be made by parents/guardians. Such requests must be in writing and sent to the Transportation Director. The request should include detailed information describing the situation and the desired remedy, whenever possible.
10. Parent has to notify Transportation Department Supervisor if their child (ren) has a particular medical condition where he/she needs to carry medicine on the bus.
11. Parents need to develop an emergency plan for their children to help determine their responsibilities during pick up and drop off.
12. Ensure that payment is made for damages resulting from vandalism to the bus.

**STUDENT RESPONSIBILITY:**

1. To know the time and place where to board the bus.
2. To occupy the seat or area of the bus assigned by the driver.
3. To obey the rules and instructions of the driver.
4. To keep hands and head inside the bus at all times.
5. To keep the bus clean. No food may be eaten on the bus.

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6. No smoking at any time.

Unacceptable actions such as obscene language, or gestures, swearing, fighting, pushing, throwing objects inside or outside the bus, abusing the driver or other riders and/or the property of others, may result in the student being prohibited from riding the bus and disciplinary actions by the School Administration and/or School Board, which may lead to a suspension or expulsion.

**RESULTS OF MISBEHAVIOR:**

- First Offense:  
The principal will counsel the student, alert the parent, and consider other possible disciplinary action.
- Second Offense:  
The principal will notify the parent and mail a report that the student has been removed from the bus for three days.
- Third Offense:  
The student will be removed from the bus for the remainder of the school year.

**HEALTH ISSUES**

When transporting on the bus, passengers should refrain from using any aerosol spray, cologne, perfume or other items with strong odors while on the bus to accomodate passengers with health conditions.

**WEATHER CONSIDERATIONS**

If a severe weather or other emergency conditions may demand the closing school after the school day has begun and if the Superintendent or designee determines that school shall be closed, radio/TV stations as Local Fox 2 and Fox 4 channels will be notified. Additionally the school website will indicate closing(s). The notification will include the anticipated dismissal time. School students will be transported at indicated times.

I have read and agree to the guidelines written above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

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## TIPS FOR ALL MOTORISTS

- Slow down and obey all traffic laws and speed limits.
- Red overhead flashing lights, possibly accompanied by an extended stop arm, tell you the school bus is stopped to load or unload children. State law requires you to stop at least 20 feet from the front or rear of a school bus when red lights are flashing and not proceed until the school bus resumes motion or until signaled by the school bus driver to proceed.
- Be Alert and ready to stop. Prepare to stop for a school bus when overhead yellow lights are flashing. Drive with caution if you see the yellow hazard warning lights flashing on a moving or stopped bus. Watch for children walking in the street, especially where there are no sidewalks. Watch for children playing and gathering near bus stops. Watch for children arriving late for the bus, who may dart into the street without looking for traffic. When backing out of a driveway or leaving a garage, watch for children walking or biking to school.

## TIPS FOR PARENTS

- If your child rides a bus, have them at the bus stop five minutes prior to the buses arrival.
- Help your children learn and practice the safety rules for walking, bicycling, or riding in a car or bus. Be a good role model, especially when you are with your children. Always buckle up in your car, always wear a helmet when biking and always follow pedestrian rules.
- Supervise young children walking or biking to school or as they wait at the school bus stop.

## TIPS FOR EDUCATORS

- Teach young children the safety rules for walking, bicycling, or riding in a car or bus.
- Use free resources from the National Highway Traffic Safety Administration (NHTSA), such as *Kids, the School Bus and You* or NHTSA's safety series, *Getting to School Safely* series for free downloads and classroom handouts. Educators can find this information at the NHTSA web site: <http://www.nhtsa.dot.gov>.

## TIPS FOR STUDENTS

- If you ride a school bus, learn and practice the safety rules for waiting at the bus stop, getting on and off the bus, and riding the bus. If you walk to school, learn and practice the safety rules for pedestrians. Always cross at crosswalks or corner to corner. Obey all traffic lights or crossing guard instructions.
- Buckle up when you're riding in a car and ride in the back seat. It's the safest place for young people. Be a good role model for your younger brothers, sisters and friends and help them learn and practice safety rules.





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### **Dearborn Academy Parent Bus Transportation Waiver**

I, \_\_\_\_\_, the parent of \_\_\_\_\_ in grade \_\_\_\_\_  
hereby request bus transportation for my son/daughter for the academic  
year \_\_\_\_\_.

I hereby agree to hold harmless The Dearborn Academy, its volunteers and/or employees, and its owner and agents from any and all liability of whatsoever nature and injuries, sickness or other damages suffered by \_\_\_\_\_ during his/her transportation to and from the academy.

I agree to indemnify the Academy against any and all claims, demands, damages, costs, actions or causes of action which my child/children, parent, guardian, personal representatives and/or dependents may bring, make or have against the Academy of any matters above.

I authorize emergency medical treatment in the event of an accident. I understand that every reasonable effort to notify us will be taken upon learning of an accident and/or prior to rendering emergency treatment. In addition, I authorize The Dearborn Academy to release medical information that may be helpful for treatment.

By signing this form, I am agreeing to and understand The Dearborn Academy's Bus Policy and Waiver Form.

Parent Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Legal Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_



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## Dearborn Academy Bus Transportation Enrollment/Eligibility Form

(FORMS DUE TO TRANSPORTATION DEPARTMENT OFFICE BY SEPT.10)

Dearborn Academics Bus Transportation Student Registration Form			
Student's Information			
Name:	_____	Grade:	Student Age:
	Last Name      MI      Last Name	_____	_____
Address:	_____	Is this a new address? _____ Yes    _____ No Will your child be riding bus all year? _____ Yes    _____ No	
	Street #		
	_____		
	City                  State                  Zip Code		
Parent/Guardian Name:	_____	Home Phone:	Work/ Cell Phone:
	_____	_____	_____
***** Applying for free or reduced transportation due to : ___ Special Education    _____ Income Level    _____ Homeless    _____			
Please check your child's bus route and indicate the pickup and dropoff location: Bus Route: _____AM                  Bus Route: _____PM                  Pick up / Drop off Station _____			
<i>Please list all sibling here</i>			
First Student's Information			
Name:	_____	Grade:	Student Age:
	Last Name      MI      Last Name	_____	_____
Address:	_____	Is this a new address? _____ Yes    _____ No Will your child be riding bus all year? _____ Yes    _____ No	
	Street #		
	_____		
	City                  State                  Zip Code		
Parent/Guardian Name:	_____	Home Phone:	Work/ Cell Phone:
	_____	_____	_____
***** Applying for free or reduced transportation due to : ___ Special Education    _____ Income Level    _____ Homeless    _____			
Please check your child's bus route and indicate the pickup and dropoff location: Bus Route: _____AM                  Bus Route: _____PM                  Pick up / Drop off Station _____			
Second Student's Information			
Name:	_____	Grade:	Student Age:
	Last Name      MI      Last Name	_____	_____
Address:	_____	Is this a new address? _____ Yes    _____ No Will your child be riding bus all year? _____ Yes    _____ No	
	Street #		
	_____		
	City                  State                  Zip Code		
Parent/Guardian Name:	_____	Home Phone:	Work/ Cell Phone:
	_____	_____	_____

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<p>***** Applying for free or reduced transportation due to : <input type="checkbox"/> Special Education <input type="checkbox"/> Income Level <input type="checkbox"/> Homeless  <input type="checkbox"/> Other ( Provide a separate letter to explain need for transportation)</p>			
<p>Please check your child's bus route and indicate the pickup and dropoff location:          Bus Route: <input type="checkbox"/> AM <input type="checkbox"/> PM Pick up / Drop off Station _____</p>			
<p><b>Third Student's Information</b></p>			
Name:	_____ Last Name MI Last Name	Grade: _____	Student Age: _____
Address:	_____ Street # _____ City State Zip Code	Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No Will your child be riding bus all year? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parent/Guardian Name:	_____	Home Phone: _____	Work/ Cell Phone: _____
<p>***** Applying for free or reduced transportation due to : <input type="checkbox"/> Special Education <input type="checkbox"/> Income Level <input type="checkbox"/> Homeless <input type="checkbox"/></p>			
<p>Please check your child's bus route and indicate the pickup and dropoff location:          Bus Route: <input type="checkbox"/> AM <input type="checkbox"/> PM Pick up / Drop off Station _____</p>			
<p><b>Instruction for completing the form:</b></p>			
<ol style="list-style-type: none"> <li>1. Read these instructions and all attachments in the packet</li> <li>2. Print or type all entries in ink and sign at the bottom</li> <li>3. Complete an income disclosure form if applying for free or reduced bus service</li> <li>4. Provide a copy of the Foster Parent agreement if applying for bus service due to foster -parent status</li> <li>5. Provide a copy of the Individual Education Program (IEP) if applying for bus service due to f Special Education Needs</li> <li>6. Safest and closets to residence bus pick up and drop off stations will be assigned to children</li> </ol>			
<p>The academy does not supervise bus stops and is not responsible for the control and conduct of students at bus stops. Parents have the responsibility to supervise their students until they are safely on the school bus.</p>			
<p>A child must present his/ her full name to the bus driver/transportation assitant upon boarding the bus. Driver/ transportation assistant will verify student's eligibilty to ride the bus. Failure to register and or pay required transportation fees will result in denial of transportation.</p>			
Parent's/Guardian's Signature: _____		Date: _____	

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