

LPCS

# Bus Handbook

---

Lakewood Park Christian School

2024-2025



## Table of Contents

Role of the Bus Driver.....	2
Role of the Parent .....	3
Role of the Student .....	4
Role of the Administrator .....	4
School Bus Rules .....	5
Technology Acceptable Use Policy .....	6
School Bus Discipline Procedures .....	7
Designated Lakewood School Bus Stops .....	7
Daily/Weather Announcements .....	8
Financial Agreement .....	8
Bus Stop Maps .....	9
Busing Handbook Agreement .....	11

## Introduction

Lakewood is happy to continue our bussing program for the 2024-2025 school year! The purpose of this handbook is to give clear guidance, direction, and expectations for bussing administrators, bus drivers, parents, and students. We are happy to offer you this service and look forward to partnering with you this school year!



## Role of the Bus Driver

- ❖ Transport students to and from school safely to the best of their ability
- ❖ Fairly and consistently enforce bus rules and regulations
- ❖ Communicate bus issues to school administration
- ❖ Communicate any unexpected delays of the bus route to parents via the Remind communication system

---

## The Role of the Parent

- ❖ Ensure the student is at the bus stop and ready to board the bus at least 5 minutes prior to the scheduled bus arrival time; parents that are regularly late to the bus stop may have their child removed from the service
- ❖ During drop off, the bus driver will not be expected to wait at a drop site more than 5 minutes; students that don't have a ride will be brought back to the school; parents will need to pick them up there
- ❖ Wait with your student until the student has boarded the bus safely
- ❖ Parents may carpool, but the carpool driver is responsible to ensure all students in their carpool get to the bus when it arrives
- ❖ All parents will be issued a carline number; this must be clearly displayed in order to pick up the child
- ❖ Patiently wait for a bus that may be late due to traffic and other conditions
- ❖ Ensure their children's safety, well-being and conduct on the way to and from the bus stops and while at bus stops
- ❖ Aid in ensuring the conduct of their children is appropriate while riding the bus
- ❖ Cooperate with school personnel regarding the effective and safe transport of their children
- ❖ Contact the school when they observe unsafe conditions
- ❖ Refrain from boarding school buses or attempting to conference with the bus driver at school bus stops; please set up a conference with the Bus Program Coordinator

---

## Role of Student

- ❖ Walk 10-12 feet in front of the bus while attempting to board the bus
- ❖ Keep valuables at home, as LPCS and the bus driver cannot be held responsible for personal property brought on school buses
- ❖ Follow safety procedures and wear seatbelts when available
- ❖ Ride only the designated bus, and only enter and exit the bus safely at designated stops
- ❖ Obey rules and be courteous
- ❖ Always treat the bus driver and other riders with dignity and respect

## Role of the Administrator

- ❖ Oversee quality of the bussing program
- ❖ Communicate with bus driver and parents regarding inappropriate student behavior
- ❖ Communicate with bus driver and parents traffic delays or early dismissal schedules
- ❖ Assign and communicate student discipline

## Enrollment

- ❖ Students are enrolled on a first come, first served basis as signed bus agreements are turned in to the Bus Program Supervisor. In order to be considerate of the high demand for spaces, families may only enroll in either the North or South route. Once spots are full, families will be placed on a waiting list and contacted if a spot becomes available.

---

## Bus Rules

- ❖ Students are requested to arrive at their assigned bus stop at least 5 minutes before the bus is scheduled to arrive
- ❖ Students will wait in a location clear of traffic and away from the bus stop
- ❖ Behavior at the school bus stop must not threaten life, limb or property of any individual
- ❖ Once on the bus, students are requested to go directly to a seat (drivers are authorized to assign seats if necessary)
- ❖ Students must remain seated, keeping aisles and exits clear
- ❖ Students must not throw/pass objects on, from, or into the bus
- ❖ Carry-on items must fit under the seat in front of you, or be stored on the luggage rack
- ❖ Students are requested to board the bus at locations to which they have been assigned
- ❖ Students should keep heads, arms and other body parts inside the bus at all times
- ❖ Students may not use the emergency exit doors unless permission has been given by the bus driver and/or administrator in charge of the bus or in an emergency situation
- ❖ Students must remain quiet at all railroad crossings
- ❖ When getting on or off the bus, students must remain visible to the driver at all times
- ❖ The following is strictly prohibited on any bus: alcohol, drugs, tobacco, ammunition, animals, balloons, oversized objects or any other dangerous material or objects
- ❖ Students must follow bus driver directions and keep the bus clean

- ❖ Students must refrain from any destructive behavior
- ❖ Students must wait for the bus to come to a complete stop before attempting to get on or off the bus
- ❖ Student behavior expectations are consistent with those outlined in the school handbook

## Personal Digital Devices on School Busses

Lakewood currently holds an Acceptable Use policy, which can be found in the student-parent handbook. This also apply to technology use on school buses, the following highlight some of these procedures:

- ❖ Students have a limited right to, nor should they have an expectation of, device privacy while on the school bus
- ❖ Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded and the consent of Lakewood administration is strictly prohibited
- ❖ Cell phone conversations on the school bus are prohibited unless under the supervision of the bus driver
- ❖ Students bring personal devices to school at their own risk; the school will not be held responsible if a device is lost, stolen, or damaged, including those that have been confiscated
- ❖ If reasonable belief exists that a student has violated Lakewood's Acceptable Use Policy, the student's device may be inspected and/or confiscated; subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action as determined by the principal.
- ❖ Using functions on electronic devices in any manner that disrupts the school bus environment or violates the Acceptable Use Policy will be subject to disciplinary action

## Discipline Procedures

### Beyond Verbal Warning(s) by the Bus Driver

- ❖ 1st Offense: Parent contact by bus driver
- ❖ 2nd Offense: Warning given by administrator with disciplinary letter sent home
- ❖ 3rd Offense: 1-day bus suspension and parent phone call by administrator
- ❖ 4th Offense: 3-day bus suspension and parent conference
- ❖ 5th Offense: 10-day bus suspension and/or bus exclusion and parent conference
- ❖ 6th Offense: Bus exclusion

*\*Please note that in serious cases such as fighting, inappropriate device use, etc., students may immediately be suspended and/or excluded from the bussing program pending administrative discretion. For major offenses it is not required that the due process listed above must be applied in order of the steps given.*

## Designated Lakewood Bus Stops

### North Route (*NOT CURRENTLY OPERATING 8/5/24*):

- Love's Truck Stop/Fuel Station, Angola Exit-7:00 AM; 3:55 PM
- Waterloo Truck Stop, Waterloo Exit-7:20 AM; 3:36 PM

### South Route (including AM only times):

- Shell Gas Station/Burger King, Dupont Exit-7:10 AM; 3:45 PM
- Shell Gas Station/Menards Exit 305-A, Illinois Rd-6:53 AM; 4:05 PM



---

## Daily/Weather Announcements

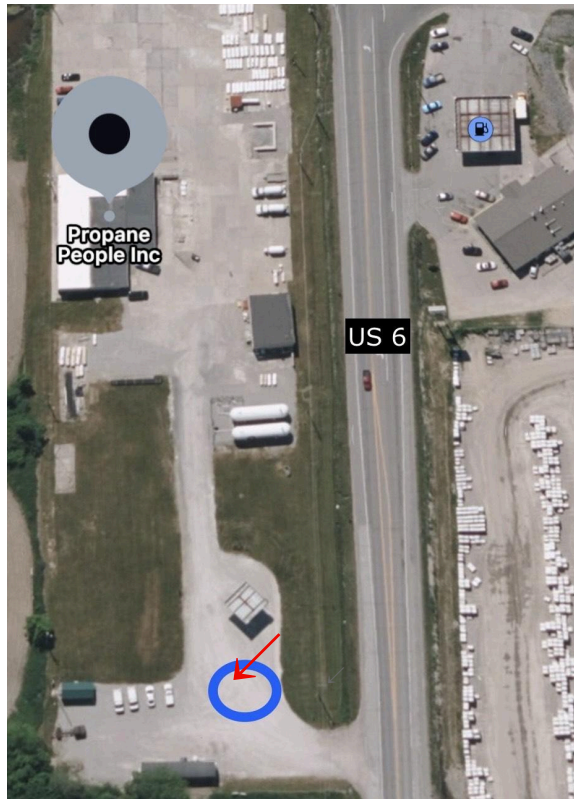
- ❖ The bus will run at the same time daily, including Mondays
- ❖ An attempt will be made to regularly call all delays prior to 6:30 AM, when the bus route begins.
- ❖ In the event of a 2-hour delay, the bus routes will continue to operate at a rate exactly 2-hours past the normally scheduled time.
- ❖ In the event of an unexpected delay to the bus route, a message will be sent out via the Remind communication service. New families will receive an email with instructions for signing up for Remind.

## Financial Agreement

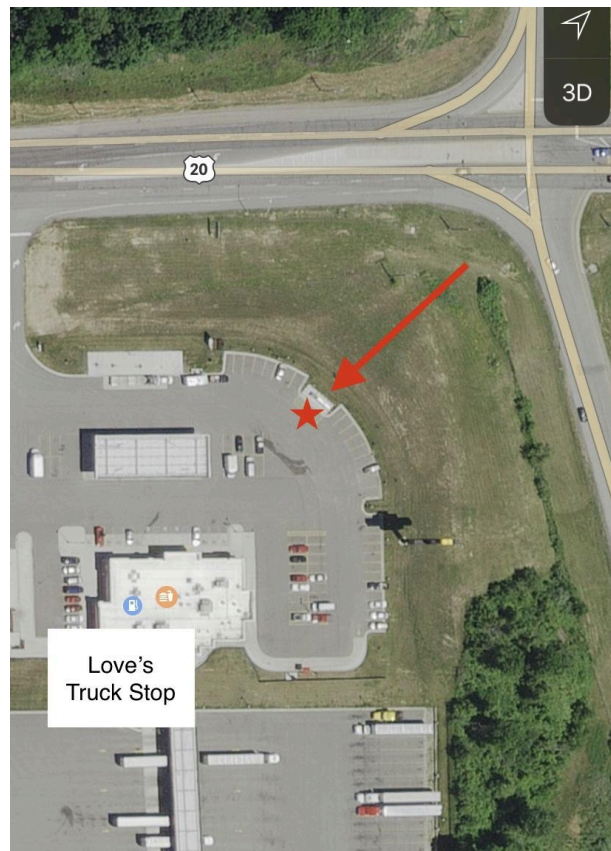
- ❖ Participants will pay \$120/month, per child; South AM only: \$70/child
- ❖ Families will be billed on a monthly basis. Fees are not prorated.
- ❖ Charges will be facilitated through FACTS Tuition Management on the 10th of each month. The creation of the FACTS plan is required prior to the student using any bus services.
- ❖ A \$10 fee will apply for any one-time bus use that may be needed. Families should contact the front office or the Bus Program Coordinator no more than one day in advance in order to request that spot. Please note that this use is subject to available space on the bus.
- ❖ If you would like to discontinue the bus program, you must notify the Bus Program Coordinator two weeks in advance.
- ❖ A late fee of \$10 will be assessed if full payment is not received after a ten day grace period. Nonpayment by the end of the second month will result in the service being denied until the balance owed is paid.

North Route

Waterloo Stop:

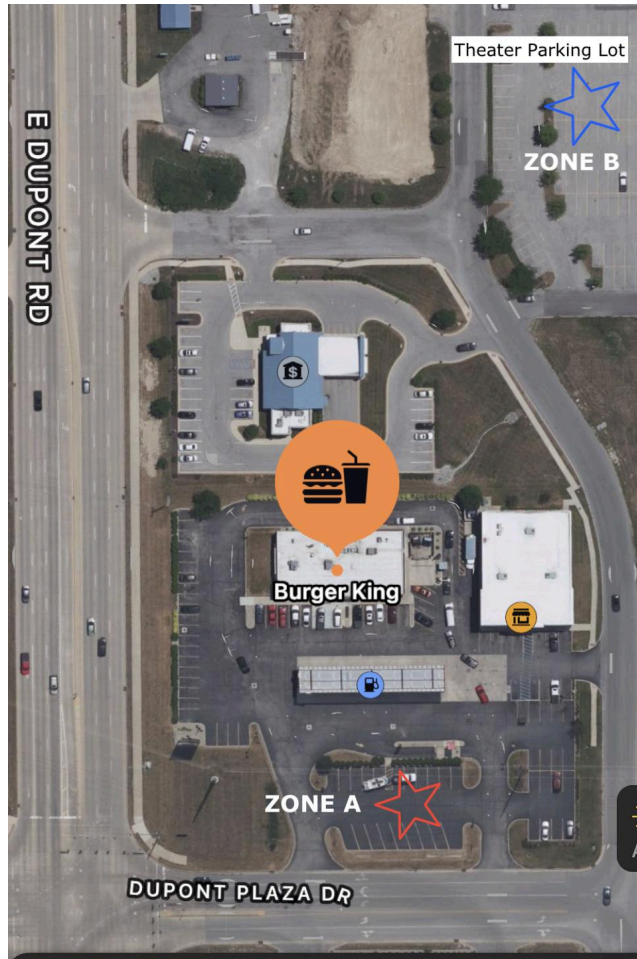


Angola Stop:

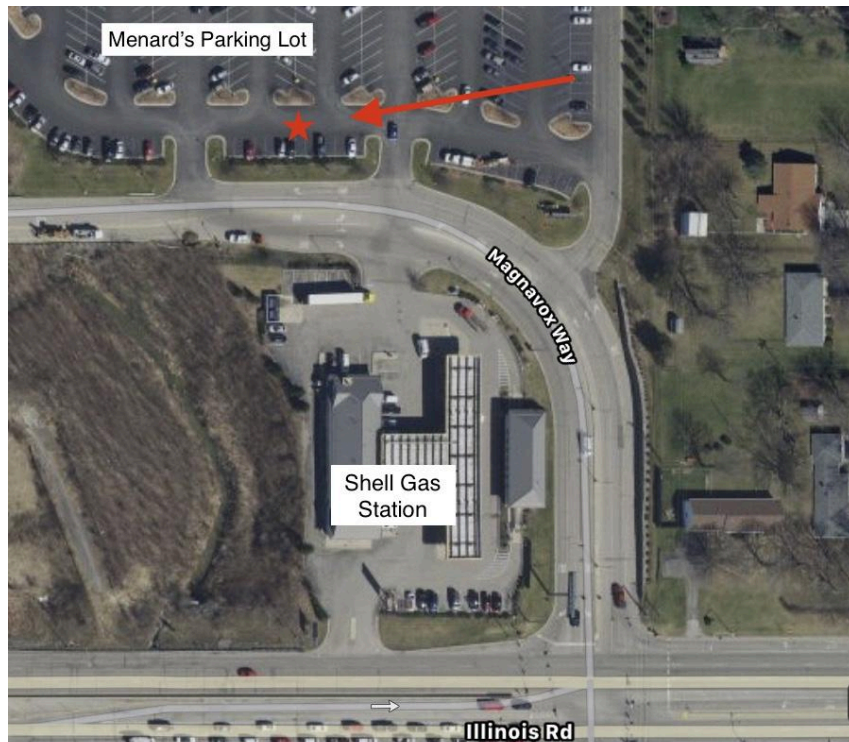


South Route

Dupont Stop:



Illinois Rd Stop:





# Bus Handbook Agreement

By signing below, I acknowledge that I have read and commit to the requirements and guidelines set forth in this handbook. I understand and agree that my student will be held accountable for the rules in this book. Furthermore, I fully understand using the Lakewood Park Christian School bussing program is a privilege, not a right. I understand that failure to obey handbook policies or make payments for using the bussing program can lead to a discontinuation of the bussing program for my child.

\_\_\_\_\_  
Student Name (If more than one student, list first names then put last name at the end)

\_\_\_\_\_  
Parent or Guardian Printed Name

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Bus Route-circle one: **North**, **South**, **South (AM only)** Stop Location: \_\_\_\_\_

Please list all persons who are authorized to pick up your child from the bus stop. Your child will not be released to anyone without a carline tag who is not on this list:

NAME	RELATION TO CHILD

Please check this box if you would be interested in carpooling and give permission for us to share your contact info with other families should you be placed on a waitlist