



2017-2018

Transportation Application Packet



TRANSPORTATION GUIDELINES

PLEASE READ THE ENTIRE TRANSPORTATION PACKET AND RETURN THE SIGNED APPLICATION AND CODE OF CONDUCT

1. Students in PK – Kindergarten are not permitted to ride the school bus.
2. Students in 1st – 3rd grade may ride the bus if they have an older sibling on the same route.
3. All students must apply for bus transportation in order to ride the school bus (school enrollment does not guarantee transportation).
4. Your child must be registered at Gateway Charter Academy and with the Transportation Department under the same name.
5. **There is limited space available. This form will not guarantee you a space for bus transportation (you will be notified bus assignment).**
6. **Fill out one separate application for each child applying for bus transportation.**
7. Your child will be assigned to the safest stop for your residence. **Your child must ride am and pm consistently to and from school.**
8. School pictures are required for use on your student's bus ID/pass. Students will not be allowed to ride the bus without a school ID/bus pass.
9. Parents are advised that the District does not supervise bus stops and the District is not responsible for the control and conduct of students at the bus stops. Parents are encouraged to supervise their child until they are safely aboard the school bus.
10. **Lost or stolen ID/passes will be replaced upon the payment of a \$5.00 service charge.** The service charge is non-refundable.
11. **It is the responsibility of a parent/guardian to update any changes to personal information. (i.e. phone number, new address)**
12. If student(s) move from address on file, the Transportation Department must be informed immediately. Student(s) cannot transfer to another route without the approval of the Transportation Department.
13. The route time is approximate and students will need to arrive at the bus stop at least five (5) minutes before scheduled time.
14. Students must be on the bus stop when the bus arrives or students may be left behind.
15. It is the responsibility of a parent/guardian to provide transportation to school if a child misses the bus.
16. **Gateway does not provide one-way transportation.**
17. **Students participating in athletics must be on the coaches list provided to drivers.**
18. **Students attending tutoring must show drivers tutoring pass**
19. **Please select the stop closest to your home from the BUS ROUTE SCHEDULE-or application will not be processed.**
20. **All forms that require signature MUST be returned before application will be processed. Incomplete forms will not be processed.**

GENERAL INFORMATION

WHICH BUS TO BOARD

Students may only ride the bus to which you have been assigned. Riding an unassigned bus, boarding or leaving a bus at an unassigned stop is not permitted without proper dual stop authorization.

LEAVING THE BUS AFTER BOARDING AT A SCHOOL SITE

Once a student has boarded the school bus at a school site, he or she may not leave the bus unless escorted by a school official.

SCHOOL BUS DEPARTURES

For the safety of all students and to avoid children chasing after a moving bus, once a school bus has departed from the curb, at either the school site or bus stop, the driver is not permitted to stop the bus to board late students. Students must be at the bus stop at least five minutes before departure time. Student(s) should not wait until the bus get to the bus stop to unload from the car or walk out of their home.

WHEN THE BUS DOES NOT SHOW UP ON TIME

If you are reasonably sure that the delay is not due to weather conditions, please allow at least 15 minutes before leaving the bus stop. School buses have to endure the same rush hour traffic conditions that plague commuters. A traffic snarl, traffic accident, minimum days or a longer than scheduled loading at a previous school bus stop can easily throw your bus 10-15 minutes off schedule.

- Gateway Charter Academy uses our school mass call out system and website to notify parents if busses are delayed. Please ensure we have a current phone number at all times.
- **Busses may run late due to delayed traffic or inclement weather conditions**
- **Please allow a 15 minute grace period during foggy or bad weather conditions. If your bus still has not arrived, you may call the Transportation Department at (214)375-1921.** Please be patient and don't worry—the school will be notified of the late arrival.

TWO-WAY COMMUNICATION

For student safety and route control each bus driver is equipped with a cell phone. The Transportation Department has communication with each bus on its scheduled runs.

If there is a problem, such as a late bus or perhaps a student riding the wrong bus, the Transportation Department will be able to contact the bus and make the necessary corrections.

FOOD AND BEVERAGES

Students are not permitted to eat or drink on the school busses at anytime. Students not following these guidelines will receive consequences as outlined in the bus code of conduct.

LOST ITEMS ON BUSES

If a driver finds a lost item on a bus, they will attempt to return the item to the student the same day, as we do not have a Lost & Found. All lost items will be turned into the campus administrators.

FIELD TRIPS

General rules of conduct is applicable to regular home-to-school/school-to-home transportation also apply

to educational, athletic and other trips. A faculty member or parent is required on each bus for each field trip.

ATHLETIC BUS TRIPS

Conduct and behavior are to remain the same as on a home-to-school/school-to-home ride. While teachers and chaperones are expected to maintain appropriate conduct of the students, the bus driver is the ultimate authority aboard the bus at all times.

Regardless of materials, cleats may not be worn aboard buses and must be replaced with appropriate foot coverings.

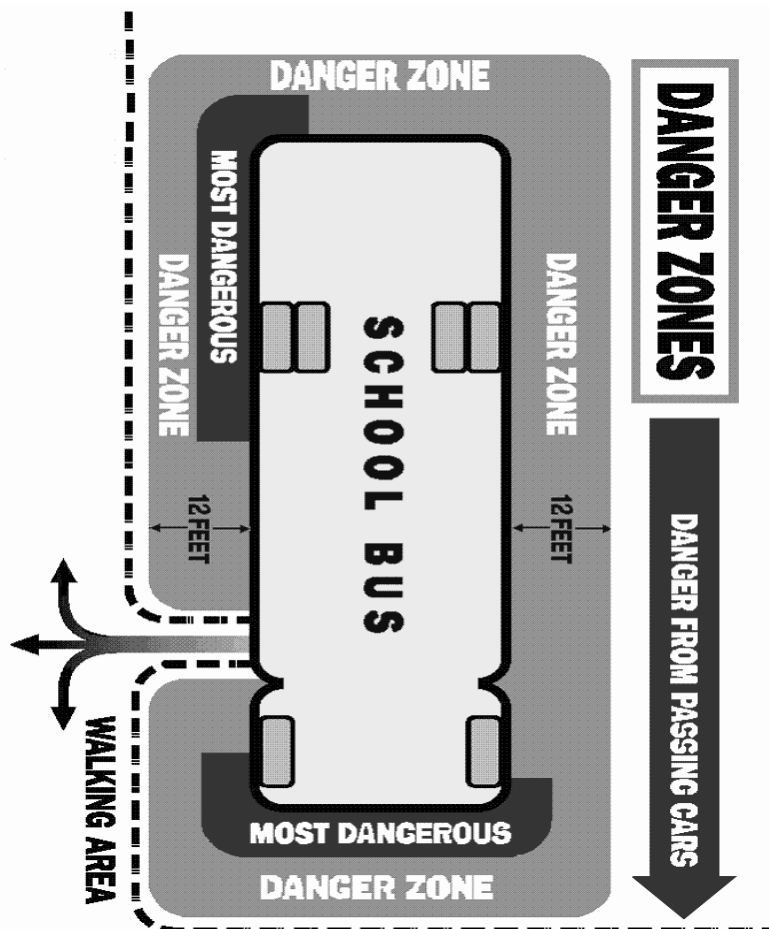
No food, drinks, gum, candy, sunflower seeds, etc. are to be brought aboard the buses.

Dangerous objects, such as starting guns, shot puts and other loose projectiles will only be transported if the items can be safely stored either in a baggage or stowed within a seating compartment. Other equipment must be loaded so as not to protrude into exit areas, the aisle or step well of the bus. Items cannot be transported in the aisles or be carried where they could block an emergency exit.

STUDENT SAFETY AROUND THE SCHOOL BUS

Please review the following safety diagram and the Pedestrian Safety Rules on page 7 with your child, so that he or she is aware of the dangerous blind spots around a school bus, how to walk safely to the school bus stop, and how to safely cross the street with the assistance of the school bus driver.

DANGER ZONES:



PEDESTRIAN SAFETY RULES

1. Cross only at street corners, so that drivers can see you.
2. Always use across walk when available, but make sure the traffic sees you and has stopped before stepping off the curb.
3. At intersections with traffic signals, use the push button when possible and cross when the WALK signal is displayed.
4. Look in all directions for cars, pedestrians and bicycles before crossing.
5. While crossing, watch for cars that are turning left or right who may not see you.
6. Never cross the street from between parked cars—drivers can't see you.
7. Walk on the sidewalk, or if there are no sidewalks, on the left side of the road facing traffic, so you can see oncoming traffic.
8. Wear or carry something white at night to help drivers see you.
9. Always walk in an orderly manner and avoid running, pushing and playing near streets and vehicles.

SCHOOL BUS SAFETY RULES

We have adopted the format of the six pillars from the Character Counts Program to define the behavior we expect from students on school buses. Please take the time to review these rules with your student(s) and impart to them the safety issues behind each of these expectations and how important it is for them to not distract the school bus driver while the bus is in motion. We consider the safety of your student(s) on our school buses to be our most important responsibility.

TRUSTWORTHINESS Be honest • don't deceive, cheat or steal • be reliable—do what you say you'll do • Have the courage to do the right thing • Build a good reputation • be loyal—stand by your family, friends, school and country

- Follow the school bus driver's instructions at all times. Seating may be assigned.
- ☑ Show the driver your bus ID/pass, as you board the bus.
- ☑ Bus ID/passes are the property of the student that purchase and may not be used by other students.

RESPECT Treat others with respect—follow the Golden Rule • be tolerant of differences • Use good manners, not bad language • be considerate of the feelings of others • don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

- ☑ Show respect to the driver and your fellow students.
- ☑ Harassment, profanity, vulgarity or obscene gestures will not be tolerated.

RESPONSIBILITY Do what you are supposed to do • Persevere—keep on trying! • Always do your best • Use self-control • be self-disciplined • Think before you act—consider the consequences • be accountable for your choices

- ☑ Emergency exits or driver controls are only to be used in an emergency.
- ☑ Non-high school students must be delivered to their assigned bus stop or released to a school administrator.
- ☑ Non-high school riders must have a Request for Dual Stop form on file, to use a different bus stop.

FAIRNESS Play by the rules • Take turns and share • be open-minded; listen to others • don't take advantage of others • don't blame others carelessly

- ☒ Behave in an orderly manner while waiting for the school bus.
- ☒ When the bus approaches stay back 12 feet, with bus ID/pass.
- ☒ Enter the bus and take your seat in an orderly manner.
- ☒ Remain properly seated, facing forward, keeping your hands to yourself.
- ☒ Talk quietly, making no noise that would distract the driver or disturb others.
- ☒ Wait until the bus is completely stopped, and the brake is set, before standing.
- ☒ Depart the bus in an orderly manner.
- If crossing, follow the driver's instructions.

CARING Be kind • be compassionate and show you care • Express gratitude • Forgive others • Help people in need

- Take pride in your school bus—keep it safe and clean.
- ☒ Do not damage seats or equipment.
- ☒ Eating, drinking, gum or tobacco chewing, spitting and smoking are not permitted. Animals, birds, reptiles, fish, insects, breakable containers, hazardous materials, weapons or any unsafe object, such as balloons, that have the potential to distract or block the visibility of the driver will not be transported.

CITIZENSHIP Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

- ☒ Students must be fully attired, including shoes; no spiked or cleated shoes.
- ☒ No intimate behavior of any kind is allowed on the school bus.
- ☒ All parts of the body must be kept inside the bus. Objects shall not be thrown inside or from the school bus.

SAFETY AND CONDUCT VIOLATION CONSEQUENCES

Violation of the posted rules and regulations may result in the loss of bus-riding privileges. A student who rides the bus in the Gateway Charter Academy School District is disciplined in accordance with the statutes of Texas Education Agency, and will be subject to disciplinary actions for violation of any of the rules of student discipline outlined in the Gateway Charter Academy School District Student Handbook.

Disciplinarians shall normally apply progressive discipline procedures with:

- 1. The first offense, a warning to the student and contact parent**
- 2. The second offense, five (5) school days of bus-riding suspension**
- 3. The third offense, suspension from the bus for the remainder of the school year**

However, disciplinarians shall have the latitude to increase or decrease the normal corrective measure, within reason, considering the student's age, frequency and severity of offense, and other patterns of behavior. In cases where the disciplinarian determines that the student's behavior causes a danger to persons or property, the student may be immediately suspended from ridership.

BUS ID/PASS VIOLATIONS

The following standards of progressive actions regarding abuse/misuse of school bus ridership privileges are established, and are separate from other disciplinary measures:

1. Forgotten or Lost ID/Pass:

- a. First Offense: A warning shall be issued and parent contacted.
- b. Second Offense: Bus privileges shall be suspended until ID/Pass is retrieved.
- c. Third Offense: Bus privileges shall be suspended for the remainder of the school year.

2. Using, or attempting to use a stolen, found or forged ID/pass or a fake ID/pass, borrowing a bus ID/pass or altering one's own temporary or permanent ID/pass:

- a. First Offense: The ID/pass will be confiscated and retained in the Transportation Office until a meeting is scheduled with the parent/guardian and the student in order to resume bus ridership.
- b. Second Offense: Bus privileges shall be suspended for the remainder of the school year.

3. Loaning a bus ID/pass:

- a. First Offense: The ID/pass will be confiscated and retained in the Transportation Office until a parent and the student make an appointment to reclaim the pass. A warning shall be issued.
- b. Second Offense: Bus riding privileges shall be suspended for the remainder of the school year.

Possession of any ID/pass, not the property of the possessor, shall constitute prima facie evidence of improper possession. Use or attempt to use the ID/pass shall be reason to exercise disciplinary measures as in paragraph 2 or 3 above.

Singing Hills		
Driver: Ms. Proctor		
1	Flag Staff @ Mhaila	6:46 AM
2	Teagues @Khan	6:54 AM
3	Singing Hills Recreation	6:58 AM
4	Old OX @ Tesla	7:07 AM
5	Laura @ Balalaika	7:02 AM
6	Balalaika @Quartet	7:03 AM
7	Lazy River @ Wagon Wheel	7:08 AM
8	Singing Hills @Redbird	7:11 AM
9	Concerto @Lazy River	7:13 AM
10	Grazzy Ridge @Pengiun	7:15 AM

Highland Hills		
Driver: Mr. Irvin		
1	135 N Service Rd @ Cliff Height	6:50 AM
2	Camp Wisdom @ Rosemont Apt (Mission Trails)	6:54 AM
3	Howard Payne @ Amber	6:59 AM
4	Highland Hills @BonnieView	7:15 AM
5	Simpson Sturat @ Homes of Persimmons	7:21 AM
6	Simpson Stuart @ Champion Homes	7:25 AM

Boys & Girls Club		
Ms. Rodgers		
1	Highland Hills @ Moonstone	6:55 AM
2	Tioga @ Strawberry Trail	7:03 AM
3	Tioga @ Cool Morning (Alley)	7:07 AM
4	Alta Mesa @ Leaning Oaks	7:13 AM
5	Pace Setter @ Hidden Trail	7:17 AM
6	Pace Setter @ Strawberry Trail	7:21 AM
7	Pace Setter @ Bonnie View	7:25 AM

Oak Cliff		
Driver: Ms. Lewis		
1	Ann Arbor @ Malden Ln	6:10 AM
2	Ewing @ 15th Street	6:20 AM
3	Fair Shop @ Village Fiar	6:30 AM
4	Ledbetter @ Hampton (Rent-A-Center)	6:40 AM
5	Bain Bridge @ Bronco	6:48 AM
6	Bain Bridge @ Kirnwood	6:49 AM
7	Racine @ Havenwood	7:00 AM
8	Racine @ Fairwood	7:01 AM
9	Camp Wisdom @ Brierfield	7:06 AM

Pleasant Grove		
Driver: Mr. Wooten		
1	2020 Master Rd	6:25 AM
2	Bruton Rd @ Prairie Creek Gas Station	6:30 AM
3	2023 Hil Burn	6:35 AM
4	Loop 12 @ Creek Cove	6:45 AM
5	Loop 12 @ Wade Worth	6:50 AM
6	Loop 12 @ Bonnie View (Rosemont Apt)	6:52 AM
7	Loop 12 @ Sunnyvale (Prince Hall Apts)	6:54 AM
8	Sunnyvale @ Marfa	6:57 AM

Lancaster		
Driver: Ms. McKinney		
1	431 Morning Star	6:41 AM
2	Houston School Rd @ Rosemont Apts	6:52 AM
3	Pleasant Run @ Minyard (Parking Lot)	7:04 AM
4	Prescott @ Alicia	7:06 AM
5	Linda @ Don Lee	7:07 AM
6	Verona @ Wintergreen	7:10 AM
7	Amber Wave @ Candle	7:13 AM
8	Ames @ Swift Fox	7:17 AM
9	Monticello @ Manchester	7:19 AM



APPLICATION FOR SCHOOL TRANSPORTATION

Is this your student's first year enrolled with Gateway Charter Academy? Yes No

SECTION 1 - Route Information

Please select one (1) route and indicate which stop you need

Route	Stop	Route	Stop	Route	Stop
<input type="checkbox"/> Boys & Girls Club		<input type="checkbox"/> Highland Hills		<input type="checkbox"/> Lancaster	
<input type="checkbox"/> Oak Cliff		<input type="checkbox"/> Pleasant Grove		<input type="checkbox"/> Singing Hills	

PLEASE PRINT CLEARLY		
Student Last Name	First Name	MI
Birth Day - mm/dd/yyyy	<input type="checkbox"/> Male <input type="checkbox"/> Female	Grade
Primary Parent/Guardian Name		Primary Phone #
Primary Residence Street Address		Alternate Phone #
City	Zip	
Parent/Guardian email		
Mailing Address if different from above		
<input type="checkbox"/> Please check if address has changed <input type="checkbox"/> I'm requesting a dual stop (complete Section 2)		

SECTION 2 - DUAL STOP Request - only complete if needed

Please select one (1) route and indicate which stop you need

Route	Stop	Route	Stop	Route	Stop
<input type="checkbox"/> Boys & Girls Club		<input type="checkbox"/> Highland Hills		<input type="checkbox"/> Lancaster	
<input type="checkbox"/> Oak Cliff		<input type="checkbox"/> Pleasant Grove		<input type="checkbox"/> Singing Hills	

<i>To accommodate students with a need for consistent transportation to or from a secondary address, the Transportation Department may assign dual stops. Stop assignment is determined by the safest stop for the student's address. Assignment of dual stops is subject to approval by the transportation department. Please indicate your child's secondary parent/guardian information below:</i>		
Secondary Parent/Guardian Name	Primary Phone #	
Residence Street Address	City	Zip
Parent/Guardian email		

By signing below, you agree that the above information is true and accurate.

Parent/Guardian Printed Name

Signature

Date

Transportation Code of Conduct and Rider's Agreement

Transportation is provided for students who live at least two (2) miles or more from their campus or located in a designated hazardous traffic area. Students must ride consistently to and from school.

Gateway Charter Academy does not provide one-way transportation. An application must be on file with the transportation department before students are assigned to a bus route. Students are not allowed to ride to or from school with friends.

Students being transported in school-owned vehicles must comply with the Student Code of Conduct located in the Student Handbook. Any student failing to comply with the rules of conduct may be subject to disciplinary action and/or termination of transportation services. School provided transportation is a privilege extended to our families and is not a guaranteed service. Students who are assigned to Out-of-School Suspension forfeit their bus riding privileges.

The following guidelines and procedures apply to all students receiving transportation in addition to the guidelines set our Student Code of Conduct:

1. PK – Kindergarten students are not permitted to use school transportation.
2. Bus Riders in grades 1st – 3rd grade must have an accompanying older sibling/relative at all times. If the older sibling/relative does not attend school or has athletic practice arrangements must be made for the younger sibling. Siblings are not permitted to handout unsupervised on either campus.
3. Students shall follow the driver's directives at all times. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with the driver.
4. Students must stay in their assigned seat and face forward at all times until the bus comes to a complete stop. Changing seat assignments or laying in seats is prohibited.
5. Students shall keep books, feet, and other objects out of the aisles.
6. Students shall keep arms, hands, legs, or other object inside the bus window. **Hanging out of the window will result in an automatic suspension of riding privileges along with a mandatory parent meeting.**
7. Students shall respect school property by not marking the bus, cutting seats, or making scratches to any parts of the bus. If students cause damage to school property the parents will be held liable for the cost of repair or replacement. **Destruction of transportation property will result in immediate termination of transportation services.**
8. Students shall not smoke or use any form of tobacco on the school bus – violation will result in automatic suspension from transportation service and a mandatory parent meeting.
9. Unruly conduct, including but not limited to the vulgar or profane language or gestures, bullying, scuffling, fighting, are strictly forbidden. **Violation may result in immediately suspension of transportation services and a mandatory parent meeting.**
10. Upon departing the bus, students will wait for the driver's signal before crossing in front of the school bus.
11. Students are not permitted to eat or drink on the school bus at any time.
12. It is the responsibility of the parent/guardian to provide transportation to or from school if a student misses the bus.
13. Students must be at the designated afternoon bus pick up and board the bus immediately. Once the doors of the bus close for pull-out, the driver will not allow entry on the bus.

14. The bus may be equipped with audio/video observation for safety purposes.
15. Students may not refuse to sit in an assigned seat or deny another student a place to sit.
16. Normal conversation is permitted; however, excessively loud talking are a distraction to the driver and is not permissible.
17. The use of technology on the bus is not permitted with the exception of emergency contact of parents. **Students found in violation of this policy will be subject to having their devices taken up and retrieval of property will be in accordance with the Parent/Student Handbook and School code of conduct.**
18. The emergency door and exit controls should be used only during actual emergencies.
19. Students shall not attempt to operate the passenger door or other driver controls except in emergency situations.
20. Siblings will not discipline other siblings while on the school bus. Bus drivers are the responsible authority to administer appropriate discipline.
21. Bullying and/or sexual harassment will not be allowed or tolerated. Violations will result in immediate termination of transportation services.

The school bus and assigned bus stops are an extension of the school. The Discipline Coordinator/Associate Principal will administer discipline with assistance from the bus driver and/or transportation manager.

The following discipline procedures and consequences will be strictly enforced:

1. First Offense – Written Warning

A transportation conduct report will be submitted to the campus administrator. The parent will be notified and a copy of the report will be sent home for signature. Parent will sign the report and return to the campus administrator.

2. Second Offense – 5 day suspension of transportation services

A transportation conduct report will be submitted to the campus administrator. The parent will be notified and a copy of the report will be sent home for signature. Parent/guardian will sign the report and return to the campus administrator. A conference with the Discipline Coordinator/Associate Principal, and Transportation Manager will be scheduled before students is permitted to resume services.

3. Third Offense – Termination of transportation service for remainder of the year

A transportation conduct report will be submitted to the campus administrator. The student's transportation privileges are revoked for the remainder of the year. Parent/guardians will be notified.

A student who commits the offense of disruption of transportation, if the student intentionally disrupts, prevents or interferes with the lawful transportation of children to or from school or an activity sponsored by the school on a vehicle owned and operated by the school district will be immediately removed from the bus and parent conference may be scheduled by the campus administrator and transportation manager. The administrator has the authority to skip stipes for serious violations and immediately terminate services.

Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with provisions of the student's IEP.

ACKNOWLEDGEMENT

I acknowledge that I have read this agreement with my student and understand all that is stated in this agreement. I understand that this form must be signed and on file with the district before my child can receive transportation services.

Student Printed Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date