

# TRANSPORTATION

## SECTION IX

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### **DUBUQUE COMMUNITY SCHOOL DISTRICT TRANSPORTATION**

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Transportation Department  
1350 West Locust Street  
Dubuque, Iowa 52001-4112  
P: 563/552-3275  
F: 563/552-3274  
Inclement Weather Line: 563/552-3035  
Website: [www.dbqschools.org](http://www.dbqschools.org)

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Thank you for using our yellow buses! We sincerely hope your child(ren)'s bus rides to and from school will be enjoyable and safe. All bus students are expected to know our School Bus Safety and Security Guidelines and consequences if violations occur. The guidelines ensure the safety of our bus students, drivers, and attendants. We sincerely appreciate your assistance in reviewing and discussing these guidelines with your child(ren). These guidelines and DCSD School Board Policy 5200 apply to all students transported in school vehicles. In regard to transportation in the district, here are some important terms to know:

#### **Bus Stops**

The location where the bus will pick-up and drop-off your child (stop or residence).

#### **AM Pick-Up Time**

This is the approximate time your child will be picked-up in the morning. The pick-up time is accurate to within 10 minutes. Your child needs to be at the bus stop five (5) minutes before the scheduled pick-up time.

*NOTE: Pick-up times may be affected by construction, traffic, weather, and students not riding.*

#### **AM Bus Number**

This is the number of the bus that will pick-up your child in the morning.

#### **AM Transfer Bus Number**

Some children transfer buses on the way to and from school. If you receive an AM Transfer Bus Number, your child will transfer to this bus at a designated transfer point. Our drivers will teach children the bus transfer procedure.

*NOTE: Please do not bring or meet your child at a transfer point.*

#### **PM Transfer Bus Number**

If you receive a PM Transfer Bus Number, your child will board this bus at school and transfer from this bus to the PM bus that will drop-off your child.

#### **PM Bus Number**

This is the number of the bus that will drop-off your child.

*NOTE: Students not boarding a transfer bus will board this bus at their school.*

#### **PM Drop-Off Time**

This is the approximate time your child will be dropped-off after school.

### **OTHER IMPORTANT INFORMATION**

#### **Inclement Weather**

Families will automatically receive a phone call and email alert from the district's alert system in the event of a weather-related schedule change. Please do not call the Transportation Department for delays, cancellations, or early dismissals. Inclement weather information is always available on the district website ([www.dbqschools.org](http://www.dbqschools.org)) and you can call the district's **Inclement Weather Line at 563/552-3035**. Area radio/television stations also broadcast schedule changes.

## **Guidelines and Procedures**

Students eligible for transportation will be offered rides to and from bus stops near their residences. Students will be picked-up and dropped-off only at their assigned bus stop.

Families changing their address must notify the school. The school will notify the Transportation Department. The Transportation Department can only change a student's transportation once we are notified by the school. Students still eligible for transportation will be notified of new bus information within 4-7 days. Families are responsible for transporting their child(ren) during this 4-7 day period.

### **Alternate Bus Stops (Temporary)**

Families may request (in writing and three days in advance) an alternate bus stop on a temporary basis. The written request should be submitted to the school principal and must be on an existing route and at a regular stop.

### **Alternate Bus Stops (Daily)**

Families may request an alternate bus stop on a daily basis *for the year* by completing an "Alternate Bus Stop" form. Please allow up to two (2) weeks to process the form.

The following criteria *must* be met before an alternate bus stop is approved:

- a. Pick-Up Routes - Same Bus  
Students will be allowed to board their bus at a scheduled stop other than their own as long as this does not require a bus to deviate from its regular route.
- b. Pick-Up Routes - Changing Bus  
Students will be allowed to board a different bus at a scheduled stop other than their own as long as the bus does not deviate from its regular route or become overloaded. This alternative stop must be an *everyday* occurrence.
- c. Take-Home Routes - Same Bus or Changing Buses  
Students will be allowed an alternative dismissal stop as long as the bus does not deviate from its regular route or become overloaded. The alternative dismissal stop must be an *everyday* occurrence.

### **Entitled Individuals: Special Education Students**

Students required to wear a safety vest according to their Individual Education Program (IEP), *must* be wearing the vest before they board the school bus. Students will *not* be allowed to ride the bus without wearing the vest.

Students required to be met by a parent/guardian according to their IEP, *must* be met at the bus door or the child will be returned to their school.

### **Miscellaneous**

Please call the Transportation Department if our school bus has not arrived at your stop within 15 minutes of the designated pick-up time. Again, pick-up times may be affected by construction, traffic, weather, and students not riding.

Families residing on dead-end roads or on roads requiring the bus to turn around are asked to call the Transportation Department whenever their child(ren) will *not* be riding the bus.

## **THE SCHOOL BUS RIDE: RIGHTS AND RESPONSIBILITIES**

Every school bus passenger has the right to a safe and enjoyable ride that is free from intimidation, threat, or harassment.

The Dubuque Community School District has established student behavior rules that apply to all transported students. These rules apply while students are on the bus and while at the bus loading/unloading areas.

A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety and security guidelines, school bus passenger rules, or for violation of any other law or policy governing conduct on a school bus. The removal of a student's bus riding privileges is not considered to be a suspension or expulsion from school.

The safety of all school bus passengers is the number one priority for the district, bus drivers and paraprofessionals. Please contact the Transportation Department, if you have questions about these guidelines.

## **SCHOOL BUS PASSENGER RULES**

*Parents/Guardians: Please read and review the following rules with your child(ren):*

Passengers will:

- Obey all bus rules.
- Board and exit the bus at the assigned locations.
- Stand at least 20 feet away from the roadway unless specifically directed otherwise by the driver or attendant.
- Wait for the driver's hand signal before proceeding to cross a road or street to either board or exit the bus.
- Walk to buses (do not run) when they are loading or unloading.
- Move toward the bus and board it only in the loading zone, after the bus has come to a complete stop.
- Board buses in single file (pushing or shoving is not allowed).
- Remain seated, face the front of the bus, and wait until the bus comes to a complete stop before standing up to exit.
- Keep aisles clear at all times.
- Use appropriate language and talk at a classroom-noise level (i.e. no profanity, hand gestures, yelling, screaming or distracting noises).
- Obey the driver's or attendant's directions.
- Keep hands, feet and objects to yourself.
- Respect other students, adults, and property.
- Keep the interior of the bus clean and free of litter.
- Pay for vandalism damage to buses and other district property.

Passengers will not:

- Distract drivers through misbehavior.
- Open emergency exit doors or windows except in an emergency situation or when directed to do so by the driver or attendant.
- Attempt to crawl under a bus for any reason.
- Bully or harass other students.
- Extort property (to obtain something from someone by force or threat).
- Throw objects out of the windows.
- Drink or eat on buses.
- Bring weapons, dangerous objects, "look-a-likes," or other items used as weapons to school, onto school grounds, to school events, or onto school vehicles.
- Bring skateboards, snow sleds, trading cards, balloons, golf clubs, skis, snowboards, or animals on the bus.
- Be permitted to transport large classroom projects or large musical instruments.

Passengers may use electronic games, media players, or cell phones on the bus. Headphones must be used on any device producing music or sound. The sound on electronic games must be turned off. The District assumes no responsibility for damaged, misplaced, or stolen items.

### **Be Safe 7 Expectations**

1. Sit facing forward and stay seated @ all times.
2. Do NOT distract the driver with inappropriate behavior.
3. Respect the attendant, driver, and other students.
4. Do NOT bully or harass physically or verbally.
5. NO eating or drinking on the bus and "leave no trace."
6. No unauthorized photography/video.
7. No technology volume (ear buds required).

### **Rule Violation Consequences**

Bus drivers and attendants are responsible for managing student behavior while students are on the bus or at DCSD loading and unloading areas. Families are responsible for loading and unloading at bus stops. The driver or attendant may issue a verbal warning or change a passenger's seat location if a rule violation occurs. A Bus Conduct Report will be written, and shared with parents/guardians and school (assistant) principals, if a student's behavior is inappropriate. These reports are accumulated for the entire year. The driver or attendant will inform students of the reason for any report.

Appeal Process: An appeal process exists for students in the administration of consequences and interventions. Please see DCSD School Board Policy 5200 for more information.

## **Bus Video Monitoring Systems**

The district will annually provide the following notice to students and parents:

In order to assist school bus drivers to maintain safe student conduct while riding on school buses, the District will install video cameras on school buses. Video cameras will be installed on school buses in compliance with state laws. Access to the tapes will be limited to school district personnel and law enforcement officials who have responsibility for student safety or discipline. Parents may request to view videotapes if the videotapes are being used in disciplinary proceedings involving their child. Only school district personnel and law enforcement officials may view the tapes if release of information for any student depicted on the tapes has been prohibited. Videotapes will be retained only if necessary for use in student disciplinary proceedings, for investigations of safety concerns, or for other reasons for which use of the videotape is determined by the administrative staff to be essential.

Adopted: January 11, 1993

Revised: April 13, 2009

Administrative Regulation 7109A1

Legal Reference: Iowa Code 279.8; 285; 321 (2003)

Family Educational Rights and Privacy Act (FERPA)

## **CITY OF DUBUQUE - THE JULE TRANSIT DIVISION**

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The Jule  
2401 Central Ave  
Dubuque IA, 52001  
P: 563/589-4196  
[www.JuleTransit.org](http://www.JuleTransit.org)

The Jule is the transit division of the City of Dubuque, providing public transit services throughout the city with its fixed-route, paratransit and trolley services. 16 daytime fixed routes provide bus service to most areas in the city limits and paratransit (door to door) service is provided for senior citizens and individuals with disabilities. Service areas include shopping, entertainment, community services, employment and education destinations with most trip times around 30 minutes.

### **Service Hours**

Monday - Thursday 6:00 a.m. to 6:40 p.m.

Friday 6:00 a.m. to 2:40 a.m.

Saturday 8:00 a.m. to 2:40 a.m.

### **Fares**

Youth (11-18 years) \$0.75/ride with Student ID or unlimited rides with the \$10 Annual Youth Pass

Youth (6-10 years) \$0.75/ride or unlimited rides with the Annual Youth Pass (Issued free for youth under 11)

*NOTE: Proof of age is required to obtain an Annual Youth Pass.*

### **Passenger Code of Conduct**

The Jule's Passenger Code of Conduct was developed to help ensure a safe work environment for all drivers and a safe ride for passengers. Passengers are expected to follow the rules below.

1. The driver is the authority on the bus. Passengers must comply with all instructions given by the Jule bus drivers.
2. A valid pass or cash payment is required. Drivers do not make change.
3. Priority seating is provided by the door for seniors & people with disabilities.
4. Threatening or intimidating behavior towards riders or operators is prohibited.
5. Excessive noise & offensive words are not allowed. Passengers must speak at a reasonable volume so individual conversations do not disrupt other riders.
6. Personal items may not block the aisle/doorway. Your hands & other objects should be kept to yourself, under your control & inside the bus.
7. Except for service animals, all animals must be kept in a closed carrier while on the bus.
8. Eating or drinking on the bus is not allowed. Food or drink transported on the bus must be in a sealed container.
9. Smoking is prohibited on buses & in or near bus shelters.
10. The Jule is not responsible for lost, stolen or damaged items.

11. The following items are prohibited on buses/in shelters: explosive devices, knives, weapons, drugs or other controlled substances, laser pointers, matches, lighters & objects that jeopardize the safety of passengers.
12. Children under 5 must be accompanied by a responsible adult & removed from strollers/carriers & held by guardian or placed in a bus seat.

Violations of the Passenger Code of Conduct can result in immediate removal from the bus or suspension from public transit services, depending on the severity of the infraction. The Jule staff will coordinate discipline measures with the student's principal and parents/guardians. The standard suspension structure is below:

|                 |  |
|-----------------|--|
| First Incident  | 2 week suspension from public transit services                               |
| Second Incident | 30 day suspension from public transit services                               |
| Third Incident  | Suspension from public transit services for the remainder of the school year |