



Transportation Department
1350 West Locust Street
Dubuque, Iowa 52001-4112
(563) 552-3275
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Inclement Weather Line: 552-3035

Web Site: www.dbqschools.org

Transportation Department Information & Frequently Asked Questions (FAQs): Revised 8-1-16

The Dubuque Community School District Transportation Department is located @ 1350 West Locust Street (below Dubuque Senior High School). The department has 83 buses and one (1) van transporting approximately 3,500 students daily (City of Dubuque and Dubuque/Jackson counties). The Dubuque Community School District covers approximately 240 square miles.

The department averages 70 morning routes and 70 afternoon routes. The routes are run twice in the morning and twice in the afternoon (first for the middle/high school students followed by the elementary students). In addition to the morning, noon, and afternoon routes, the department transports students and staff for fieldtrips/fieldwork, activities, and athletics.

Our buses log over 1,000,000 miles per year. In addition to our daily routes, our Drivers drive over 1,500 field trips and activities/athletics.

The department currently has an office staff of a Manager, Assistant Manager, Dispatcher, and Administrative Assistant/Dispatcher. There are approximately 85 Bus Drivers (including substitutes), 40 Bus Attendants (including substitutes), Garage Supervisor, five (5) Mechanics, and three (3) Truckers.

Our Mechanics provide bumper-to-bumper service for our buses, food/supply trucks, Buildings & Grounds vehicles, and school vans. Our Truckers deliver breakfast and lunch meals, laundry, mail, classroom/school resources (including Print Center orders), copier paper, surplus equipment, etc. on a daily basis.

Contact Information:

Dubuque Community School District Transportation Department
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E-mail: khall@dbqschools.org
Inclement Weather Line: (563) 552-3035

Please see our web page: www.dbqschools.org

Boundaries: Does my child receive transportation if we live less than two miles from our school? No. “Elementary school students (K-8) living two miles or more and secondary students (9-12) living three miles or more from a designated attendance center are eligible for transportation. Students may be required to meet a school bus on an approved route a distance not exceeding three-fourths of a mile.” - DCSD School Board Policy #7100

AM Pick-Up Time: How accurate are the pick-up times? Pick-up times are accurate to within 10 minutes. Your child needs to be at the designated bus stop five (5) minutes before the scheduled pick-up time. Pick-up times may be affected by construction, traffic, inclement weather, road conditions, and students late to their stops or not riding. Please have your child(ren) ready to meet the bus.

NOTE: According to Iowa Code, bus stops must be at least 300 feet apart.

Address Changes: Do I call the Transportation Department if my address changes? No. Please notify the school. The school will notify our Transportation Department.

Child Not Riding: Should I call the Transportation Department if my child is not going to ride today? No, it is not necessary. However, we do appreciate calls concerning special education students or students living off of our main roads. Please provide the child’s name (spell last name), school, and the bus # if possible. Thank you!

Transfer Stops: My child transfers buses to and from school. Can my child get on or off at the transfer stop? No. Please do not bring or meet your child at a transfer stop. Students eligible for transportation will be picked-up and dropped-off only at their assigned bus stop.

Bus Stops: Can my child be picked-up or dropped-off at another bus stop?

Yes, under the following criteria:

- 1) Child is eligible for transportation.
- 2) Space is available on the bus.
- 3) Written request to the Transportation Department (Alternate Stop form).
- 4) The alternate stop must be an everyday occurrence.

NOTE: The student must be an eligible bus rider and the alternate stop must be on an existing route, at a regular stop, and space is available.

Alternate Bus Stops (Temporary): Can I request a temporary alternate bus stop. Yes. Families may request an alternate bus stop on a temporary basis. The written request should be submitted to the school principal (three days in advance if possible). The school will notify our Transportation Department. The student must be an eligible bus rider and the alternate stop must be on an existing route, at a regular stop, and space is available.

A Friend: Can a friend ride home with my child? Yes. The friend's family must make the request. The written request should be submitted to the school principal (three days in advance if possible). The school will notify our Transportation Department. The student **must be an eligible bus rider** and the alternate stop must be on an existing route, at a regular stop, and space is available.

Cancellations and Delays: How will I know if school is delayed or canceled?

- 1) Call the Inclement Weather Line (552-3035)
- 2) "School Messenger"
- 3) DCSD website
- 4) Radio and television stations



Commercial Driver's License: What do I need to do to drive a school bus? You need to obtain a Commercial Driver's License – Class B. 1) You will need to pass general knowledge, air brakes, passenger, and school bus computer tests (free @ the License Bureau). You will need to pass a pre-employment drug test and an Iowa Department of Education (DOT) physical. 2) You will train with a DCSD school bus trainer. 3) You will need to pass pre-inspection, cone course, and road test with the Iowa Department of Transportation. 4) You will begin driving routes with students only with a supervising Driver. You will also take an annual 3-hour state course and take a 17-hour online "STOP" course during the school year (a one-time course). There is also a 60-day probationary period once you no longer require a supervising Driver and have a route. You will be evaluated by the Transportation Manager during your probationary period. Drivers participate in random drug and alcohol testing, maintain physicals, and are evaluated every three years.

Jobs: How do I apply to be a Bus Attendant, Bus Driver, Mechanic, and/or Trucker? You can apply on the DCSD web site: www.dbqschools.org.

Pay Rides: What is a pay ride? "Students K-12 not eligible for school transportation under Chapter 285, Section 1, of the Iowa Code may request school bus transportation on a seat-available basis, along a current school bus route, for a fee determined by the Board of Education." – DCSD School Board Policy #7100

NOTE: Pay rides must be on an existing route, at a regular stop, and space is available.

Pay Rides: How much are pay rides per year (per child)?

\$155.00 for an AM ride

\$155.00 for a PM ride

\$310.00 for an AM/PM ride

Pay Rides: When will I know if my child has a pay ride? [When seats become available \(possibly as late as the second week of school\).](#)

Pay Rides: When is payment due? August 15 or before the student is allowed to ride.

Private Sub-Divisions: Why doesn't the bus enter my sub-division? [School buses do not enter private sub-divisions to pick-up or drop-off students.](#)

On the Bus: Are students allowed to use cell/smart phones on the bus? Students may use electronic games, media players, or cell/smart phones on the bus. Ear buds/headphones must be used on any device producing sound.

On the Bus: Are students allowed to chew gum on the bus? [Students are NOT allowed to eat or drink on buses \(including gum\).](#)

On the Bus: My child is on the school golf team. Can she bring her golf clubs on the bus? No. "Students may carry small items onto a school bus. Small items are defined as items fitting under the bus seat or personally held by the student." – DCSD School Board Policy #7113. Here are SOME of the larger items NOT permitted on our buses: animals, golf clubs, inflated balloons, skateboard, skis, snowboards, etc.

Be Safe 7 Expectations (Bus Rules)

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

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Student Behavior: Expectations and Consequences (DCSD School Board Policy #5200): Excerpts from Policy #5200:

B. Student Behavior Expectations Apply In These Situations

A student's behavior is expected to conform to the school's rules of conduct in situations which influence the effective operation and welfare of the school. These include the following:

1. While in school or on any school district grounds.
2. While attending or engaged in school sponsored activities, whether at school or away from school, (see Policy 5305: Participation Code for Activities)
3. While in all officially sanctioned vehicles used for student transportation to and from school and school sponsored events. While on school-owned or school operated buses, vehicles or chartered buses.
4. While away from school grounds, if such conduct would distract from the learning environment or directly affect the good order, efficiency, management, and welfare of the school district, students, or staff.
5. While using district hardware, software or network. (see Policy 5504: Student Network/Internet Acceptable Use)

MENU OF CONSEQUENCES AND INTERVENTIONS:

Community Service

The student may be assigned duties directly related to the offense or infraction in the student's school building, in district facilities, district buses/vehicles, or in the community.

Saturday Success Lab

A student may be required to attend classes/make up work on a Saturday.

A student may also be required to attend a Saturday session to re-learn bus safety expectations/guidelines.

Bus Suspension

Students who violate rules established for appropriate behavior for school bus passengers may be denied opportunity to ride the bus for a specific period of time. Students who have lost the privilege of riding the bus may be required to attend sessions designed to reteach bus behaviors in order to regain bus privileges. These sessions may be held during the school year or summer months.

NO TRESPASSING: Our buses have the following signage in stepwells: "NO TRESPASSING." Only eligible riders and DCSD staff members are permitted on our buses (activities/field trip exception). Please E-mail or telephone the Transportation Manager if you have comments, concerns, and/or questions. Please do not attempt to engage the Attendant/Driver on route.

School Bus Safety Patrol Tips: The following tips are for students of all ages:

- Know bus evacuation procedures and exits. Do NOT panic and evacuate the bus in an orderly manner.
- Be at the bus stop five (5) minutes before your scheduled pick-up time. Wait until the bus comes to a complete stop before you approach to board. Know and avoid the "danger zones."
- Remain seated and face forward at all times: "back-to-back" and "bottom-to-bottom."
- No candy, gum, food, or drink on the bus.
- Keep the bus clean.
- No profanity or obscene gestures.
- Drivers can make reasonable requests and assign seats at any time.

- Stay inside the bus at all times. Do NOT have arms, legs, heads, etc. out of the windows
- No bullying, harassing, fighting or “horseplay.”
- Be silent at railroad crossings. Our drivers always expect a train.
- Remain seated and wait until the bus comes to a complete stop before standing up to exit.

On the Bus: Are there cameras on the bus? Yes. Our buses have front and back cameras. Our 2016-2017 buses also have dash-mounted and stop-arm, high-definition (HD) cameras. Our buses have the following signage in the stepwell: “YOU MAY BE MONITORED BY AUDIO/VIDEO SURVEILLANCE.”

Open Enrollment: Does my open-enrolled child receive transportation? **We do not provide transportation for open enrolled in-district students. In-district open enrolled students are eligible for pay rides (SEE Pay Rides).**

Pre-Schoolers: Does my preschooler receive transportation? We do not provide transportation for pre-schoolers including pay rides. However, we do offer transportation to pre-schoolers with an Individualized Education Plan (IEP).

Please telephone (563 552-3275) or E-mail (khall@dbqschools.org) if you have any comments, concerns, and/or questions. Thank you for your time and consideration.