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Adeline Montessori School, Inc.

Pupil Transportation Handbook 2025-2026

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Transportation Services and Policies Statement

Adeline Montessori School will comply with all state regulations concerning the transportation of regular education students and students with disabilities. All transportation arrangements will be made between the students' families and Adeline Montessori. This handbook shall be distributed to all students, parents/guardians, teachers, school bus drivers, and school administrators to be used as a quick reference guide on transportation rules and guidelines.

Eligibility for Transportation Services

All students enrolled in the Adeline Montessori Charter School(4K - 8th Grade) are eligible for transportation services.

School Closing and Cancellations

Announcements for closing of schools will be made via Skyward, Phone call, and Adeline Montessori Social Media Pages. Announcements of closures will occur as soon as possible, families can expect a notification between 6:00 AM and 7:00 AM, or during the day if a storm develops while students are at school. All school closures are determined by the Head of the School.

Transportation Guidelines and Procedures

The following information relates to the transportation practices at Adeline Montessori School. This information is intended to ensure that all eligible students are provided with safe and efficient transportation to and from school.

Bus Schedules

All bus schedules will be established prior to the start of the school year. The established bus schedules will ensure that all students are picked up and dropped off at a set time. Based on the school bus schedules all students will arrive at school before the start of the school day, and will generally arrive no earlier than fifteen minutes before the school start time.

Students must be at the bus stop location 5 minutes prior to the scheduled pick up time. The school bus will not wait or return for students once it departs from the pick up location. If the school bus is arriving behind schedule families should call the school to notify them.

Bus Route and Bus Stop Locations

All bus route and bus stop location information will be provided to families prior to the start of the school year. This information can also be accessed via the Skyward portal.

Only students assigned on the specified bus route will be allowed to ride.

- If an eligible student needs to accompany another student to/from home or who needs to use a different bus route will need to provide a note from their parent/guardian. The note will then need to be approved by the principal or principal's designee and communicated to the bus driver. Once approved the student will receive a bus pass for a specific date or time period. Student verbal requests for changes will not be honored.
- Students who are not eligible to ride the bus are not allowed to ride with another student. Exceptions may be made at the discretion of the principal, and a note from the parent/guardian.

Students will only be picked up and dropped off at designated stops on the route that are approved by Adeline Montessori.

- It is the responsibility of the parent/guardian to wait with the student at the drop off location until the bus arrives and their student is safely on and off the bus.
- Students will only be released to approved individuals at the drop off location. Parents/guardians must give Adeline Montessori a list of approved individuals to pick-up their student. If a change to this list needs to be made, the parent/guardian must contact the Principal.
 - Bus Drivers will have a printout with all names of students who are assigned to each route and their designated pick up person(s).

Student Ridership Expectations

The following section explains student behavior expectations while on the bus, all families should review these guidelines with their students prior to their first bus ride. Adeline Montessori School views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus shall be no less than what is required in the classroom. Since students are in a moving vehicle rules will be stricter than those for the classroom. Each bus driver carries the responsibility of ensuring transportation for students and is authorized to enforce all established rules. Adeline Montessori School reserves the right to modify the following

rules, expectations and consequences at any time. In addition, Adeline Montessori authorizes the use of video cameras on school buses to assist with student management issues. Violation of these rules may result in disciplinary action up to and including removal from the school bus.

Prior to Loading

1. Arrive at the designated pick up and drop off location 5 minutes prior to the scheduled time of arrival.
2. Students should wait in a safe area while waiting for the bus. All students should respect private property while waiting for the bus.
3. Students should not move towards the school bus until the bus has been brought to a complete stop. Watch for the driver's signal when entering the bus, and crossing the street. All students should always cross the street in front of the bus.

While on the Bus

1. Students should avoid crowding or pushing when getting on or off the bus. Students may need to share seats on the bus up to two students per seat. The use of the emergency door is restricted for emergency evacuations only.
2. Students should take a seat as soon as they board the bus and remain seated at all times until the bus has stopped completely at the designated drop off point or at the school. All students are to be seated prior to the bus proceeding on its route.
 - a. Adeline Montessori reserves the right to assign seats to students.
3. Students should keep arms, legs, heads and other objects inside the bus and out of the aisle. This includes items such as musical instruments, athletic equipment. Any items that can not fit safely in the students lap should not be brought onto the bus. All items that are not permitted on the premise of the school are not allowed onto the school bus, please review the AMS family handbook for more information. All students must keep their arms, hands, and legs to themselves while riding the bus.
4. Students should use quiet and normal voices in conversations with fellow riders. Yelling, screaming, or profane language is not acceptable and will not be tolerated. Additionally, harassing, bullying, disorderly contact, hazing, anti-social behavior, or sexually harassing behavior will not be tolerated.
 - a. It is important to remember that loud talking, laughing, or unnecessary behaviors divert a bus driver's attention and may create a safety hazard.
 - b. A quiet bus is required at every railroad crossing.

5. Treat bus equipment with care. No littering is permitted on the school bus. Property damage and the cost of repair to such damage will be charged to the individual who caused the damage.
6. Students should show respect for all bus drivers, personnel assisting with the school bus, and all other students on the bus.
7. Students may only drink water on the bus, no other eating or drinking is permitted.
8. In the case of an emergency all students must remain on the bus unless otherwise directed by the bus driver.
9. While riding the bus, all Student Handbook expectations apply and can be utilized.

When Exiting the Bus

1. When getting off the bus all students must immediately move away from the side and never towards the rear of the bus. If a student needs to cross the street they should wait until the driver signals for them to do so, and they must cross in front of the bus.
2. All students will be required to have an approved adult at the drop off location. The bus drivers will only release the student to the approved adult.
 - a. Parents can request approval from the principal for a student to be released from the bus without an adult present, these requests will be reviewed on a case by case basis.
3. Students will be dropped off at the designated bus lane when they are at the school. All students will enter the school building upon arrival.

Missing Approved Adult at Pickup Procedure

If the approved adult is not at the drop off location, the bus driver will notify the school who will then get in contact with the adult.

1. The bus will wait 2 minutes, and then will continue on their route, keeping the student on the bus.
2. The student will be returned to school where the approved adult can pick up the child. This will incur a \$50.00 fee per instance. After 3 instances, the child will be suspended from the bus for the remainder of the school year. Any bus fees paid will not be refunded.
3. If an approved adult has not been in contact with the school upon return of the child, the appropriate authorities will be notified to come assist with the situation.

Responsibilities of Parents, Principals, and Bus Drivers

Expectations of Parents/Guardians

- All parents/guardians should inform their students of the bus rules and expectations for behaviors.
- All parents/guardians should discuss the consequences of violating the bus rules.
- All parents/guardians should discuss with their children that the bus is an extension of the school day.
- Parents/Guardians are responsible for ensuring their students arrive at the pick up location 5 minutes before the scheduled pick up time. They are also responsible for waiting with their students until they are safely on the bus, and are safely off the bus.
- Parents/guardians are responsible for contacting the principal for school bus passes relating to riding on another route or accompanying students. Student verbal requests for changes will not be honored.
- Parents/guardians can contact the principal with any concerns their student has over busing or bus drivers to the principal.
- Parents/guardians assume the responsibility for the behavior of their students while riding the school bus. If the right to ride the school bus is revoked, the parent/guardian will have the responsibility to transport their student to and from school safely.

Expectations of Principals and School Administrators

- The Principal or school administrators are responsible for carrying out any necessary disciplinary action related to conduct on the school bus.
 - Consequences for violating the safety rules may include discussing the incident with the student, holding a conference to discuss the incident with the parents/guardians, or disciplinary action up to removal from the bus.
- The school will follow all Adeline Montessori bus management procedures as well as discipline procedures outlined in the Family Handbook..
- The Principal may create an assigned seating chart.
- The Principal may issue temporary bus passes to students to eligible riders with parent knowledge.
- The Principal and school administrators will have all information relating to bus stops, routes, eligibility, and approved pick-up individuals.

Expectations of the Bus Driver

- Bus drivers must be consistent on stop locations, rules, and regulations.
- Bus drivers will follow discipline tips given by the school in order to avoid any discipline problems.
- Bus drivers will report any misconduct to the principal, and will include proper descriptions of the incident.
- Bus drivers will follow all state, federal and school guidelines on operating the bus.

Discipline Process

Minor Rule Violations

In general minor rule violations will result in a verbal warning from the bus driver or principal to the student. If the student has multiple minor rule violations it will result in a consequence that will be determined by the principal, which may include suspension from the bus. Below are some examples of minor violations that may occur on the bus.

- Yelling, screaming, singing, or talking excessively loud.
- Using profane or unacceptable language.
- Failure to remain seated or to sit in the assigned seat if required.
- Failure to keep arms, legs, hands, and head to oneself and out of the aisle.
- Blocking the aisle with themselves or with other objects.
- Littering on the bus
- Throwing items in or out of the bus
- Being disrespectful towards the driver, other adults, or other passengers

Major Rule Violations

In the case of a major rule violation the bus driver will document the incident to the best of their ability and share it with the principal. The school will then immediately investigate the incident and will contact the parent/guardian. The principal will then decide the necessary consequences, which may include suspension from the bus. Below are some examples of major rule violations.

- Vandalizing bus property or damaging bus property.
- Tampering with bus equipment

- Possessing a firearm, knife, explosive, flammable material or other objects that are not allowed by Adeline Montessori and may be considered dangerous or cause harm.
- Interfering with the safe operation of the bus.
- Smoking, chewing or possessing tobacco or related products.
- Physically assaulting or verbally threatening another individual on the bus.
- Any action that puts another individual in an unsafe situation.

Fees

- Each bus rider will be charged for the bus. A flat annual fee of \$300 covers round trip for the year. Bus fees can be prorated, based on usage, monthly payments and if services are added after the school year starts.
 - Payment plans can be arranged
- Any rider that is removed from bus services due to disciplinary reasons or not being picked up from the bus stop will not be eligible for a refund.

THE SCHOOL BUS

