

**Colorado Early Colleges**  
**Parent and Student Transportation Handbook**

*Effective: August 1, 2022*



**COLORADO**  
**Early Colleges**

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## Transportation Overview

Colorado Early Colleges Transportation is a privilege and is provided for families on a space available basis at no additional cost. Our bus service should enhance the learning experience of each student rider. Every effort will be made to provide safe, comfortable, and pleasant transportation service, while maintaining an appropriate level of efficiency.

CEC does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal.

To continue this service, Colorado Early Colleges (CEC) may need to make changes to routes and stops based on ridership, location, access, and distance.

We ask that you read and discuss the contents of this handbook with your student rider to promote a clear understanding of the responsibilities and expectations. Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students, and parent / guardians.

## Transportation Registration

Students who wish to ride the bus must first register for transportation through the [CEC Transportation Website](#). It is essential that the school always has the most up to date information, including telephone numbers (home and work), current email, home address changes, and emergency contact information. This helps ensure your student will receive the correct bus assignment as well as any emergency alerts or communication about bus service. Most importantly, this is also safeguard in case CEC needs to contact a parent/guardian due to an emergency.

### Transportation Eligibility

Eligibility is generally determined by distance from the home campus (more than three miles). Transportation seating is also limited. Depending on the number of buses assigned to a particular campus, capacity may become full, and some students will need to be placed on a waitlist. Students are accepted on a first come, first serve basis. If the bus registration has reached capacity, you will be notified via email that your student is on a waitlist.

Transportation is not provided for students who reside within three miles or less of the school. Any exception to eligibility for students and the three-mile distance should be based on the existence of hazardous conditions. The existence of such conditions shall be determined by the Transportation Director.

The granting of special transportation services is based on the disability or physical handicap of the child transported as required by Colorado Statutes and §504 of the Rehabilitation Act of 1973.

### Unauthorized Riders

Unauthorized persons are not permitted to ride school buses. Only currently enrolled CEC students and staff **with proper ID** are authorized to ride on a CEC bus. All buses will have rosters with assigned students. Students not assigned to that bus will not be permitted to ride.

## Guests

Students may not bring guests on the bus without prior approval from the Head of School and the Transportation Department. A parent/guardian must request permission from the school in advance and the school will give the student a permission slip to give to the driver. If there is no seating available, guest requests will be denied.

## Zonar My View App

Zonar My View © is an app CEC uses to update families regarding their student's bus route or stop. Parents/Guardians can also track the bus's location during routes. Parents must download this app in order to receive notifications. While the schools may send out some communications through Infinite Campus, the Transportation Department uses the My View app. You can download this free app from the App Store or Google Play.

A school access code and directions for installing the app will post on the [CEC Website](#). You will not be able to register any information on My View without this access code and your student's state ID, located in Infinite Campus. (Tracking your student will not be available until they have a student ID card, and that ID badge is entered into Zonar by school staff.)

## Bus Pass/Student ID badge

Students are required to scan their student ID badge when boarding and unloading the bus. Lost ID badges must be replaced at the campus the student is enrolled at. Student ID badges contain an RFID chip assigned to each student and is used to always provide live data on passengers on all CEC buses. **Please encourage your student to be responsible and always have their ID badge.** They must scan on and off the bus. As parents, you will be able to see this in the My View App.

## Schedules and Routes

### Routes and Stops

Routes are created based on stops using the student registrations received.

CEC will not typically create new bus stops for less than four students. Due to the costs and travel time involved with busing, existing stops with less than four students may be discontinued. These stops will be reviewed on a case-by-case basis.

While we try to accommodate families needing to use multiple stops due to different households and shared custody, if your student is requesting an alternate stop on a different bus, we can only accommodate on a space available basis. Please select one stop during enrollment and email the Transportation Department ([Transportation@coloradoearlycolleges.org](mailto:Transportation@coloradoearlycolleges.org)) with the second stop for the alternate residence. Please include your student's name, primary stop and school campus.

It is the responsibility of the parent/guardian to ensure the safety of students when going to, coming from, and at the bus stop.

*NOTE: Parents should be aware that the first few weeks of school are a transitional period as bus routes/stops are adjusted for timing due to traffic, number of students at a stop, etc. We ask that parents be patient and understanding during this period. Please make sure you download the Zonar My*

*View app (see previous section) so you can receive timely alerts and important updates and announcements.*

## Bus Stop Procedures and Routing Criteria

CEC Schools serves over 50 bus stop locations from eight different CEC campuses from northern Colorado in Fort Collins, all the way south to Colorado Springs, each day. Bus stops and routes are designed with consideration of safety, efficiency, cost and shortest overall ride times. Parents must realize that bus stop assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system.

The order of student pickup and drop-offs is designed to be the most efficient and within the shortest possible time. Students who are first on in the morning will not necessarily be the first off in the afternoon if it is a less efficient way to run the route. In general, the farther students live from school, the longer their bus ride will be. The length of the bus ride is determined by both the distance from school and the number of stops made. For example, it takes a considerable amount of time to make thirty stops for 50-60 students. For this reason, transportation services makes every attempt to minimize the number of bus stops, time on the bus, and to keep stops in a safe and easily accessible area that also allows for parents to park while waiting.

## Bus Schedules

For security purposes, pick-up and drop-off times for all bus schedules, including late start days, are not posted publicly. You can find your student's transportation information by logging into the Infinite Campus Parent Portal. Once logged in choose 'Transportation' from the left-hand menu.

Students should be at their assigned bus stop (out of the vehicle) no less than five (5) minutes before the established pick-up time. The AM time is departure from that stop, while the PM time is arrival at that stop. Parents and students are not authorized to try to stop a moving bus. Once a driver has departed a stop, they may not stop and pick up or drop off a student until the next scheduled stop.

Parents/guardians must take note of their student's school calendar to be familiar with early release, half days, holidays, school closures, and any other school schedule changes that would affect transportation. When in doubt, contact the school for more information.

## Family Responsibilities and Expectations

Riding a school bus is a privilege and student misbehavior is subject to disciplinary action which might include termination of bus riding privilege.

## Attendance

Transportation is provided for CEC students to and from school only. If your student will no longer be riding the bus, you should notify the school as soon as possible. A student who does not ride on a regular basis may have their spot removed and given to a waitlisted student. If this happens, you will need to re-apply for transportation on a space available option.

## Video

Video cameras (with audio) are installed on all CEC school buses and any recordings could be used as evidence against students, staff or visitors in an appropriate disciplinary action or for referral to law enforcement agencies.

## Rules and Expectations

CEC Transportation views the bus as an extension of the classroom. As such, behavior that would not be acceptable in the classroom is also unacceptable on the school bus.

Bus riders will:

1. Practice pedestrian safety, crossing streets only at crosswalks, never standing in roadways, and checking for oncoming traffic.
2. Always walk at least 10 feet in front of the bus and never walk behind the bus.
3. Be at their assigned bus stop, ready to board, at least five minutes prior to the AM departure time.
4. Respect the bus driver's authority responding promptly to all instructions given.
5. Keep aisles and steps clear.
6. Sit where assigned.
  - a. High school students will sit toward the rear of the bus.
  - b. Middle school students will sit toward the front of the bus.
  - c. Bus drivers may assign seats either on a temporary or permanent basis.
7. Sit properly in their seats facing forward with their backs on the back cushion.
8. Always remain seated while the bus is in motion.
9. Observe classroom conduct.
10. Respect other students' property or space.

Items prohibited on CEC buses:

1. Eating and drinking All food must remain safely contained in student backpacks.
2. Tobacco or tobacco-based products
3. Glass items
4. Balloons of any kind
5. Animals of any kind, except Service Animals. Neither the ADA nor Colorado's service animal law includes pets or what are often referred to as "Emotional Support Animals" (ESA) as Service Animals (SA).
6. Skateboards, scooters, rollerblades, or other large/bulky items. Any item considered to be too large may be refused due to safety and capacity issues. Behaviors prohibited on CEC buses:

Behaviors prohibited on CEC buses:

1. Bullying
2. Horseplay or unruly behavior
3. Yelling or screaming
4. Abusive, foul, vulgar, or obscene language or gestures

5. Leaning out into the aisle.
6. Standing up or moving about while the bus is in motion.
7. Extending anything or throwing anything out bus windows.
8. Attempting to get on or off the bus anywhere except at an assigned stop. (Once a bus has left a stop, it cannot stop again until the next scheduled stop.)
9. Causing damage of any kind to the bus. (Student and/or parents/guardians are responsible for all repair costs.)
10. Spraying of any kind (pump or aerosol).
11. Any behavior that would not be acceptable in a classroom or school environment.

CEC cannot assume liability for lost or damaged items.

While the Federal mandate for wearing face mask on school buses is no longer in effect, students who wish to wear a mask may do so.

Failure to follow these rules may result in loss of transportation privileges.

## Consequences

Students who do not follow the expectations or exhibit poor behavior on the school bus can expect the follow consequences. However, at any time, transportation privileges may be suspended, without additional warnings, in the event the driver, Transportation Department or school administration feel safety is at risk.

1. The driver will address the behavior with the student and advise them as to what behavior is expected.
2. If the behavior continues a Transportation/School staff member will provide a courtesy email or phone call to the parent/guardian and ask for their assistance in helping to correct the behavior.
3. If after the courtesy contact with the parent/guardian, the student is still misbehaving, then the driver will complete a student conduct report and a Transportation/School staff member will email or call the parent and discuss the report.
4. If the student receives three written Conduct Reports, after a discussion between transportation and school admin or designee, the student will have their bus riding privileges removed for three consecutive school days and a conference with the parents and student will be scheduled.
5. If the student is given their fourth written Conduct Report, they will have their bus riding privileges removed for five consecutive school days and a conference with the parents and student will be scheduled.
6. A fifth written report will result in a loss of bus riding privileges for the remainder of the current semester.
7. Parents should-understand that a loss of bus riding privileges **is not** a suspension from school. As such parents/guardians are then responsible for the transportation of their student to and from school.
8. It should be noted that immediate removal of bus riding privileges may occur for behavior that is deemed a safety concern by the Transportation Department or School Leadership.

## Parents Responsibilities

1. Parent shall make sure that student(s) are at their assigned bus stop five minutes prior to the scheduled departure time.
2. Parent shall instill in their own student habits of punctuality and appropriate behavior.
3. Parent shall understand the importance of school bus safety and should review bus rules with each student.
4. Parents shall ensure the safety and conduct of the student while in route to or from the stop and waiting at the stop.

## Exceptional Student Services Routes

Exceptional Student Services (ESS) routes have specialized stops based on the programs and students they serve. If your child has been assigned to an ESS stop, you must notify CEC Transportation of any changes in contact phone numbers. Parents must contact CEC Transportation to get approval for any changes in pick up or drop off information. We ask that you contact CEC Transportation at [Transportation@coloradoearlycolleges.org](mailto:Transportation@coloradoearlycolleges.org) prior to student absences or if your child will not require transportation for the day to avoid unnecessary stops. Parents will receive detailed route information when their child has been assigned to an ESS route/stop.

## Contact Information

For questions or concerns pertaining to student transportation, please contact our Transportation department. Please remember that CEC Transportation serves multiple campuses across the state, so please make sure to identify your student and campus in any communication.

Transportation Department

[Website Contact](#)

## Cancelations or Delays

Any bus cancellations or delays will be broadcast through the My View app, School Messenger, and/or Infinite Campus. Weather delays or school emergency procedures will come from the school. However, any impacts on buses will be broadcast through the services listed above.

In some rare instances the local school district in which you physically reside may be closed or delayed due to inclement weather and/or hazardous road conditions. If this happens and your CEC campus does not close or delay, your bus stop may be cancelled. E.g. Woodland Park, Berthoud, Wellington, Falcon, Mesa Ridge. You will be notified via My View or School Messenger.

## Requesting Changes

### Permanent Changes

Route change requests will be considered after **September 5, 2022** so routes can be stabilized and leveled for the new year. Many students are not enrolled or do not request transportation until after school starts. Students who do not have a bus schedule are high priority. This addition will determine a final analysis of student seat capacity. *Note: Due to high call volume and email requests during this time, bus assignments for eligible students can take approximately up to 14 days for review and/or approval during school opening season.*

**Parents must contact CEC Transportation to get approval for any permanent changes in pick up/drop off information. The quickest way is to send an inquiry to the [Transportation Department](#). Please include student info, campus, and current assigned stop.**

### Temporary or Emergency Short-term Changes

Requests for **temporary or emergency bus stop changes** should be submitted in writing to the Head of School (or his/her designee) in a timely manner. The request must state the student's name, address of the family emergency, parent/guardian's phone number, and parent/guardian's signature. Changes cannot be made by students. Requests must come from parents.

School personnel will notify the transportation department to confirm available seating.

Approval is contingent on:

- (1) Confirmation that seating is available and will not overcrowd the bus, and
- (2) The student has no prior disciplinary action taken regarding behavior on a bus.

## School Bus Safety

### School Evacuation

If a school needs to be evacuated, students may be transported to an alternative destination in accordance with the school's Emergency Operations Plan.

### School Lockdown Procedures

In situations where a school is under lockdown at its afternoon departure time, CEC will attempt to transport the students after the lockdown. Parents may be notified to pick up their students if buses are not able to run. If the school is under lockdown during the bus route time but prior to the bus dropping off in the morning, the driver will transport the students to their assigned alternate drop location.

### Minor Accident or Mechanical Failure

If your student's bus is involved in a minor accident or has a mechanical failure preventing the bus from continuing its route, **do not attempt to pick your student up at the location of the bus**. CEC will transport all students to school or continue to their stop location with another bus if needed. Student safety is our priority. You will be informed of the status via the My View app and/or School Messenger. In the event that your student is injured or suffers an illness, the driver will administer first aid and/or dispatch will call for an ambulance to be sent to the bus. Families will be contacted by a school designee as soon as possible.

### Emergency Evacuation Drill

In compliance with state regulations, an emergency evacuation drill will be completed within the first six weeks of the first semester and again after Spring Break during the second semester for all students riding a school bus. Drills will be held at school bus loading zones only. Students riding field trip buses will receive verbal reviews of emergency procedures at the beginning of each field trip.

### Parent Communication with The Bus Driver

Due to safety reasons and time challenges, it is prohibited for parents to board a school bus to talk to the bus driver or a student. It is best to contact the bus driver through the school campus.