

# Colorado Early Colleges

## Parent and Student Transportation Handbook

*Effective: August 1, 2021*



# COLORADO Early Colleges

---



# Contents

<b>Contents</b> .....	2
Transportation Eligibility.....	3
Unauthorized Riders .....	3
Guests .....	3
Bus Pass.....	4
Zonar My View App.....	4
<b>Schedules and Routes</b> .....	4
Routes and Stops .....	4
Bus Schedules .....	5
Attendance.....	5
Video .....	5
Rules and Expectations .....	5
Parents Responsibilities .....	7
<b>Requesting Changes</b> .....	8
Permanent Changes.....	8
Temporary or Emergency Short-term Changes .....	8
<b>School Bus Safety</b> .....	8
School Evacuation .....	8
School Lockdown Procedures .....	8
Minor Accident or Mechanical Failure.....	8
Emergency Evacuation Drill .....	8
Parent Communication with The Bus Driver .....	9
School Bus Safety Features.....	9

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

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.

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.

## Transportation Application and Registration

Students that wish to ride the bus must first register for transportation at the school of enrollment. It is essential that the school is provided 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. Most importantly, this is a 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 3 miles). Students enrolled at the following CEC campuses may apply to receive transportation services to and/or from school. You may click on the school campus to register:

- [CEC Colorado Springs](#)
- [CEC Aurora](#)
- [CEC Parker](#)
- [CEC Castle Rock](#)
- [CEC Inverness](#)
- [CEC Windsor](#)

***Please make sure to identify what campus you are from when contacting the Transportation Department. We provide Transportation for multiple campuses, and this will aid in supporting you faster and easier.***

### Unauthorized Riders

Unauthorized persons are not permitted to ride school buses. Only currently enrolled CEC students and staff 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.

### Bus Pass

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

### 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 will be sent to you via email. You will not be able to register any information on My View.

## Schedules and Routes

### Routes and Stops

Routes are created based on the student registrations received. Student data (residency location) information is entered into a routing software where we design the safest and most efficient bus routes and stops.

Every effort will be made to keep bus stops on main arterial roads in subdivisions and common areas. Students living in subdivisions or multi-family complexes less than one-half (1/2) mile deep will be picked up at the main entrance of the subdivision or multi-family complex.

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

CEC will not create new bus stops for less than 3 students. Due to the costs and travel time involved with busing, existing stops with less than 3 students may be discontinued. These stops will be reviewed on a case-by-case basis.

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 can change due to address changes and the number of students riding a bus. We ask that parents be patient and understanding during this period. Please make sure you download the Zonar My View app (see below) so you can receive timely alerts and important updates and announcements.*

## Bus Schedules

Students should be at their assigned bus stop (out of the vehicle) no less than five (5) minutes before the established pick-up time. Buses must leave the stop at the scheduled time. 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 enrolled school time and individual school calendar. Parents/guardians should make themselves aware of half days and holidays and make the appropriate arrangements for their student. 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 suspension and/or termination of their bus riding privilege. Transportation seating is 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.

## Attendance

Transportation is provided for CEC students to and from school only. If your student will no longer be riding the bus, you must 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. 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.

## 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.

1. To ensure safety, the driver must be in charge at all times. Students must respond promptly to instructions given.
2. Student should be at their bus stop at least 5 minutes prior to the AM departure time. Please be on time as once the bus has departed, it cannot stop again until the next scheduled stop.
3. Wait at the proper stop and never stand in the roadway, if you cross the street or road to board, check for traffic. Cross at least 10 feet in front of the bus. Never walk behind the bus.
4. Students will not be allowed to unload at places other than their designated stop without proper written authorization from the parent and school officials.
5. While on the bus to and from school or field trips, all staff/students must wear a face mask. Mask must be worn in such a manner that both their mouth and nose are covered. Students who refuse to wear a mask, remove their mask, or do not wear their mask correctly while on the bus risk losing their bus riding privileges. **This is a Federal Motor Carrier Mandate.**

6. Eat and drinking while on the bus is not allowed. Please do not let your student bring any drinks or food on the bus that cannot be placed safely in their backpack.
7. The use of tobacco or tobacco-based products, food or drink on the bus is prohibited. Glass items, oversized objects, skateboards, balloons (of any kind) are not permitted.
8. We ask that High School students sit towards the rear of the bus and that Middle School students sit towards the front of the bus.
9. Drivers have the authority to assign seats either on a temporary or permanent basis.
10. Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language, or gestures is unacceptable.
11. Always keep aisles and step-well clear.
12. As CEC school buses do not have seat belts, for their safety and to help protect them in the unlikely event of an accident, students need to sit properly within their seat i.e. facing forward with their back on the back cushion and to not be leaning out into the aisle or standing up.
13. Never extend any portion of your body out windows. Never throw objects out bus window or inside the bus.
14. Do not attempt to get off or move about while the bus is in motion. Always remain seated until bus stops.
15. If you cause damage to the bus, you or your parents must pay for that damage.
16. Spraying of any kind (pump or aerosol) is not permitted on the bus.
17. Students are not allowed to bring animals or insects of any kind on the bus.
18. Other behavior that is unacceptable:
  - A. Yelling or screaming
  - B. Not respecting other student's property or space
  - C. Placing one's hands/arms or other body parts outside of open windows
  - D. Using foul or vulgar language
  - E. Bullying
  - F. Not following request from the driver or school staff
  - G. Other behavior that would not be acceptable in a classroom or school environment
19. 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 following 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 3 written Conduct Reports, then after a discussion between Transportation and School admin or designee, the student will have their bus riding privileges removed for 3 consecutive school days and a conference with the parents and student will be scheduled.
5. If the student is given their 4th written Conduct Report they will have their bus riding privileges removed for 5 consecutive school days and a 5<sup>th</sup> written report will result in a loss of bus riding privileges for the remainder of the current semester.
6. 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.
7. 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 of School Administration.

### Parents Responsibilities

1. Parent shall make sure that student(s) are at their assigned bus stop 5 minutes prior to the scheduled departure time.
2. Parent shall instill in their own student, habits of punctuality and correct behavior.
3. Parent shall understand the importance in school bus safety and should review bus rules with each student.

### Contact Information

For questions or concerns pertaining to student transportation, please contact our Transportation department.

Transportation Department  
transportation@coloradoearlycolleges.org

### Cancelations or Delays

Any bus cancellations or delays will be broadcast through the My View app. Weather delays or school emergency procedures will come from the school. However, any impacts on buses will be broadcast through My View.

In some rare instances the local school district in which you physically reside may be closed or delayed due to weather and/or road conditions. If this happens and your CEC campus does not close or delay, your student may need to catch the bus at an alternate stop on that route or find alternative transportation to school. You will be notified via My View if you will need to arrive at an alternate stop because the bus will not travel on unsafe roads or in unsafe conditions. It is the family's responsibility to identify an alternate stop, so you are aware of the location if needed.

## Requesting Changes

### Permanent Changes

Stop/change/same route requests will be considered after **August 30, 2021** so routes can be stabilized and leveled. Many students are not enrolled or do not request transportation until after school starts. Students that 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 7-14 days for review during school opening season.*

### 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 can not be made by students. These 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 plan to transport all students to school or to their stop location. Student safety is our priority. You will be informed of the status via the My View app. In the event that your student is injured or suffers an illness, the driver will administer first aid 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 each school semester for all students riding 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, boarding a school bus to talk to the bus driver or a student is prohibited. It is best to contact the bus driver through the Transportation Department. This will ensure that the driver has adequate time to discuss your needs and concerns. Clarification of the rules and procedures should be directed to the Transportation Director.

### School Bus Safety Features

School buses are designed with many specific features for the safety of students. A major design factor is the compartment formed by each seat, which protects the students sitting on that bench seat. For this compartmentalization to work properly, proper seating is required. While seated, each student should face forward; the student torso should be facing forward at all times; the student's back should be flat against the back of the seat and the student's bottom should be flat on the seat. The student should be sitting straight back and upright against the seat. Both feet and legs should be kept in front of their body.