

Colorado Early Colleges

Parent and Student Transportation Handbook

Effective: August 1, 2023



COLORADO Early Colleges



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Transportation Overview

CEC Transportation is a privilege and is provided for families on a space available basis at no cost to families. Every effort will be made to provide safe and comfortable transportation service while maintaining an appropriate level of efficiency. As a result, CEC may need to make changes to routes and stops based on ridership, location, access, and distance.

Only currently enrolled CEC students 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.

CEC does not discriminate in any programs or activities on the basis of disability, race, creed, color, sex, sexual orientation, transgender status, national origin, religion, ancestry, need for special education services, the use of a trained dog guide or service animal, or any other status protected by applicable state or local law. or

For additional information regarding bus transportation, including registration, route information, and the Transportation Parent and Student Handbook, please visit the Transportation website, review CEC's Transportation policy, or contact the CEC Network Transportation Office at (719) 955-4685 or by email at transportation@coloradoearlycolleges.org.

Transportation Application and Registration

Students who wish to ride the bus must register for transportation through the CEC Campus where student is enrolled. It is essential that the school always has the most up to date information, including (mobile phone numbers), 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. If you need to update your contact information, please contact the CEC Campus where student is enrolled.

Transportation Eligibility

Eligibility is generally determined by distance from the home campus (more than three (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](#)

Unauthorized Riders

Unauthorized persons are not permitted to ride or board 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 or 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.

CEC Bus Z-Pass

Students are required to scan their CEC Bus Z-Pass when boarding and unloading the bus. Lost passes must be replaced at the CEC Campus where student is enrolled. These passes contain an RFID assigned to each student and are 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 bus passes.** As parents, you will be able to see this in the Zonar My View App (See CEC Website for app enrollment information). If your student loses their Bus Z-Pass, they must purchase a replacement pass (\$5 per replacement) to continue riding. They can obtain a replacement from their school of enrollment.

Zonar My View App

Zonar My View © is an app CEC uses to update families regarding their student's bus route or stop. Parents or 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 Zonar My View app. You can download this free app from the App Store or Google Play.

A school access code will be posted on the CEC website. You will not be able to register any information on Zonar My View without this access code and your student's **Personal ID#**. ***This will be provided to you via email from your campus.***

Schedules and Routes

Routes and Stops

Information collected from transportation registration is used to determine routes and stops.

Transportation is not provided for students who reside within three (3) 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, or Exceptional Student Transportation Services (See below). The existence of such conditions will be determined by the Transportation Director in coordination with the campus leadership that the student is enrolled in.

CEC will not 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.

There will be no new stops added after October Count Day, except for stops for Exceptional Student Transportation Services (ESS) if needed.

It is the responsibility of the parent or 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 and 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 below) 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 nine different CEC campuses from northern Colorado in Windsor, 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. For this reason, transportation services make 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.

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, the bus driver may not stop and pick up or drop off a student until the next scheduled stop.

Parents or guardians must take note of their student's school calendar to be familiar with early outs and scheduled no contact days. Parents or 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 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.

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. Once you are assigned a stop, you will

be holding a valuable space on a CEC bus and there may be students on a waiting list for this bus. If your student is not on bus on the first day of school and you have not communicated the absence to CEC Transportation services (transportation@coloradoearlycolleges.org) OR notified the attendance office of the excused absence, your space will be given to next student on the wait list. At any time during the school year, if your student is absent from the bus three days in a row and this has not communicated to CEC Transportation services (transportation@coloradoearlycolleges.org) OR the attendance office, your student will be removed from the bus, and that space will be given to the next student on the wait list. If you are removed from the bus, you must re-apply.

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 route, we can only accommodate on a space available basis. Please select one stop during enrollment and email the Transportation Department (Transportation@coloradoearlycolleges.org) with the second stop for the alternate residence. Please include your student' name, primary stop and CEC Campus where student is enrolled.

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 is in charge at all times. Students must respond promptly to instructions given.
2. Drivers have the authority to assign seats either on a temporary or permanent basis.
3. Students 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.
4. 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.
5. Students will not be allowed to unload at places other than their designated stop without **proper written authorization from a parent and school officials**.
6. Eating 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 on the bus is prohibited (This includes vape devices). Glass items and balloons (of any kind) are not permitted.
8. High School students should sit towards the rear of the bus and Middle School students should sit towards the front of the bus.
9. Passengers must observe classroom conduct. Horseplay, unruly behavior, abusive and obscene language, or gestures are unacceptable.
10. Always keep aisles and step-well clear.
11. CEC school buses do not have seat belts, therefore, 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.

12. Never extend any portion of your body out windows. Never throw objects out bus window or inside the bus.
13. Do not attempt to get off or move about while the bus is in motion. Always remain seated until the bus stops.
14. If you cause damage to the bus, you or your parents must pay for that damage.
15. Spraying substances of any kind (pump or aerosol) is not permitted on the bus.
16. Students are not allowed to bring animals (except Service Animal (SA)) or insects of any kind on the bus.
17. Students are prohibited from bringing skateboards, scooters, rollerblades or other large/bulky items with them to the bus. Any item considered to be too large may be refused due to safety and capacity issues. CEC cannot assume liability for lost or damaged items.
18. 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). As such emotional support/comfort animals are not allowed on the bus.
19. Other behavior that is unacceptable:
 - yelling or screaming
 - not respecting other student's property or space
 - using foul or vulgar language
 - bullying
 - not following request from the driver or school staff
 - other behavior that would not be acceptable in a classroom or school environment
20. Failure to follow these rules may result in the 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 or 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 parents or guardians, 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 conference with the parents and student will be scheduled.
6. A 5th 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 or guardians are then responsible for the transportation of their student to and from school.

Parents Responsibilities

1. Parents shall make sure that student(s) are at their assigned bus stop 5 minutes prior to the scheduled departure time.
2. Parents shall instill in their own student, habits of punctuality and correct behavior.
3. Parents shall understand the importance in 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 Transportation of any changes in contact phone numbers. Parents must contact Transportation to get approval for any changes in pick up/drop off information. We ask that you contact Transportation at 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 or stop.

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. If you believe you qualify for this service, please contact your school campus enrollment office.

Contact Information

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

Transportation Department
transportation@coloradoearlycolleges.org

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

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. (Woodland Park, Berthoud, Falcon, and Mesa Ridge) You will be notified via Zonar My View or Infinite Campus.

Requesting Changes

Permanent Changes

Change requests will not be considered until after **September 5, 2023** 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: Bus assignments for eligible students can take approximately up to 14 days for review and/or approval during school opening season.*

Parents must contact Transportation to get approval for any permanent changes in pick up/drop off information. The quickest way is to send an email to transportation@coloradoearlycolleges.org. Please include student info, CEC Campus where student is enrolled, 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's or guardian's phone number, and parent's or guardian's signature.

Changes cannot 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 continue to their stop location with another bus if needed. Student safety is our priority. You will be informed of the status via the Zonar My View app and/or Infinite

Campus. 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 the first semester and again after Spring Break during the second 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, **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 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 Department.

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.