



The Livingston School Transportation Department is designed to provide safe and efficient transportation for students living in rural areas around Livingston. Your driver is a Montana licensed school bus driver, certified through the Livingston School District. Your child's comfort and safety is extremely important to us. We are very proud of our bus fleet and take great pride in transporting your children in a safe and comfortable environment.



- Students who live **more than 3 miles** from their school are eligible to ride on buses for free.
- Students K --12 who live **less than 3 miles** from their school may ride for a set fee, established by the Livingston School Board, if they are on a regular bus route and if there is available seating on the bus.
- The Livingston School Board may authorize bus service for children attending a private school, provided that space is available and a fee is collected.

Students must be registered with the Transportation Office before they begin to ride. Please come to the Transportation Office to register, as you will not be able to do so at the schools.

Bus routes follow most of the main roads for the safety of the children. Route lengths are limited by distance and time as well as coordinating with Park County and Montana D.O.T. snow plowing and sanding priorities.

The transportation department also provides service for all student field trips and extra-curricular activities.

Video cameras will be used on every bus to monitor students.

Please take time to go over this information with your child, sign, and return the last page to your driver for their records. Your signature indicates that you have read the enclosed materials and have discussed the contents with your child.

Please remember that the driver is not only responsible for your child, but also for 35 to 65 other children as well. The bus is an extension of the classroom here at Livingston School, so the conduct expected in the classroom will also be expected on the bus.

Parent and Student Guide

DO:

Be Ready: Help your child to be **dressed appropriately** for the weather. Brighter colors are better for visibility. Students waiting on dark mornings for the bus benefit from having a light on them. Avoid trailing straps on backpacks, as these can become caught on the handrail or in the bus door. Determine the safest route to and from the bus stop. Students should **be 5 minutes early** to the bus stop and wait 10 feet from the edge of the road. Be respectful of property and other students while waiting.

Students should walk one at a time up the bus steps and **use the handrail**. They will be expected to **sit in their seat, facing forward**, and **keep the aisle clear**. They shall use quiet, “**inside**” voices and **be respectful** to the other passengers around them. Keep hands and objects inside the windows at all times.

Help your child understand that it is important to **listen to the bus driver and follow instructions** the first time. If they have a problem, we want them to **tell the driver right away**. **If you or your child has any concerns or questions, please call the transportation office**. We believe that the best way for everyone to have a safe and comfortable ride is for drivers, students, and parents to work together to resolve issues.

Once a student is on the bus they become the driver’s responsibility. **No student will be allowed off anywhere other than their assigned bus stop, unless they have a Permission Slip**. Permission slips are available in the transportation office, on the district website, or parents/guardians can call the transportation or school office to have one filled out. Due to the capacities of our buses, we may not allow extra passengers to ride – call the transportation office if your child is planning to have friends ride home with them.

NOT ALLOWED:

-**Eating and drinking** are not considered bus-time activities. Food and drink shall remain in backpacks.

-No **animals** of any kind are allowed on the bus; with the exception of service animals. [seeing eye dogs, etc.]

-**Large objects** need to find their own ride to school! Including, but not limited to: large band instruments, boxes, science projects, skateboards, scooters, rollerblades, and antlers.

-**There will not be weapons of any kind allowed on the school buses. Policy # 3311**

-Severe misconduct: This type of behavior may include, but is not limited to: **drugs, alcohol, vandalism, fighting**. Severe misconduct will result in immediate suspension of transportation services (see steps 3 & 4 of discipline).

DISCIPLINE PROCEDURES

It is the driver’s responsibility to follow written district policy on discipline. We ask for your cooperation and support in maintaining good bus discipline. Mutual respect and consideration is essential in sustaining the safest environment for all of our passengers.

1. When a rule is broken the bus driver will give a verbal warning to the student. The transportation office will attempt to make phone contact with the parent/guardian.
 2. If the behavior persists, the bus driver will issue a one day transportation suspension notice to the student. The district will also make an attempt to make phone contact to notify students and parents that their transportation privileges for the following day have been revoked. School attendance is still expected. Ride privileges will be restored the day following the suspension.
 3. With the next infraction, the transportation director will notify the parents of a three day transportation suspension.
 4. On the third incident, or in a case of severe misconduct, a meeting is held and riding privileges may be terminated for the remainder of the school year.
- ☛ Whenever it seems prudent a meeting including any combination of the student, transportation director, a school principal, and parent may be scheduled to review behavior and establish discipline measures.