



LAKEWOOD



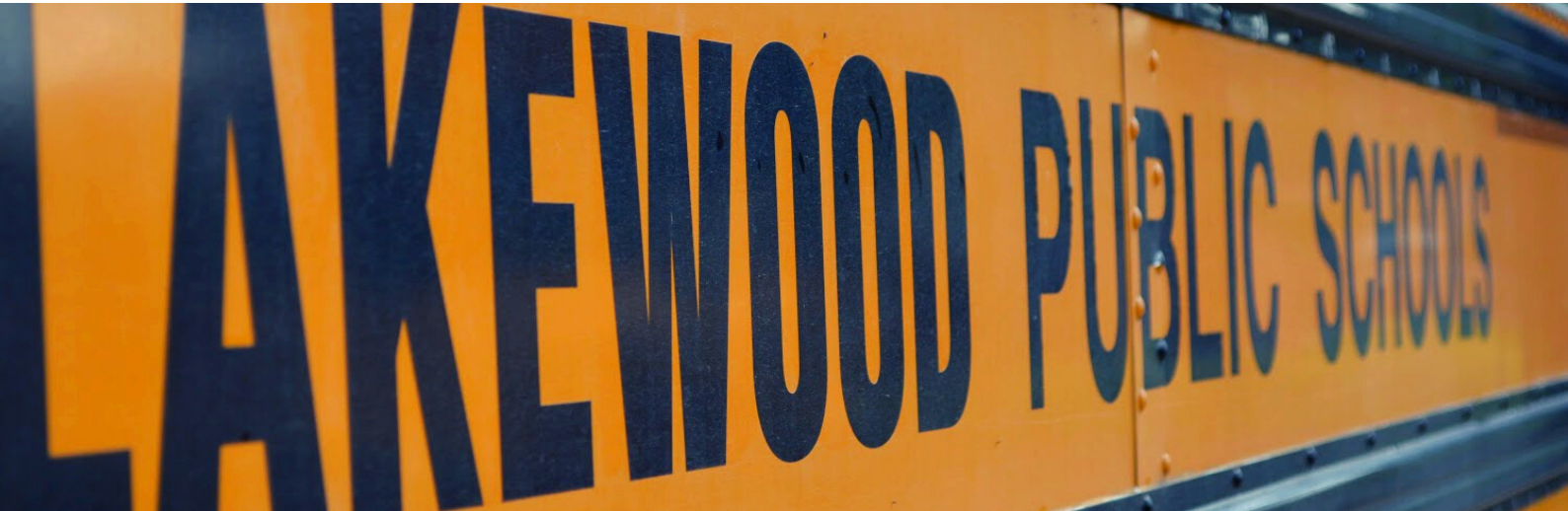
LAKEWOOD  
PUBLIC SCHOOLS

TRANSPORTATION  
GUIDE

# Welcome

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The mission of the Lakewood Public Schools Transportation Department is to provide all students with safe and reliable transportation to and from school every day. Lakewood kids are our most precious cargo, that's why we work to implement the highest safety standards and maintain an excellent rating in the annual bus safety inspection conducted by the Michigan State Police.



Dear Parents or Guardians:

Welcome to Lakewood Public Schools! Every year, Lakewood Public Schools' Transportation Department provides safe transportation to more than 1800 students to and from school, not including extracurricular activities, as a service to district families.

The employees who make up the transportation department understand that the ride to school can set the tone for the entire day for your student and the learning process. We take pride in our safety record when transporting your students. With your help, we can ensure that all of our students become successful school bus riders.

Lakewood Public Schools offers the privilege of transportation by including transportation in our budget; it is not a state requirement. This privilege can be revoked if student behavior jeopardizes his/her safety and/or the safety of others. If a student loses riding privileges, transportation becomes the parent's responsibility.

School bus stops are established in accordance with Michigan law, district policy and Michigan Department of Education best practice guidelines. It is not practical to stop at every student's home. Group stops are established whenever possible. Parents are responsible for their student's safety to and from the designated bus stop. We also ask that parents take responsibility for their student's behavior at the bus stop and we encourage parents of elementary aged students to accompany them to the stop.

Please review this transportation handbook with your student. The answers to many of the question that you may have regarding transportation can be found here. It is our hope that all students will make positive decisions that will give them an opportunity for success. If you have any further questions or concerns, please feel free to call 616.374.0759.

Sincerely,

Lakewood Public Schools Transportation Team  
PH: 616.374-0759 F: 616.374.2225

DISTRICT

# CONTACTS

## DIRECTORY

CENTRAL OFFICE  
616.374.8043

HIGH SCHOOL MAIN OFFICE  
616.374.8868

HIGH SCHOOL ATHLETIC OFFICE  
616.374.0211

MIDDLE SCHOOL MAIN OFFICE  
616.374.2400

LAKEWOOD ELEMENTARY MAIN OFFICE  
616.374.8842

LAKEWOOD EARLY CHILDHOOD CENTER MAIN  
OFFICE  
269.367.4935

FOOD SERVICE DEPARTMENT  
616.374.2415

TRANSPORTATION DEPARTMENT  
616.374.0759

[WWW.LAKEWOODPS.ORG](http://WWW.LAKEWOODPS.ORG)

TRANSPORTATION DEPARTMENT  
OFFICE HOURS 6:00 AM - 4:30 PM

# RIDE WITH PRIDE

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## RESPECT

Treat others as you want to be treated. Be a good role model. Use kind words. Talk quietly. Listen and obey the driver.

## INTEGRITY

Be honest. Make good choices

## DEDICATION

We have a team of dedicated full-time drivers and combined, they have 152 years of experience transporting Lakewood Public School students.

## EXCELLENCE

We strive to provide excellence in transportation services to you.



## **TRANSPORTATION CHANGE FORM**

Transportation Change Forms are available at the transportation office, school offices and at [www.lakewoodps.org](http://www.lakewoodps.org). The completed form can be dropped off, emailed or faxed to the transportation office. These forms are necessary for any transportation changes. Permanent changes may take up to 3 days to become effective. The addition of a stop and/or rerouting of the bus can affect other students on the bus. The delay allows us time to be sure the stop will be set up according to our safe pick-up practices and that all other parents and students have been notified of the change. We can sometimes accommodate changes quicker if the stop is already an established stop on a route. Calling transportation to discuss changes would be beneficial. If you have an address change, parents MUST first contact the office of their students' school. When students do not ride for 5 consecutive days, without prior notification, they will be removed from the transportation roster. If parents would like the transportation information to remain active, please contact the transportation department at (616) 374-0759. We also appreciate the courtesy phone call if a student will not be riding in the morning. This prevents us from sending a bus to a stop when it is not necessary. A courtesy call is not necessary if the student is assigned to a stop with more than 3 or 4 other students. If you happen to know that we only go down your road or section of road for your student, a courtesy call is appreciated. It is also not necessary to call if your student is not riding in the afternoon.

## **GUIDELINES FOR ASSIGNING BUS STOPS**

While it is the goal of the Lakewood Public Schools Transportation Department to transport each and every eligible student as close to their pick up and drop off locations as possible, it is simply not legally possible or efficient to do so. Route pick up and drop off are subject to change throughout the school year to maintain the safest and most efficient means of transportation services possible. Our intention is to not be disruptive, but to make sure we operate and function effectively.

School bus stops are established to promote safe and efficient routes. We cannot make illegal bus stops under any circumstances. Where it is illegal to establish a bus stop, we will make every effort to establish a nearby stop that does meet the legal requirements. Designated bus stops are established and evaluated each year. All stops must meet the legal requirements established by PA 187. It is our responsibility to create efficient bus routes. Limiting the number of stops helps us to control fuel costs and increase mileage by reducing the number of times a bus accelerates/decelerates.

## **SCHOOL OF CHOICE STUDENTS**

Under Section 105 of the State School Code, Lakewood Public Schools are not required to provide transportation to out-of-district schools of choice students. However, in an effort to cooperate and accommodate our schools of choice students, they may utilize transportation from a current stop within the district boundary. We Do Not establish stops outside of our district boundaries. The only exception to the rule is in the event that the bus must travel past a student's home in the course of its regular route. When that happens, the bus May stop, with approval from the Director and Superintendent.

## **SPECIAL EDUCATION TRANSPORTATION**

Most students identified as special education do NOT require Special Education Transportation. Special transportation is considered for each student at the annual Individualized Education Program (IEP) meeting. The Special Education Director will make the final determination whether a special education student needs special education transportation.

## **BUS STOP SAFETY**

- All students must be at the stop (not inside of a house, garage or vehicle) 5 Minutes prior to the scheduled pick up time. Busses cannot wait for tardy students. When a school bus is stopped for any length of time, the wait may cause unsafe traffic conditions behind the bus and cause other students to be late for school. If your child misses the bus, DO NOT chase after the bus or flash your car headlights at the bus! Bus drivers are not authorized to stop, as this is a safety violation. Take your child to school or go to another designated bus stop where the bus has not yet arrived. Please do not put your own child at risk by sending them running up from behind the bus. Your student's bus privileges may be suspended if you are found in violation of this unsafe practice. If you choose to take your child to another designated bus stop, please call us at (616) 374-0759 so that we can instruct you how to do it safely and radio the driver to expect you.
- Students must wait a safe distance from the road. It is recommended 10 to 20 feet away from the edge of the road, and to respect private property.
- Students must wait until the bus has come to a complete stop before boarding the bus. Students who are required to cross the road must wait for the bus drivers signal before crossing.
- When boarding and exiting the bus, students are required to remove earbuds and refrain from using hand held devices to avoid distractions.
- Students must keep all personal items in their backpacks, i.e. Fidget spinners, Pokémon Cards, toys, etc
- When more than one student is at a stop, students must wait in line and board the bus one at a time in an orderly manner, preferably youngest first.
- Students must not engage in any type of Horseplay at the stop. We are not responsible for what happens at the stop before the bus arrives.
- Students must never attempt to retrieve an item that is dropped near the bus without first getting permission from the driver.
- Students are not permitted to go to the mailbox when the bus is at their designated stop.
- Students are not permitted to bring animals. Weapons or other potentially dangerous material on the bus. Please use common sense when sending show and tell items to school.
- Students are not permitted to spray perfume, body spray or deodorant on the bus, due to allergies or asthma concerns.
- Students are responsible for observing appropriate behavior in order to protect their riding privileges. Being courteous to others and demonstrating responsible citizenship through positive social interactions while on the bus. Improper student behavior on a bus or at a bus stop can cause a driver to be distracted and endanger the bus and all its passengers. Proper behavior is required at all times. The following guidelines and procedures have been established to assist bus drivers in maintaining discipline and ensuring safe travel. The list is only a sampling and is NOT intended to cover every incidence or example of unacceptable behavior.
- Students are expected to follow the same code of conduct when exiting the bus as when being picked up.
- Students are to remain seated while the bus is in motion and until the bus comes to a completed stop. This means sitting erect with both feet on the floor at all times. Standing on the bus while the bus is in motion is NOT permitted.
- Students being transported are under the authority of the bus driver. The drivers are authorized to assign seats and students must comply with the arrangement.
- Students are to be courteous to the bus driver, fellow students and others passing by the bus. There will be no swearing allowed and bullying WILL NOT be tolerated.
- Students will use emergency exits only when there is an emergency or when directed to do so by the driver. Violation of this may result in suspension of bus privileges.



## **BUS STOP SAFETY [CONTINUED]**

- Students are not to engage in fighting, wrestling or other boisterous activities while on the bus, students will not extend their hands, arms, head, hair or other parts of their body out of the windows.
- Students are not allowed to throw anything inside or outside the bus.
- Students must maintain an acceptable noise level while riding on the bus. There is absolutely NO talking at the railroad tracks. This is a safety violation and will not be tolerated.
- Students are not allowed to eat or drink on the bus. Water is allowed. If a student has a special health need please contact the Transportation Office so we can help accommodate the need.
- The school dress code applies on the bus.
- The use of tobacco in any form, nicotine paraphernalia, alcohol or any controlled substances are not permitted on the bus.

## **CELL PHONE USE**

Cell phones and other lighted electronic devices are extremely distracting, especially when it is dark. If you choose to use a device during dark hours of bus riding, they need to have back lighting set at a very low setting. If you choose to use your device as a listening device, you must use earbuds or headphones. You are prohibited from using your cell phone as a video device, face time, taking photos or other students or viewing inappropriate material. Any violation of this may result in time off the bus/and or your phone being confiscated by the driver and will need to be picked up by a parent at the Transportation Office.

## **BUS DISCIPLINE**

The Transportation Department works directly with Principals of Schools on disciplinary of student's bad behavior on the bus. Consequences range from written warnings/conducts, assigned seating, to suspension of bus riding privileges. If a student has been suspended from their bus riding privileges this may include bus riding for athletics and/or field trips.

## **VANDALISM**

Vandalism is considered anything that causes permanent damage to the bus. This can range from poking holes with a sharp object into the seat, to cutting and tearing the seats, to drawing on the seats with permanent markers, crayons, ink pens or nail polish. These acts will result in written warnings/conducts. Anyone found causing damage to Lakewood Public Schools property will be billed for costs to repair or replace the damaged equipment.

## **OVERHEAD AMBER/RED ALTERNATELY FLASHING LIGHTS**

Motorists are required to STOP 20 FEET from the school bus. When lights change from yellow to red motorist are required by law to stop. Continuing pass a bus while alternating RED's are flashing may result in a ticket/court cost.

## **HAZARD LIGHT STOPS**

With Director approval, hazard light stops may happen along M50, M66 & M43. These stops are only in areas where the bus can get completely off the road and no students is required to cross the road. When a bus is pulled off the road with hazard lights on, motorists can proceed with caution.

## **TEACHING A CHILD BUS CROSSING**

During the first weeks of school, bus drivers are teaching children how to cross the road safely. We try to set up our bus routes so that we can minimize the need for this practice. If a parent is by the road, children tend to want to run to the parents instead of watching the bus driver for direction if safe to cross. Please be aware of this and help children understand the importance of watching driver for directions to cross.

## **VIDEO CAMERA POLICY**

Transportation uses a monitor camera mounted on the interior of the school buses as a teaching tool for the bus drivers to learn and improve safety and behavior management techniques. The cameras are also useful for investigation incidents that the driver was not able to directly observe. A school bus driver's first responsibility is the safe operation of the bus. As a result, he/she is not able to constantly monitor student behavior. Cameras can help provide a clear understanding of the actual sequence of events. However, due to student privacy concerns, parents are not permitted to view the video. Videos are confidential and are the property of Lakewood Public Schools. The driver, transportation Director or other school administrators are the only ones permitted to view the videos. The video captured from the cameras will be viewed by District personnel on a random basis and/or when problems have been brought to the attention of the District. Students or staff whose recorded actions are deemed to violate District policies, administrative regulations or provisions of law may be subject to disciplinary action. A video may be used by the District as evidence in any disciplinary action brought against any student or staff member arising out of the individual's conduct on District property. When appropriate, video captured may be referred to or viewed by law enforcement agencies. The district will comply with all applicable state and federal laws related to the retention and release of public records. A video will be retained by the District for a period of two (2) weeks, or until the conclusion of disciplinary proceedings if the video is used for evidence in a disciplinary proceeding. A video that becomes a part of a student's educational record will be released only in conformance with the Michigan Freedom of Information Act and the family Educational Rights and Privacy Act (20 USC 1232g.)

## **LOST AND FOUND**

Lakewood Public Schools bus drivers collect lost items found on their buses and ask students if anyone know who it belongs to. If any electric devices are found on a bus, the appropriate schools will be notified there was a phone found on the bus if a student reports one missing. The driver or the Transportation office will hold the phone until it is claimed. In order to claim the missing phone the student must describe the device before receiving it.

## **FIELD/SPORT TRIP POLICIES**

Students are expected to follow the same school bus rules on field/sports trips as on a regular bus run. When students are suspended from their regular bus, they are also ineligible for transportation to and from field/sport events.

## **INCLEMENT WEATHER/SCHOOL CLOSING INFORMATION**

When schools are closed due to inclement weather, all families with a current phone number on file and registered with the Honeywell System, will be notified via the Honeywell system. It will also be announced thru local TV stations morning news broadcast. We will also post on the District FB page, District web page & District Transportation FB page. School closing decisions are made prior to 5:30 am whenever possible. However, the unpredictability of Michigan weather may make it necessary for a last-minute decision to be made. If there is a Two-Hour Delay, students will be picked up 2 hours later than normal. When there is a half day of school, they will arrive home approximately 3 ½ hours earlier than normal. In either case your student will be picked up and dropped off at the same location as on a full day of school, according to the bus registration they have set up. Please plan ahead and call transportation for bus changes on half days. (616) 374-0759