

Mission Statement

The West Des Moines Community School District Transportation Department strives to serve the needs of students and to provide safe, efficient transportation to school and school-related activities.

School bus safety is a shared responsibility among parents, students and the bus driver. Please review and reinforce these bus safety guidelines with your children regularly. When students remember and follow these rules, riding the school bus can be a safe and pleasant experience.



For additional information, please contact:
West Des Moines Community Schools
Transportation Department
2102 Delavan Drive
West Des Moines, IA 50265
515-633-4902
www.wdmcs.org

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, genetic material, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Carol Seid, Associate Superintendent of Human Resources, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5037; Email seidc@wdmcs.org.

Transportation Information



Free Transportation

Transportation is provided free of charge for any student grade kindergarten through eighth who lives more than two miles from her/his assigned school. Transportation is provided free of charge to any ninth- through 12th-grade student who lives more than three miles from Valley Southwoods Freshman High School, Walnut Creek Campus, or Valley High School.

Any student who is involuntarily transferred to a school other than her/his designated attendance center is provided free transportation. Distance to school is measured on the public roadway starting in the roadway opposite the private entrance to the residence of the pupil and ending in the roadway opposite the bus entrance to the school grounds. The transportation supervisor will determine the route to be used in calculating the distance to school. The distance is the shortest distance measured on public roadways between starting and ending points.

Paid Transportation

Any student who does not qualify for free transportation but lives outside the walk zone for his/her assigned school is eligible for transportation for a fee. Each school has established walk zones where students have access to safe walkways to school. Transportation is not available for families who live inside the walk zones.

Passes may be purchased from the school secretary in the building the student attends. Requests for transportation may take five days to process from the date the bus pass is purchased.

Students who purchase passes on a quarterly basis must pay prior to the start of the quarter. Failure to pay for the pass by the start of the new quarter will result in the termination of transportation service. Fees can be paid online at www.wdmcs.org/online-payments.

Any student who lives in the pay transportation area and qualifies for the free or reduced-price meal program may also apply for free or reduced bus pass fees. The school secretary will handle all requests confidentially. Failure to pay in the current school year will result in no service for the next school year.

General Information

Applications for school bus transportation may be obtained at the school office where the student attends or on the district website on the Transportation Department page. The application must be filled out by a parent or guardian. A new application must be submitted for a change of address. Transportation arrangements may take up to five school days to process.

For safety reasons, all students must show the bus driver their pass each time they board the bus. Replacement passes may be purchased from the school secretary for a \$10 fee. The student may request a five-day temporary pass from the bus driver.

Bus passes may only be used by the student assigned the pass. Violation of this procedure results in disciplinary action.

A student must ride the bus to which she/he is assigned. In the event that a student is reassigned to a different bus, parents will be notified in advance of the new bus number and pick-up time. Each student is required to board and depart the bus at her/his assigned bus stop. Violation of this procedure results in disciplinary action.

All district buses are equipped with video cameras. Cameras may be used on the buses to monitor for the safety of the children. Videotapes may be used to support discipline actions imposed for inappropriate behavior.

To arrange transportation for students with special needs, please contact the Transportation Department. Musical instruments need to fit on the student's lap or underneath the seat.

Students who voluntarily request to attend a building other than their designated attendance center are eligible for paid transportation. The student must come inside the boundary of the voluntarily requested school to a designated bus stop. The district may provide transportation for students who are open enrolled.



Temporary Bus Pass Info

The following rules will apply for parents requesting to change a bus stop and bus route for a short period of time while they are out of town, on jury duty, etc.

Parameters

- The parents/guardians will need to turn in a written request three weeks in advance of the requested change.
- Only the parent or legal guardian with custodial physical care can give permission for the student to ride another bus and go to another stop.
- The transportation registration form must be turned in with the written request.
- The student must already be a registered rider in the school district.
- There must be room on the bus the pupil will be riding temporarily.
- The length of change cannot be less than one week or (five working days) or greater than six weeks.
- The student must be going to a designated bus stop on the route in the same school zone.
- The student must follow rider policy and is subject to bus disciplinary procedures.

Emergencies

- In case of family emergencies, registered riders may request to ride an alternate bus with another student. Emergency requests must be placed with the Transportation Department at 515-633-4902 with as much advance notice as possible.
- A temporary pass will be generated at a cost of \$25.

Parent Responsibility

- A parent must provide the appropriate contact information.
- Parents must provide medical information to the school in case of a medical emergency.
- Disciplinary contact must be provided before a bus pass will be issued.

Secretary Responsibility

- Give this information to the parent upon request.

Transportation Department

- The regular bus pass must be turned into the Transportation Department, in exchange for the temporary pass.
- The Transportation Department will hold the regular pass until the request has ended.
- The temporary pass must be turned in to the Transportation Department to retrieve your regular pass after the request has ended.



Payments

- A temporary pass will be generated and distributed at a cost of \$25.
- If the student goes to a stop in the same school zone but the regular stop is free and the temporary stop is pay, you will be charged at a pro-rated cost of the bus pass for going to a pay zone, in addition to the \$25.

Discipline Information

Video systems are used to monitor student behavior on school buses. The video can be used as evidence in a student disciplinary proceeding. The tapes are considered student records, subject to school district confidentiality, board policy, and administrative regulations.

For safety reasons, the following rules have been developed:

- The student must show his/her bus pass to the driver upon boarding the bus.
- Students must obey the bus driver at all times.
- Noise on the bus is to be kept at a reasonable level. No shouting or other loud noises on the bus or out the windows is allowed.
- Students must remain seated at all times. Aisles are to remain clear of feet and other items.
- The bus must be kept clean at all times.
- Eating and drinking are not allowed on the bus.
- Students waiting to board a bus should stand a safe distance from the curb until the bus comes to a complete stop and the doors are opened. Pushing or shoving while waiting to board the bus is not permitted.
- In case of an emergency, all riders are to remain seated in the bus, unless otherwise instructed by the driver/other adult in authority.
- Each student must ride only the assigned bus. A student will not be allowed to ride an alternate bus. For more information regarding exceptions, please reference the General Information section of this brochure.

If a student disobeys the rules, he/she is issued a Bus Conduct Report. A member of the Transportation Department notifies the parents of the situation and forwards the report to the student's principal.

Corrective Discipline

Infractions of the rules result in the following actions:

1. First infraction – phone call to student's parents/guardians
2. Second infraction – suspension of transportation privileges for one day
3. Third infraction – suspension of transportation privileges for three days
4. Fourth infraction – suspension of transportation privileges for five days
5. Fifth infraction – suspension of transportation privileges for thirty days
6. Sixth infraction – suspension of transportation privileges for remainder of the school year
7. Discipline may carry over to the next year.

More Serious Infractions

In cases where more serious disciplinary problems occur, the following procedures are followed:

- The driver reports the incident immediately to the transportation supervisor and fills out a discipline report.
- The transportation supervisor immediately reports the incident to the building principal.
- The principal meets with the student, and a member of the Transportation Department contacts the student's parents/guardians with the intended plan.

Transportation service may be immediately suspended for the following severe bus conduct infractions for a minimum of five days. Transportation privileges could be suspended for the entire semester or school year depending on the severity of the incident and the number of previous discipline infractions the student has had. The transportation supervisor and the student's principal determine the extent of the corrective action. These incidents include:

- Fighting or threatening others on the bus
- Using profanity or obscene gestures toward the bus driver or others on the bus
- Throwing or shooting items in the bus or out the windows

- Igniting fires, smoking, or the use of a controlled substance on the bus
- Severe safety distractions such as pointing laser lights at the bus driver or other students on the bus
- Putting hands, arms, and other parts of the body outside the windows
- Any activity on the bus that could severely jeopardize the safety of the students on the bus
- Vandalism
- Harassing behavior

In cases where severe conduct infractions occur, the Transportation Department may send a representative to the bus to remove the child or children involved. Students who feel they are being treated unfairly in a transportation matter should report the matter to the principal.

Bus Pass Purchases*

Annual round-trip (non-refundable)	\$490
Annual one-way (non-refundable)	\$255
Quarterly round-trip	\$123
Quarterly one-way	\$64

*2017-18 rates; 2018-19 rates to be announced.

The annual bus passes are non-refundable, unless a family moves from the district. Once the quarter begins, families moving out of the district may receive a refund of up to one half the quarterly bus pass fee until midway through the quarter. No quarterly refunds will be issued during the second half of the quarter.

Quarterly Payments

Payments are due before the start of each new quarter.