



TSE'II'AHII'

COMMUNITY SCHOOL

SY 25-26 Transportation Handbook

Tse'ii'ahi' Community School
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Mission Statement:

Tse'ii'ahi' Community School is the key to our future.

Vision Statement:

Tse'ii'ahi' Community School understands that each student has unique needs. We pledge to provide a creative environment where every student acquires excellence in academics, self-confidence, and cultural awareness to create a love of lifelong learning.

Bus Policies and Procedures

Tse'ii'ahi' Community School operates in accordance with the New Mexico Transportation Rules and Regulations and the FMVSS (Federal Motor Vehicle Safety Standards). Students eligible for transportation service under Federal and State Statutes or under the State Board of Education's "Hazardous Walking Regulations." The State statutes maintain that students are eligible for transportation service if the school bus routes are one mile one-way for students in grades kindergarten through 6th grade, (Federal Motor Vehicle Safety Standards, (A)-(6.41.4.9). All eligible students are transported in a safe and timely manner.

Students must arrive at their established bus stop 5 minutes early. Students must be dressed in accordingly to weather conditions. It is highly encouraged that bus safety rules are reviewed by parents with their children. Students are expected to maintain proper behavior while on the school bus. Riding the bus is a PRIVILEGE. Misbehavior on school buses can endanger other students' lives. Any student who does not follow the bus rules is suspended from riding the bus. Upon arrival at school buses will drop off students in the designated bus drop off zone.

In accordance to the New Mexico State Department of Education – School Transportation Unit section 6.14.4.6 Students with special needs are entitled to transportation as defined in (1)-(3) or as specified in the definition of "transportation as a related service." (D) Students with disabilities have equal access to a free, appropriate public education, regardless of variances in their abilities to participate in educational experiences. (E) Students with disabilities are afforded the same degree of dignity and respect afforded other students and that they are provided services within the requirements of least restrictive environment, and (F) all decisions related to a

students with disabilities are made with a child and family focus by teams which include family members working collaboratively with school personnel to determine, implement, and evaluate services based on the need of the student and family.

- Individualized Services – Transportation modifications recommended by the IEP committee to provide for the individual needs of students. This is also a written statement for a student with a disability regarding transportation needs. The IEP serves as a communication tool between collectively what the student's specific needs are.\

General Rules

- All passengers, including bus driver using the bus should be familiar with and abide by these policies and procedures.
- Students must ride the bus home after school unless parents notified the school in writing or calling by 2:00 pm to the school and notify the bus driver.
- All persons must follow the High Five Rules.
- The school is not responsible for personal items left on the bus.
- Users are responsible for disposing trash at the end of the bus route.
- During Field Trips, each school bus must have chaperones who monitor the students.
- The safety of the students, staff and bus drivers is always the first consideration.
- The bus driver is the final authority on all matters related to the operation, routing and use of the GSA vehicle(s).
- Passenger capacity is limited to the assigned designation. Students are required to sit throughout the duration of the bus ride.
- No possession, consumption or use of alcoholic beverages, illegal use of drugs, vaping or tobacco (in any form) is permitted on school property, including buses and GSA vehicles.
- Food and beverages may not be consumed on the buses, unless approved by the bus driver.
- Nothing is to be written on or affixed to the windows.
- Bus drivers will take attendance during both a.m. and p.m. runs at the beginning and end of the bus routes.
- For the safety of all students, parents are not allowed on the bus.
- Parents be present at the bus stop for student drop off.

Bus Request

- Requests are handled on a first come – first served basis.
- Request Form must provide as much detail required for Field Trips. A list of all participants including students, chaperones, and trip itinerary.
- Coordinator will coordinate with bus drivers to plan who will be driving.
- Trips without approval will be canceled.

Field Trips

- School Field Trips include itinerary plan, chaperones, list of students, seating chart provided by the teacher, and snacks/mealtime and stops.
- A total number of passengers must be available prior to the day of the event, so the appropriate number of buses are arranged.
- The copy of each roster list must be kept on the bus.
- Chaperones provide headcounts to confirm attendance after stops.
- Passenger drop-offs or pick-ups must be kept to a minimum and meet the criteria below.
 - ☞ Scheduled before departure (preferably before day of trip).
 - ☞ Approved by driver and Principal.
 - ☞ Only on planned route of trip.
 - ☞ Bus Drivers may stay with the bus for security purposes.
 - ☞ Bus Drivers are not to chaperone on field trips.
 - ☞ Bus Drivers are not responsible for safety of student transportation.

Bus Rules and Regulations

- Students must be on time for bus pick-up. Driver will wait only (2) minutes.
- Students must cooperate and obey the bus driver and follow the bus rules.
- Students will sit in assigned seats, keeping aisles and exits clear.
- Students will remain seated while the bus is in motion.
- Students will be courteous – no bad language or fighting will be allowed.

- Students must keep the noise level down – no loud talking or yelling.
- Students must keep head, hands and personal property inside the bus at all times.
- Students must keep the bus clean.
- Students will not eat while on the bus. Exception: students can bring snacks to take home after a classroom celebration.
- No form of tobacco, alcohol, drugs, or weapons are allowed at any time.
- Students must not pull or play with fire exit doors or windows.
- Students and parents will obey the bus flashes/stop sign when the bus is loading and unloading.
- FACE students who are 4 years old can ride bus with car seat or safety seat harness with a parent who has background clearance on file.





Discipline Procedure

- 1st Offense: Provide verbal warning. Contact parent/guardian.
- 2nd Offense: notify parent/guardian and Principal and complete bus incident report.
- 3rd Offense: notify parent and Principal, initiate a conference with parent/guardian and Principal, and bus driver and complete bus incident report.
- 4th Offense: notify parent/guardian and Principal, complete bus incident report, set meeting for possible removal from bus riding privilege.

Bus Emergency

- When emergency removal of the student from a school bus is necessary, the student's parents are notified immediately. A written behavioral report is filed with the school and a copy is provided to the parent.
- Bus evacuation drills are completed monthly throughout the school year.
- Promptly notify the School Principal, BIE/ADD if a school bus is involved in an accident that results in death, serious injury or hospitalization of any passengers, bus driver, pedestrian, or other vehicle occupant.
- Any broken windows and dents on buses or GSA vehicle are reported to the school principal and GSA Management.

Bus Distances and Seats Available

-  International Bus 4 - permitted travel distance is unlimited and will seat 66 passengers.
-  International Bus 5 permitted travel distance is unlimited and will seat 66 passengers.
-  Thomas Built Bus 6 permitted travel distance is unlimited and will seat 54 passengers.
-  International Bus 7 permitted travel distance is unlimited and will seat 54 passengers.

Drivers – State Regulations

- The Department of Transportation sets limits for the amount of time drivers may be “on duty” and behind the wheel.
- The “on duty” limit is 15 hours out of 24 hours.
- Any road trip in excess of 10 consecutive driving hours will require multiple drivers. We recommend after 8 consecutive hours switching drivers.
- Bus drivers have the right and responsibility not to start the trip if they cannot complete it under the limits.
- Late departures impact drive time, so on time departures must be adhered to. Please plan accordingly to driver’s availability time schedule.

Drivers Qualifications for Bus Drivers and Activity Drivers

- A criminal background check is conducted on drivers in accordance with BIE policies.
- Must hold an active New Mexico Commercial Driver’s License (CDL).
- Must have a clean driving record.
- Must stay current on medical requirements and drug testing.
- Must have current 16 hours of training for the upcoming school year.
- *Anyone who transport students must have Defensive Driving, Driver safety training and Physical Examination on file. Take two courses with:*
 1. *GSA defensive driving course and can be found at: [Safety Training | GSA](#)*
 2. *DOI Driving Safely; Driving Smarter online course and can be found at DOI Talent.*
- Must have current CPR and First Aid Certification on file.
- Must have current Defensive Driving Certification on file.

GSA Drivers

- Must hold an active New Mexico Driver's License.
- Must have a clean driving record.
- *Anyone who transport students must have Defensive Driving, Driver safety training and Physical Examination on file. Take two courses with:*
 1. *GSA defensive driving course and can be found at: [Safety Training | GSA](#)*
 2. *DOI Driving Safely; Driving Smarter online course and can be found at DOI Talent.*
- Must have current CPR and First Aid Certification on file.
- Must have current Defensive Driving Certification on file.

Drivers Responsibility

- When loading and unloading, buses must park bumper to bumper to avoid pupils from going between the buses.
- School bus engine must be off and park brakes activated while students are loading/unloading from school buses.
- School bus keys shall be removed from the ignition switch when driver is not in the driver's seat.
- To keep all licensing requirements up to date.
- **Maintain parent communication logbook.**
- To perform pre- and post-trip inspections and complete the inspection form, four times a day, one before the AM bus trip, one after the AM bus trip, one before the PM bus trip, and one after the PM bus trip.
- Maintains records of mileage, gas receipts, and regular maintenance service repairs **(maintenance service and repairs to the school principal).**
- **DI-120 reports are complete by bus drivers.**
- Safety equipment is stored in the bus shelter and metal storage for chemical storage.
- No audio devices with headphones or earplugs covering both ears permitted while driving.
- Bus drivers have the authority **to enforce safety riding practices and act upon emergency actions with notification to the Principal and Emergency Responders.**

- To make recommendations concerning the maintenance and improvements to the school principal.
- All bus incidents are submitted as an incident report to the school principal.
- Bus driver will keep daily attendance, parent information, bus route map, seating chart, pick-up and drop-off times.
- Bus keys (GSA vehicle) and GSA fuel cards are stored in a vehicle binder and turned in daily and at the end of year, bus keys and fuel cards are turned in.

Bus Cleaning Expectations

1. A disinfectant container is on each bus.
2. Buses are cleaned after AM bus run and PM bus run.
3. The floor needs to be swept.
4. All trash is removed from seats and floors.
5. The seats are wiped, and floors are mopped.
6. High contact areas are wiped.
7. The bus interior is wiped.
8. The driver's seats are wiped and cleaned of particulates.

GSA vehicles Cleaning Expectations

1. GSA vehicles are cleaned Monday and Wednesday.
2. The floor is vacuumed.
3. All trash is removed from seats and floors.
4. The seat and floor are wiped.
5. High contact areas are wiped.
6. The interior is wiped.
7. The GSA vehicles will have disinfecting containers. The containers include disinfectant wipes, masks, and disinfectant sprays.
8. All GSA vehicles refuel should be done before returning to school campus.

Parent Communication

1. Parents are informed about bus changes, school delays, early release, and incidents on buses.
2. A Parent communication log is kept with dates, location, phone number called, who is called, and what is the resolution. The incident and resolution are reported to the school principal and respective teacher.
3. Parent communication is performed in a professional manner.

Limiting the Spread of Infection.

1. Wear masks, when sick.
2. Disinfect most touched surfaces.
3. Wash hands and use hand sanitizer to limit the spread of infection.

School Closure due to Pandemic

1. Food Service, bus drivers, and assigned staff members will serve and deliver meals to students.

Bus Tag Numbers, Bus Capacity, and Required Safety Equipment

Bus #4 G32 – 0303Z: INTERNATIONAL 66 PASSENGERS

- Fire Extinguisher Mounted over upper driver side in the middle.
- First Aid Kit Compartment Storage, All safety equipment.
- Safety Triangles
- Bodily fluid Spill Kit

Bus #5 G32 – 0571Y: INTERNATIONAL 66 PASSENGERS

- Fire Extinguisher Mounted over upper driver side in the middle.
- First Aid Kit Compartment Storage, All safety equipment.
- Safety Triangles
- Bodily fluid Spill Kit

Bus #6 G32 – 0567X: THOMAS BUILT (Freight Liner)

- Fire Extinguisher
- First Aid Kit
- Safety Triangles
- Bodily fluid Spill Kit

Mounted over upper driver side in the middle.
Compartment Storage, All safety equipment.

Bus #7 G32 – A0379:

INTERNATIONAL 54 PASSENGER

- Fire Extinguisher
- First Aid Kit
- Safety Triangles
- Bodily fluid Spill Kit

Mounted over upper driver side in the middle.
Compartment Storage, All safety equipment.

Resources

[eCFR :: 25 CFR Part 39 Subpart G -- Student Transportation](#)

[State Statutes and Regulations – New Mexico Public Education Department](#)

[STB_State-Statutes-and-Regulations_School-Bus-Inspections.pdf](#)

[Transportation Bureau – New Mexico Public Education Department \(state.nm.us\)](#)