

## ISL Transportation Policies and Procedures SY 22/23

### **Student Transportation Plan**

The International School of Louisiana (ISL) Student Transportation Plan is based on State and City laws and guidelines. This Handbook is intended to outline the policies and procedures in the ISL Student Transportation Plan, which are designed to provide the smooth, safe and orderly transportation of students.

This handbook may be amended as necessary. The most recent, approved version can always be found on the school's website, [isl-edu.org](http://isl-edu.org) , under the Transportation tab.

For additional information or clarification, please contact the Transportation Coordinator at [transportation@isl-edu.org](mailto:transportation@isl-edu.org) .

### **Eligibility**

To qualify for no-cost transportation service provided by ISL, a student must:

- reside in Orleans Parish      AND
- reside more than one (1) mile from the campus they attend.

Students who qualify and are enrolled in Kindergarten through 5th grade are eligible for transportation service via yellow bus or passenger van.

Students who qualify and are enrolled in grades 6 through 8 are eligible for an RTA monthly pass, provided free of cost by ISL. Students in grades 6 through 8 will NOT be allowed to utilize the yellow bus or passenger van service.

All unused RTA bus passes should be returned to the front office. ISL WILL NOT replace lost or stolen RTA bus passes. Parents and students are expected to judiciously care for the RTA bus passes issued to them.

Families must ensure that their address is up to date in ISL's Student Information System (PowerSchool), as only this address will be considered when determining eligibility.

Only students who are registered and approved for transportation services are allowed to ride on a bus/van, and only on their assigned bus/van, based on home address.

There are no allowable exceptions for "bringing a friend home" for a playdate, a once-a-week activity, or any other reason.

## Service Providers

For School Year 2022-2023:

- Yellow school bus service is contracted through George Turner Bus Services, L.L.C.
- Cross-river passenger van service is contracted through Cristal's Transportation, L.L.C.

The New Orleans Regional Transit Authority (RTA) provides all public transportation (streetcars, buses, and ferries) for the city. Transdev Services manages the day-to-day operations of the system.

## Bus/Van Routes and Schedules

Students are assigned to a bus route and stop based on the address in ISL's Student Information System (PowerSchool). Only this address will be considered when determining the route and stop.

Routes and stops are designed and set to provide transportation to all eligible registered students in the safest, most time-effective and efficient way possible. Stops are set so no student lives more than 1 mile away. More than one family may be assigned to a given stop.

Estimated times for AM pick-up and PM drop-off (regular dismissal and early Wednesday dismissal) will be communicated to families via email. Any changes due to *e.g.* the addition/removal of a stop, major construction, etc., will be communicated to families in a timely manner.

In addition, the most up to date bus/van stops and times can always be found on the ISL website, under the Transportation tab.

## “Minimum Four (4) Day” program

The ISL Student Transportation Plan is a “Minimum Four (4) Day” program. This means that children who are registered as bus/van riders are expected to ride the bus at least four days a week.

Families may choose any one (1) day of the week for the child not to ride the bus, but the chosen day must remain the same.

An example might be a student who sleeps at a grandparent's home every Thursday to accommodate for the parent's late work schedule. (*Note: it is **not** necessary to inform ISL of the reason the student will not ride the bus/van, in this case, on Thursdays.*)

There is no allowance for sporadic or occasional riders.

### *Exception to the “Minimum 4 Day” requirement*

A student can be exempt from the Minimum 4 Day requirement if he or she participates in regularly scheduled **ISL-approved after school clubs**, scheduled for the same days every week. Please notify the Transportation Department, by email, of your student's participation in the ISL-approved after school

club. Upon confirmation of your registration, your student will be marked as an afternoon car rider on club days.

**Please note:** ISL-approved after school clubs are not considered extensions of the regularly scheduled school day. On the day(s) the after-school club meets, it is the **responsibility of the family to provide for the child's transportation** after the club meeting ends.

### **Student Safety**

The safety of our students is our highest priority, and all parties play a role in the safety of the children. These parties include the students, parents/guardians and their designees, bus/van company representatives, and, of course, the ISL representatives.

#### **At the stop**

Families are responsible for getting students to the stop safely in the morning. Families must consider the neighborhood, and take whatever precautions necessary to ensure the safety of their children on the way to the stop or while waiting for a bus/van to arrive.

Similarly, families are responsible for ensuring there is an adult at the stop to receive the student in the afternoon. State law states that students under 11 years of age must be released to an appropriate adult, whether from the campus or school-provided transportation. ISL's policy extends that requirement through the end of a student's 5th grade.

Families are asked to be there 10 minutes before or after the designated time to take traffic, weather, etc. into consideration.

#### **On the bus/van**

The driver's responsibility begins as the student boards the bus. The school does not provide additional monitors, so drivers monitor student behavior.

Families are strongly encouraged to help school officials by reinforcing the following safety rules with their children:

- Always use the handrail when entering and exiting the bus/van.
- Never walk behind a bus/van.
- Take 10 giant steps in front of the bus or van's front bumper in order to be seen by the driver.
- When crossing in front of the bus/van, wait for the signal from the driver to cross.
- If an item falls near the bus/van, never go under or get near the tires. First, notify the driver and then, allow an adult to retrieve the item.

### **Behavioral Expectations—Parents**

- The parent/guardian identifies on Registration forms, or on the Request to Update Information form, the names and contact information for all persons authorized to pick up their child.
- The parent/guardian, or other designated adult, will be present at the bus stop each school day 10 minutes prior to the scheduled, published AM pick-up time, to personally witness the child boarding the bus.
- The parent/guardian, or designee, will be present at the bus stop 10 minutes prior to the scheduled, published PM drop-off time to receive the student(s). Students who are not picked up will be returned to the **UPTOWN** campus and the parent/guardian will be required to pay the cost (as determined by the transportation company) of the return trip. At the discretion of the school administration, the Department of Children and Family Services may be contacted, and/or student(s) may be taken to the nearest police station.
- The parent/guardian, or designee, will not enter the bus/van at any time. The unauthorized boarding of a bus/van is a criminal offense and will be reported immediately to local authorities.
- The parent/guardian, or designee, will not confront the driver. Any complaints must be directed to the ISL Transportation Department ( [transportation@isl-edu.org](mailto:transportation@isl-edu.org) ).
- The parent/guardian, or designee, will not attempt to stop the bus/van once it has left the school building or bus stop.

### **Behavioral Expectations—Students**

- All rules of student behavior in effect on the school campus apply to the bus/van.
- The student is expected to walk onto the vehicle and go directly to her/his seat.
- The student is expected to remain seated at all times when the vehicle is in motion.
- The student will not eat, drink, chew gum, or create litter.
- The student will keep hands and limbs inside the vehicle windows.
- The student will refrain from aggressive behavior or behavior that incites arguments.
- When requested by the driver, or ISL staff member, the student will sit in an assigned seat.
- The student will not deface or damage any part of the vehicle.

### **Bus Infractions and Penalties**

- Class 1 Rules Violations include:
  - Littering
  - Eating, drinking or chewing gum
  - Unnecessarily standing

- Putting any parts of the body outside the window
  - Insubordination or refusing to follow direction from a driver (or monitor, if applicable)
  - Offensive or obscene language or items while on the bus/van
  - Bullying, harassment or teasing
  - Failure to comply with loading or unloading procedures
  - Use of cell phones on the bus/van
  - Parent/guardian tardiness in picking a child up from the bus stop. Parents are expected to be at the assigned stop 10 minutes prior to the scheduled, published afternoon drop-off times (See Section: **Undeliverable Students**).
- Class 2 Rules Violations include:
    - Weapons or drugs brought on the bus/van
    - Throwing items from the vehicle or at the vehicle
    - Defacing or damaging the vehicle in any way or form
    - Tampering with emergency exits
    - Fireworks, lighters or explosives on the vehicle
    - Any conduct that would jeopardize the safety and well-being of other students or the driver - including physically assaulting the driver or other personnel
    - Fighting on the vehicle or at the stop
    - Sexual contact of any nature

In all cases of damage to property of individuals and/or the vehicle, the parent/guardian will be held responsible for restitution.

If a student commits a Class 1 discipline violation, actions taken shall be as follows:

- I. 1st Violation: Warning is given to parent/guardian and student from the Transportation Coordinator; principal will be copied
- II. 2nd Violation: Student is suspended from the bus for 5 days
- III. 3rd Violation: Student is suspended from the bus for 10 days
- IV. 4th Violation: Student may have her/his transportation privileges revoked for the remainder of the school year.

The driver shall make every attempt to establish discipline (i.e. changes in seat assignments) after a student's first, Class 1 violation.

If a student commits a Class 2 discipline violation, the student may have her/his transportation privileges revoked for the remainder of the school year.

### **Loss of bus privileges**

Bus privileges may also be revoked if:

- The student is not at his/her designated stop for 5 consecutive days. It may take up to 3 days for a student to be reinstated to a bus route.
- The parent/guardian or designee are habitually not at the stop at the published p.m. pick-up time.
- Charges resulting from a student's return to school when not picked up at the bus stop by the parent/guardian or designee are not paid.

Loss of riding privileges does *not* excuse a child from school. If riding privileges are suspended, it is the responsibility of the parent/guardian to make arrangements for getting the child to/from school.

In addition to losing bus transportation privileges, students may also receive consequences for specific offenses listed within the school's code of conduct, such as the prohibition against cell phone use.

### **Students with Disabilities**

When students with disabilities commit offenses on the bus, that student's Individualized Education Program (IEP) will be reviewed. The Educational Services Coordinator will be notified of all behavior infractions of students that have an IEP in place. If the behavior is determined to be non-related to the student's disability, the student will be subject to the same consequences as his/her non-disabled peers.

### **Permanent Changes**

As the result of an official change of residency, and only for this reason, a permanent stop change may be requested via email ([transportation@isl-edu.org](mailto:transportation@isl-edu.org)), or, by submitting a hard copy that may be obtained in the front office. You will be asked to present two proofs of residency, and it may take up to 72 hours (3 business days) to process and assign a new route. You will receive a notice with the new route information.

### **Temporary Changes**

Temporary changes may be made as the result of an emergency. Examples include but are not limited to:

- Accidents
- Death
- Illness

Non-emergency changes, as deemed by ISL, will not be implemented.

### **Transportation Change Cut-Off Times**

Unforeseen circumstances come up. One-time requests for a change to the transportation service agreed upon must be made by the parent/guardian:

- Prior to 12:00 PM on whole days (including Wednesday)
- Prior to 10:30 AM on early dismissal days

Requests must be made by email, sent to **both** the campus Family Liaison and the Transportation Department ([transportation@isl-edu.org](mailto:transportation@isl-edu.org)).

### **Undeliverable Students (Kindergarten through 5th Grade)**

The parent/guardian or designee must be **present** at the bus stop to receive the child 10 minutes prior to the scheduled, published p.m. drop-off time. If a parent/guardian or designee whose name appears on the authorized pick up list, is not present at that time, the student is considered undeliverable. The transportation provider will then return undeliverable students to the **Uptown campus**. When the undeliverable child is placed in “After Care,” the parent/guardian will be responsible for a \$25 “After Care” charge. The administration reserves the right to have undeliverable students transported to the nearest police station and/or to contact the Department of Children and Family Services. Additionally, a child(ren) may lose bus transportation privileges for up to one (1) year on the third, undeliverable offense.

### **Service Concerns**

Service concerns ***should not*** be directed to the driver or transportation service provider, but should be directed to the ISL Transportation Department at [transportation@isl-edu.org](mailto:transportation@isl-edu.org).

### **Transportation for Students with Special Needs or Disabilities**

The student’s Individualized Education Program (IEP) or Individualized Health Plan (IHP) determines the level of transportation service for special needs students. The IEP Committee makes these determinations. The committee’s determinations are considered final. Parents who feel their child may have a disability should contact the Educational Services Coordinator.

### **Students Identified as Homeless**

To request transportation as a student identified as homeless please reach out to the campus Social Worker. The Social Worker will work with the ISL Transportation Department to set up appropriate transportation service in compliance with the McKinney-Vento Act.

### **Late Bus**

Occasionally there are issues related to mechanical breakdowns of buses, unusual traffic conditions, or illness of drivers. In such instances, the bus driver will notify the ISL Transportation Department. Anytime a student is tardy due to issues related to bus/van transportation, the tardiness will be excused. In addition, at the discretion of the principal or her/his designee, the student will be allowed to have breakfast if the child normally eats the school breakfast and if it is reasonable for the cafeteria staff to provide said breakfast.

### **Medical Emergency Transportation**

Parents are responsible for arranging transportation for their child in the event the child becomes ill during the school day. If school officials are unable to reach the parent or any of the emergency contacts, and if the school nurse deems it a medical emergency requiring immediate medical intervention, the school will contact EMS and the child will be transported to a hospital by ambulance. All costs associated with EMS and transportation via ambulance must be borne by the parent/guardian.

### **Vehicle Accidents/Incidents**

Accidents and incidents are sensitive issues, which must be reported to the New Orleans Police Department (NOPD), ISL Transportation Department, and ISL Head of School. It is critical to promptly notify all parties concerned and to ensure that these events are managed in a prompt, professional manner.

- All accidents/incidents involving school buses/vans must be reported to the NOPD, the ISL Transportation Department, and to the Head of School, immediately, regardless of whether there are students on board or the degree of damage.
- If students sustain injuries requiring medical treatment, they will be transported to the nearest hospital by ambulance. School officials will advise parents of the hospital receiving the students.
- Non-injured students will be released to their parents when released by investigating authorities.

### **Student Data Transmission**

ISL shall submit updated student data to the vendor up to once per week. This will be in an electronic format, preferably Excel, and will contain name, campus, grade, address, phone, secondary number and emergency contact information/numbers.