



# Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

**2023 – 2024**

**School Year**



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# Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

## TABLE OF CONTENTS

<b>PREFACE</b> .....	3
<b>ELIGIBILITY</b> .....	3
Who is eligible to ride the bus? .....	3
Who is ineligible to ride the bus? .....	3
<b>REGISTRATION/RIDERSHIP</b> .....	3
How do I register for the bus?.....	3
<b>PICK UP AND DROP OFF PROCEDURES</b> .....	4
<b>PARENT AND STUDENT GUIDELINES</b> .....	4/5
<b>STUDENT RESPONSIBILITIES:</b> .....	5
Rules .....	6
<b>POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)</b> .....	7
<b>STUDENT CONSEQUENCES for Minor Infractions</b> .....	7
Infrequent Riders .....	8
Student Rosters and Seating Charts.....	8
<b>PARENT/GUARDIAN RESPONSIBILITIES</b> .....	9
Rules .....	9
Modified Transportation .....	9
Procedures for Delivery of Modified Transportation Students .....	10
Kindergarten Riders.....	11
Recognizing Your Bus Stop.....	11
<b>OTHER IMPORTANT INFORMATION</b> .....	11
Evacuation Drills.....	11
Transportation of Large Articles.....	11
Bus Stops and Routes.....	12
Inclement Weather.....	12



# Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

## PREFACE

Transportation is a privilege, not a right. All students are expected to follow the rules while riding the Pueblo of Santa Ana transportation vehicles. Violations of transportation and/or safety rules can result in a student losing his/her privilege to ride the transportation vehicles. Parents also have a responsibility to work with their children to understand the rules of bus ridership. We are committed to providing the highest quality transportation service, and appreciate the partnership with parents/guardians to ensure that our students are safe when riding the school bus.

Transportation will be provided to and from schools where **TWO or more students** are attending.

Transportation will not be provided for schools that offer their own transportation services to and from the Pueblo of Santa Ana or the student's residence.

It is the goal of the Education Department to limit time on the bus to no more than one hour each way.

However, there may be occasions when the time may exceed an hour. All drivers are licensed in the State of New Mexico and have undergone federal background checks.

## STUDENT ELIGIBILITY

The student must be:

- ❖ An enrolled Santa Ana Pueblo Tribal Member
- ❖ Enrolled on the transportation register with the Education Department

### *Who is ineligible to ride the bus?*

(When does transportation become the responsibility of the parent or guardian?)

- A student who resides outside of the Pueblo of Santa Ana

## REGISTRATION/RIDERSHIP

*How do I register for the bus?*

Students eligible for transportation are registered for the bus through the Santa Ana Pueblo Education Departments. Parents, can contact the Education Department Office for more information, at (505)- 771-6727

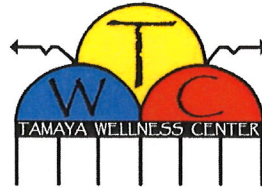
- **SADE After School Programs (Tutoring – Library and Wellness (TWC):**

Students attending Santa Ana facilities may be transported to the Santa Ana Education Center. ***For***



## Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

*the safety of all students, the pick-up and drop-off locations need to be consistent all five days of the week.*



- **Emergencies:**

Permission to ride another bus or get off at another bus stop will be permitted for **emergency situations only**. When calling our office to set this up, parents must supply the information for the change, to the Santa Ana Education Department.

Permission will not be granted for personal reasons (i.e., playing with a friend, staying overnight, working on a project, doing homework together, etc.).

### **Pick up and Drop Off Procedures**

1. Students will be picked up and dropped off at their designated bus stops or at the Education Center. *Arrangements for after school program drop offs needs to be arranged with the education department.*
2. Students must report to their buses **5 minutes** prior to departure time. As each school has a different start time, punctuality is imperative.
3. **Once the bus is in motion, the driver will not stop for late students; it's the law** (per NM State regulations on Pupil Transportation). It will be the responsibility for the parents to take the student to school.
4. **Students must report to the school pick up location no later than 6 minutes after the dismissal time.**
5. The Education Department staff will **NOT** drive students to/from school if they miss the bus.

### **Parent/Student Guidelines**

1. Transportation Services will not be provided for extracurricular activities.
2. The bus schedules are made according to the schools' schedule. If school is open, the bus will run.





## Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

- a. It is the parents' responsibility to notify the Education Department if they will be picking up their student (s) from school, or if their child was absent that day.  
Please call the Education Office at 505-771-6727 by 10:00 a.m. Failure to notify the Education Department may cause delays.
- b. If a student does not ride the bus in the morning, it is the parents' responsibility to notify the Education Department if their student will need a ride home. Again, parents **must** call the Education Office by 10:00 a.m.
- c. Failure to notify the Education Department by 10:00 a.m. may cause the student to be left at the school.

### **STUDENT RESPONSIBILITIES and BEHAVIOR EXPECTATIONS**

IT'S ALL ABOUT SAFETY!

#### Rules

Student transportation is a privilege extended to students who qualify for transportation based on Santa Ana Education Department criteria. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the education department.

2. Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus, in a manner consistent with established bus safety regulations.
  3. When a student fails to practice proper conduct, the bus driver will inform the Education Department staff of the misconduct, which will be brought to the attention of the parents.
  4. Violation of transportation and/or safety rules can result in a student losing his/her privilege to ride the transportation vehicles. In such cases, the parents will be responsible for seeing that their children get to and from school safely.
- Students shall learn and obey the safety rules and responsibilities and will use appropriate behavior required while on the school bus and at the bus stop.
  - Students who are required to walk a distance to meet the bus must walk on the side of the road on their left (facing traffic), except on divided or multi-lane roadways. Students shall use crosswalks whenever possible.
  - Students must be at their regular bus stop **five minutes** prior to scheduled stop time (the bus driver will not wait for students at the loading area or who are not making an effort to reach the bus).
  - Students must wait in a safe place, clear of traffic and away from where the bus stops. Students must maintain safe and appropriate behavior when waiting for and boarding the bus.



## Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

- The driver is in full charge of students when they are on the bus. Students shall obey instructions immediately. In cases where an education department employee/liaison is on the bus, they are also authorized to enforce student discipline.
- Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
- Students must occupy the seats assigned them by the bus driver. If the bus is equipped with seat belts, **students must always wear them.**
- Students shall not be permitted in the driver's compartment while the bus is in motion. Students shall not tamper with any equipment on the bus.
- Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
- Students shall be courteous and obedient to the driver.
- Students shall not use profane language or obscene gestures while on the bus.
- Students shall cooperate with the bus driver in keeping the bus clean.

### **Rules (cont'd)**

- Rough or boisterous conduct will not be permitted on the bus. Students shall be absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
- Students may drink only water on the bus; eating is not permitted except for medical reasons.
- Students should remember that misconduct or carelessness not only endangers their own safety, but the safety of other passengers.
- Students must not extend their hands, arms, head or objects through bus windows.
- Students shall not open or close the bus windows without the permission of the bus driver.
- Students shall not throw any item inside or outside the bus while boarding, riding, or leaving the bus.
- Students will not ride on the outside of the school bus at any time or attach any item to the bus.
- Firearms, knives, explosives, breakable glass, or other dangerous objects are not permitted on the bus. Animals, except those animals authorized by an IEP or 504 Accommodation Plan, are not permitted on the bus.
- No item that will block the aisle or is unsecured shall be carried on the bus. Items also cannot take the place of a student in the seat (see "Transportation of Large Articles", pg 14).
- The use, possession, or distribution of tobacco, drugs, alcohol, or any other controlled substance shall not be permitted on the bus. The use of e-cigarettes is also not permitted on the bus.
- Students shall respect the property where bus stops are assigned.



## Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

- Passengers shall report damage to the bus from any cause to the driver, who will report it to the proper education department official.
- **Students and parents/guardians shall be held responsible for malicious destruction to the bus, bus stop location and/or private property.**

### **SCHOOL BUS DISCIPLINARY PLAN**

It is the responsibility of the school bus driver to enforce all rules governing the conduct of students on the school bus. The driver shall report student noncompliance with these rules to the Education Department.

### **POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS):**

The Education Department has implemented PBIS, a system that focuses on teaching positive behaviors to students. PBIS is a proactive, systematic approach to preventing and responding to discipline issues. The emphasis is on developing and maintaining a safe environment. The goal is to help students to make good decisions.

Our Core Expectations in all situations are:

- Be Safe
- Be Responsible
- Be Respectful

### **STUDENT CONSEQUENCES for Minor Infractions**

#### **1<sup>st</sup> First Minor infraction**

Verbal Refocus with student. Student will acknowledge what they did wrong and state a plan on how to correct it and make the plan happen.

#### **2<sup>nd</sup> Second minor infraction**

Student will complete a Refocus sheet and write a letter of apology to whomever they offended. Staff may also require the student to write out the bus rules which they did not follow. Staff will copy the completed forms and all the student to give their letter of apology to the person they offended.

**A 3<sup>rd</sup> third minor infraction** in a school year will result in a suspension of transportation privileges for a period to be determined by Education Administrator.





## Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

Minor infractions include but are not limited to:

1. Disobeying the bus driver
2. Eating in the vehicle when not permitted
3. Excessive noise/ horseplay
4. Discourtesy/disrespect to others
5. Failure to remain seated/belted
6. Leaving trash in vehicles

### **STUDENT CONSEQUENCES for Major Infractions**

One major infraction will result in a suspension of transportation privileges for a period to be determined by Education Administrator. Additional infractions may result in termination of transportation privileges.

Major infractions include but are not limited to:

1. Fighting
2. Use of vulgar language
3. Use or possession of tobacco, alcohol, or  
Illegal substances
4. Possession of firearms or weapons
5. Vandalism or destruction of property
6. Discourtesy to others, threatening harm, or  
intentional physical contact

### **Infrequent Riders**

Stop locations and AM pick-up times may change at any point during the school year. Notices of these changes are distributed by the bus driver to students riding the bus three days prior to any change. Students who have not ridden the bus for more than three days, or students who are infrequent riders should inquire with the education department on whether a change has been made to his/her bus route before resuming bus transportation.

### **Student Rosters and Seating Charts**

School bus drivers maintain a student roster and student seating chart for each school bus route. The student rosters and seating charts shall be kept updated. Information of the student rosters shall remain confidential and secured on the school bus. Copies of the student rosters and seating charts are to be maintained by DOE and made available to education officials and law enforcement officers upon request. A copy of the student seating chart shall be kept on file by DOE.

Student rosters contain the following information:

- first and last name of each student
- student address
- student phone number





## Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

- emergency phone number

### PARENT/GUARDIAN RESPONSIBILITIES

Rules:

To ensure the safety of all students on a school bus, parent/guardian responsibilities include the following:

- **Parents/guardians are responsible for ensuring that their child/children learn and obey the school bus safety rules and use appropriate behavior required on a school bus.** This includes to and from transportation and field/activity trips.
- Parents/guardians shall ensure that their child/children arrive at the designated bus stop **five minutes prior** to the scheduled arrival time in order to be ready to board when the bus arrives.
- Parents/guardians are responsible for instructing their child/children about their assigned bus stop and advising them to get off the bus only at their assigned stop.
- Notes and/or calls from parents/guardians requesting that their student be picked up or dropped off at a stop other than his/her regular stop will not be allowed unless for emergency and after school programs. These requests must be received and approved by the education department, no later than 10:00 a.m.
- Stop locations and am pick-up times many change at any point during the school year. Notices of these changes are distributed by the bus driver to students riding the bus three days prior to any change. If your student has not ridden the bus for more than three days, or is an infrequent rider, please contact the education department on whether a change has been made to his/her bus route before resuming bus transportation.
- **Parents/guardians shall be responsible for any observed damage by their child or children on the bus, at the bus stop location, or to private property. Restitution may be pursued.**

### Modified Transportation/ Special Needs:

Parents/guardians of students who have been approved for modified transportation services shall:

- Provide information required, from parents/guardians, on the Modified Transportation Form. From the education department
- Allow three (3) to five (5) working days after the DOE receives the Modified Transportation Form from the education department to reconfigure the route and begin transportation services.



## Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

- Any changes in the student's assigned school, hours of attendance, and/or specific equipment constitute a change in program and must go through the DOE.
- Any changes in the pick-up and/or drop-off locations shall be submitted to DOE. Allow three (3) to five (5) working days to reconfigure the route.
- Have the student ready to board the bus at the assigned pick-up time. The bus will wait one (1) minute for a student receiving modified transportation before continuing on the route.
- Parent/guardian shall ensure that a responsible person meets the bus when it is indicated on the Modified Transportation Form that a student cannot be left unattended.
- Parent/guardian shall notify the education department and/or the bus driver, in advance, if the student does not plan to attend school on any specific day (a full day notice if possible or by 6:00 am of the current day).
- Students receiving modified transportation services may be suspended from the bus. The DOE must review any suspension of a student with a current Accommodation Plan or IEP. Parent/guardian shall transport their student in the event of bus suspension, unless determined by a Accommodation Plan or IEP.

### **Procedures for Delivery of Modified Transportation Students**

When delivering a student receiving modified transportation service and the parents/guardians are not present to receive the student, DOE will refer to the student's Confidential Emergency Information form as follows:

1. If the parents/guardians have authorized that the student can be left unattended, the bus driver may leave the student at the delivery location.
2. If the parents/guardians have not authorized that the student can be left unattended, DOE will not leave the student unattended.
  - DOE will attempt to contact the student's parents/guardians at work or at other phone numbers provided, and if necessary, call the alternate contacts listed on the form.
  - While attempting to make contact with the students' parent/guardians or alternate contacts listed on the form, the driver may proceed on the designated route to deliver other passengers on board to their destinations and then return to the students' delivery location.
  - If DOE is still unable to make contact with parents/guardians or with emergency contact listed on the form, the provider will make an effort to transport the student to the DOE office. Staff will accept the student and continue to attempt to contact parents/guardians or alternate contacts.



## Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

4. If DOE is unable to contact parents/guardians or emergency contacts, the student may be referred to the appropriate personnel for child protective services.

### **Kindergarten Riders**

Under no circumstance will a kindergarten student be allowed to disembark at their home stop without an authorized person present. Older siblings who regularly ride the same bus can be designated as the authorized person. If the bus arrives at the stop and an authorized person is not present, the bus will continue on route, complete all remaining stops, and then return to the kindergartner's home stop to see if an authorized person is present. If no one is there, the student will be dropped off at the education department, who will then contact the student's parent/guardian to have them pick up their child at the education department. Please contact the education department by 10:00 a.m. to request approval to have an alternate person pick up your child. This will provide us enough time to inform the driver of this change. Once again, this procedure is established for the safety of your child and will be strictly enforced.

### OTHER IMPORTANT INFORMATION

#### **Evacuation Drills**

Student emergency evacuation drills or an emergency evacuation demonstration will be conducted **twice each school year** for each route assigned to a school bus. DOE personnel will work with bus drivers to develop emergency evacuation plans which will be effective for students whose disability may impede conventional methods of evacuation.

#### **Transportation of Large Articles**

For the safety of all bus passengers, the following shall apply in the transporting of musical Instruments or other large articles:

- **Skateboards are prohibited** from being transported on the bus.
- No item shall block the aisle, emergency door, or service door of the bus.
- No item shall be placed in the driver's compartment.
- Items allowed on the bus shall be under the control of the student at all times, be carried on the student's lap or on the floor of the bus, and shall not extend beyond or above the height of the seat in front of the student.
- Parents are encouraged to transport large articles.
- Students needing the assistance of oxygen or other mechanical ventilation devices during their bus ride must have this identified, justified, and outlined on the Modified Transportation Form.





## Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

All such equipment shall be secured to prevent items from becoming projectiles in the event of an impact.

### **Bus Stops and Routes**

- Complaints regarding route schedules or school bus stops will be addressed to DOE. Complaints regarding discipline on board school buses will be addressed to the DOE.
- Drivers will not transport any person(s) who are not students or approved personnel assigned to their bus while driving regular routes.
- Drivers will not give permission to anyone other than assigned students and/or approved school, transportation, emergency, or law enforcement personnel to board the bus. **Students may not ride a bus other than their assigned bus without permission from DOE.**
- In the PM, the bus driver will not wait more than six minutes after the dismissal bell has rung. The driver will not be allowed to leave the bus to search for unaccounted students. Once the bus departs, the driver will not stop in the loading zone or be expected to return to the school for students who are late for the bus. *(See Parent and Student Guidelines Page)*
- **The driver has the authority to assign students to seats and change assignments through the school year as necessary.**

### **Inclement Weather**

The decision to implement an abbreviated day schedule will be followed by the Superintendent of RRPS.

The abbreviated day schedule is a shortened school day that begins two (2) hours later than the regular bell schedule but ends at the regular time. Pick up times at school bus stops will be two hours later than regularly scheduled.

**\*Delays will also be announced from the Santa Ana Community text alert.\***

To get information about school schedules during inclement weather, you may visit the school website [www.rrps.net](http://www.rrps.net), listen to or watch the following radio and television stations:

KOAT – CHANNEL 7 KOB – CHANNEL 4 KRQE – CHANNEL 13

BIG-I – FM 107.9 KOB – AM 770 KOB – FM 93.3 KRST – FM 92.3





Pueblo of Santa Ana Education Department  
Transportation Student and Parent Guidelines

Transportation Guidelines

Approval



Transportation Manager

8-1-23

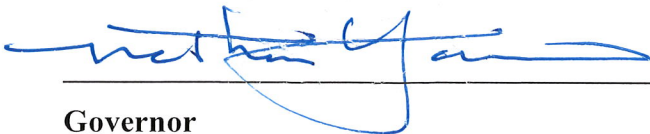
Date



Lt. Governor

8-1-23

Date



Governor

8/1/2023

Date



# Pueblo of Santa Ana Education Department Transportation Student and Parent Guidelines

## Parent Receipt and Acknowledgement of Transportation Guidelines

By signing below, we acknowledge that we have read, understand, and will follow the rules and expectations outlined in the Pueblo of Santa Ana Education Department Transportation Guidelines:

School year: 2023-2024

Name of Student: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_