

Providence Creek Academy

Transportation Handbook

Bus Procedures & Rules

Bus Assignments

Providence Creek Academy is committed to providing safe and efficient transportation for all eligible students. Each student will be assigned one bus route and one designated bus stop in accordance with Delaware Department of Education regulations.

If your family's transportation needs change, please contact the Transportation Department to request a permanent bus stop change. Most requests require **10 or more school days** to process. This allows time to update routing information, notify bus drivers, and ensure student records are accurate. We appreciate your patience as these procedures help us maintain the highest level of safety for every student.

Bus Stop Times

Bus stop times are estimated and may vary due to traffic, weather, road conditions, railroad crossings, construction, or other unexpected delays.

To help ensure a smooth and timely route:

- Students should arrive at their assigned bus stop **at least 10 minutes before** the scheduled pickup time.
- Parents, guardians, or authorized designees should plan to arrive **10 minutes before through 10 minutes after** the scheduled afternoon drop-off time.

Being prepared a few minutes early helps keep buses on schedule and ensures students are ready when the bus arrives.

Safe Bus Stop Procedures

Students should board and exit only at their assigned bus stop.

If your family misses the morning bus, please transport your child to school. If you are delayed during afternoon drop-off, you may safely meet the bus at the next scheduled stop whenever possible. If a required adult is not available when the bus arrives, your child will remain safely on the bus and return to school, where staff will supervise them until pickup.

To help protect all students:

- Please remain in a safe location while waiting for the bus.
- Allow the bus driver to complete loading and unloading before approaching or moving around the bus.
- Always use designated bus stops, as buses cannot safely stop at other locations.

These procedures allow the driver to focus on student safety and keep every bus stop as safe as possible.

Riding Assigned Buses

Students ride their assigned bus and use their designated bus stop each day. This ensures accurate attendance, allows drivers to know which students should be on board, and helps provide safe, reliable transportation.

Because bus seating and routing are carefully planned, transportation cannot be provided for temporary changes such as:

- Visiting friends
- Babysitters or relatives
- Grandparents
- Music lessons
- After-school activities
- Parent appointments
- Other personal convenience requests

Student Drop-Off Procedures

Providence Creek Academy wants every student to arrive home safely each day.

Students **under 12 years of age** should be met at their assigned bus stop by a parent, guardian, authorized designee, or approved older sibling.

Students **12 years of age or older** may be released without an adult present unless they are assigned to a hub stop or other special circumstances apply.

Parents who would like their child to walk home independently may complete and submit a **Walk Home from the Bus Stop Form**. Requests are reviewed with student safety as the primary consideration.

Authorized Designees

Parents may designate another trusted adult to receive their child at the bus stop.

To ensure student safety:

- Authorized designees must be listed on the student's transportation form.
- Photo identification may be requested by the bus driver.
- Transportation forms should be submitted before transportation begins.

If a designee cannot be verified, the student will remain safely on the bus and return to school, where school staff will supervise them until a parent or authorized adult arrives.

Older Siblings

Older siblings attending Providence Creek Academy may escort younger siblings home when permission has been provided through the approved Walk Home from the Bus Stop Form.

Kindergarten students may walk home with an approved older sibling or be released to a parent or authorized designee as outlined on the transportation forms.

Hub Stops

Hub stops include neighborhood entrances, parking lots, park-and-ride locations, and other centralized pickup locations.

Families using hub stops are encouraged to:

- Arrive before the bus.
- Ensure an approved parent, guardian, or authorized designee is present unless a Walk Home Form has been approved.
- Make carpool arrangements directly with other families if desired.
- Ensure authorized designees are listed on the transportation form.

Providence Creek Academy may limit or deny Walk Home requests at any location when safety concerns exist.

Students Returning to School

If a required adult is not present when the bus arrives, the student will remain safely with the bus driver and return to school.

Upon returning to school:

- Students will be supervised by school staff.
- Students will attend the school's aftercare program until they are picked up.
- Applicable aftercare fees may apply.

Families will be contacted as soon as possible so arrangements can be made.

Repeated occurrences may result in a parent conference and review of transportation expectations. Continued concerns may affect a student's transportation privileges when necessary to ensure student safety.

Bus Behavior Expectations

The school bus is an extension of the classroom. Students are expected to demonstrate the same respectful, responsible behavior that is expected throughout the school day.

Students help create a safe and enjoyable ride by:

- Following the bus driver's directions the first time they are given.
- Remaining seated while the bus is moving.
- Speaking respectfully to others.
- Keeping hands, feet, and personal belongings to themselves.
- Keeping aisles clear at all times.
- Respecting school property.
- Using voices that allow the driver to concentrate on safely operating the bus.

Students receive instruction throughout the school year regarding bus safety and expectations.

Bus discipline follows the Providence Creek Academy Student Code of Conduct and uses a progressive approach that focuses on teaching appropriate behavior while maintaining a safe transportation environment for everyone.

Code of Conduct

It is our expectation that all of our students will make every effort to be responsible and self disciplined. We expect all of our students to make every effort for a safe bus ride to and from school. We also understand that situations will arise that will require intervention to assist some students in making positive choices. While there is not a set of guidelines that will address all situations, it is our goal to set forward a system that will allow students and staff to have a consistent approach to daily management of misconduct. Please note that this is not an

exhaustive list of behaviors warranting consequences, nor is this an exhaustive list of potential consequences.

The Student Code of Conduct will apply to all violations to and from school, at the bus stop, and while boarding, riding, or exiting buses.

Level One Offense: These behaviors are common behaviors that may occur on the bus. It is the expectation that the Transportation Supervisor will manage all of these behaviors successfully.

Level One Offense	Level One Consequence
• Failure to follow bus rules • Inappropriate use of language • Minor disrespect to peers and staff • Minor disruption • Yelling out the Windows • Driver Distraction	• Transportation Supervisor and student conference to encourage the correct behavior, • Written Warning and, • Verbal Apology

Level Two Offenses: These behaviors are more serious in nature and will be addressed by the Transportation Supervisor and parent/guardian.

Level Two Offenses	Level Two Consequence
• 2nd Level One Offense • Safety (body parts out window) • Severe Disruption • Throwing articles out window • Throwing articles inside bus • Leaving bus without permission of bus driver • Changing clothes on the bus (1st offense) • Rough-housing, no reported injuries	• Two day suspension of bus riding privileges and, • Parent/Guardian notification and, • Written/Verbal apology

Level Three Offenses: These behaviors are considered most serious and will be managed by the transportation supervisor, parents/guardians, school administration, and when indicated local law enforcement.

Level Three Offenses	Level Three Consequences
• Third bus offense or First Level Three Offense • Changing clothes on the bus (2nd offense) • Unwanted Physical Contact • Vandalism of school/personal property • Theft • Verbal/Written threats of harm • Bullying/Intimidation of peers or staff • Sexual harassment • Fire Setting • Pulling Emergency Exit alarms	• Five day suspension of bus riding privileges and, • Parent notification • Bus contract if needed • Filing a report under the guidelines of the Delaware Department of Education

• Possession/use of any type of weapon or any item as a weapon • Alcohol, Drug or Tobacco possession or use • Severe Disrespect toward peers or bus driver (i.e. use of profanity and insubordination) • Rough-housing with injuries • False Accusations made • Extremely Inappropriate comments/ gestures.	
THE DELAWARE DEPARTMENT OF EDUCATION HAS IDENTIFIED INFRACTIONS FOR MANDATORY REPORTING. PCA MUST REPORT INFORMATION AS MANDATED WITH NO EXCEPTIONS. FOR MORE INFORMATION CONTACT THE ADMINISTRATION OR THE WEBSITE: https://delcode.delaware.gov/title14/c041/sc01/index.html#4112	

Students who commit three level one offenses or three level 2 offenses or a combination of level one and level two offenses, to equal three offenses together or one level 3 offense:

- Parents/Guardians will be contacted to discuss the offense.
- Student will be suspended from the bus for five days.
- Referral will be sent home with student for parent signature and the signed copy be returned to the Transportation office.
- If the offense requires the student to be placed on a bus contract, parents will be notified, a meeting with parent(s)/guardian(s), transportation supervisor, administration and a possible meeting with Providence Creek Academy's Board will be required.

Removal of Bus Privileges for Remainder of Year:

Students will be removed from the bus for the remainder of school year if any one of the following occurs:

- Have any combination of Level 1 or Level 2 Offenses equaling a total of four (4) offenses.
- Have two (2) Level Three Offenses
- Break their bus contract

Student Eligibility for Field Trip Bus Privileges:

Students will **not** be permitted to ride the bus on a field trip if the student has a level three referral with transportation.

The student will be permitted to attend the field trip with the following conditions:

- The parent/guardian must transport and accompany the student
- Students with a level one, level two or a combination of level one's and level two's will only be permitted with administration approval.
- Students who are suspended from the bus for the remainder of the school year or suspended three to five days will not be permitted to ride the bus on a field trip.
 - The student will be permitted to attend the field trip, if administration approves and the parent/guardian transports and accompanies the student.

Working Together

Safe transportation is a partnership between students, families, bus drivers, and school staff.

Parents can support a positive transportation experience by:

- Reviewing bus expectations with their child.
- Ensuring students arrive at the bus stop on time.
- Keeping transportation information current.
- Promptly communicating questions or concerns to the Transportation Department.

When behavioral concerns arise, the Transportation Supervisor will work with the student, family, and bus driver to understand what occurred and determine appropriate next steps. Parents will be notified of concerns and included in developing strategies to help students be successful.