USD 258 Humboldt
801 New York Street, Humboldt KS

Transportation Guidelines and Policies

The District is committed to providing safe, efficient, and punctual transportation for all students. To ensure the success of our transportation program, students and parents must adhere to the following protocols.

Student Eligibility and Route Logistics

- **Out-of-District Students:** Non-resident students may utilize district transportation provided there is available space, and they can access an established in-district stop. Final determination of these stops will be made no later than two days following the scheduled enrollment period.
- **Petitioning for New Stops:** Parents may petition for a new bus stop under the following conditions:
    - The proposed location must be within district boundaries.
    - The petition must include the names and signatures of parents representing at least **15 current students** who will utilize the stop.
    - Final approval is at the discretion of the Director of Operations and the Superintendent, based on driver availability and route timing.

Pick-up and Drop-off Procedures

Punctuality and Wait Times

To maintain a tight schedule for all families, drivers will not wait indefinitely. If a student is not present when the bus arrives, the driver will honk the horn and wait for two minutes. After this time, the bus will proceed to the next stop. In these instances, parents assume full responsibility for transporting the student to school.

Afternoon Drop-off and Safety

- **General Requirement:** Students must be met at their appointed stop by a parent or guardian on time.
- **Students Below 3rd Grade:** For the safety of our youngest learners, a parent or authorized adult must be **visually present** at the drop-off location. If an adult is not visible, the driver will honk and, if necessary, return the child to the school or District Office. This requirement is waived only if the district has a signed written permission form on file.
- **Unmet Students:** If a parent is not present to receive their child, the student will be returned to the school or District Office to USD 258 personnel for parent pick-up.

Failure to meet a student at the stop will result in one formal warning. Subsequent occurrences will trigger disciplinary action, including potential suspension of bus privileges.

Student Conduct and Disciplinary Steps

Safe transportation requires student cooperation and orderly behavior. The following progressive disciplinary ladder applies to transportation-related infractions:

Level	Action	Description
Level 1	Verbal Warning	Formal meeting with Administration and/or Director of Operations.
Level 2	Short-Term Suspension	Three-day suspension from all district bus transportation.
Level 3	Long-Term Suspension	Suspension from the bus for the remainder of the school year.

Policy Notes:

- **Physical Aggression:** Instances of physical aggression are considered severe and may result in immediate advancement to Level 2 or Level 3 consequences.
- **School Consequences:** Behavior on the bus is considered an extension of the school day; therefore, additional in-school disciplinary measures may apply in conjunction with bus suspensions.