

General Information

How will I get to school?

Once your student has enrolled at their school of attendance, the Transportation Office will be notified and will work on your student's bus schedule. This will take up to 5 school days to process from the time Transportation receives the student's information.

All student schedules and changes are posted in Family Access. Please go to the District's website at c-ischools.org and click on the family access link to log in. Bus schedules are posted under the student information link within your account.

By State law, students who live within a one mile boundary of their school of residence, will not receive transportation services. Students who ride a bus, may need to walk to a group bus stop. Please arrive at the bus stop at least 5 minutes early, and be sure to dress appropriately for the weather!

What if I move or change my phone number?

Notify your school of attendance immediately if there are any changes to your student's information.

The Transportation Office will be notified by your school of attendance and will work on your student's bus schedule. Because of all the people that need to be notified (driver, bus assistant, parents and school) it may take up to 5 (school) days to process from the time Transportation receives the student's information. In this case a parent may be asked to provide transportation for those school days.

Can my student be picked up and/or dropped off at an alternate address?

Students may be picked up or delivered to another location, such as a babysitter's home or child-care center.

The Alternate Site Request must be consistent every (school) day, with one bus stop location for pick up and one bus stop location for drop off. The alternate address must be in the general area of the student's home and within the school district boundaries. Alternate Site Request forms stay in effect until a parent calls to change their student's arrangements.

The Alternate Site Request form is available from the office of your student's school, on the Transportation page of the District website, or by calling the Transportation Office.



Alternate Site Requests must be in affect for at least 30 days and may take up to 5 (school) days to process.

What if my student is misbehaving on the bus?

If your student misbehaves on the bus, and the bus driver is aware of their behavior, a bus report will be written, and forwarded to the student's building Principal. All discipline is addressed by the Principal according to school district policy. Transportation by school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies.

Bus Transportation is a Privilege, Not a Right.

Where is the bus number?

Each bus is identified with a number by the bus door, and on the front right bumper.

How does my student transfer?

All buses go to a transportation hub site (Isanti Intermediate School or Cambridge Middle School). At these points, some students must leave their route bus and get on a "transfer" bus to reach their school of attendance. The transfer bus information is posted on your student's Family Access account under the student information link.

Where should I put my student's bus tag?

A bus tag with the correct bussing information will be provided for K-2nd grade students, on or prior to the first day of school. The tag should be attached to the student's backpack for easy recognition by drivers and school staff members.



***Notify transportation if your student will not use Cambridge-Isanti transportation services.
(763) 552-6282***

District Phone Numbers

Education Services Center (763) 689-6188	Cambridge Primary (763) 691-6500
Isanti Primary (763) 691-8778	Cambridge Intermediate (763) 691-6600
Isanti Intermediate/SFAS (763) 552-8800	Cambridge Middle (763) 552-6300
Isanti Middle/MNC (763) 691-8600	Cambridge-Isanti High School (763) 689-6066
C-I Early Childhood <u>Isanti Site</u> (763) 691-8778	C-I Early Childhood <u>Cambridge Site</u> (763) 691-6691



New Student Transportation Guidelines

In this brochure, you will find helpful information regarding the transportation of Cambridge-Isanti students.

Transportation

635 18th Ave SW | Cambridge, MN
(763) 552-6287 | www.c-ischools.org

Parent Responsibilities

Notify your school of attendance immediately if there are any changes to your student's information.

All students must be properly dressed for the weather and ready to board the bus at least **5 minutes prior** to his/her scheduled pickup time. Buses will not wait at a stop later than the scheduled pickup time; neither will a bus leave a stop prior to the scheduled pickup time. Tight routing of the buses does not allow time for the buses to wait. You will need to transport your student to school if your student misses the bus at the scheduled pick-up time.



Have your student's belongings properly labeled.

Know the bus# and name of the school your student attends.

If your student becomes ill at school, or for some other reason cannot be transported by bus, you will be expected to transport your student to/from school.

If there is confusion regarding a student's bus schedule, every effort will be made to contact the parent, guardian, or emergency contact. If necessary, the student will be returned to their school of attendance, and will need to be picked up from there.

You can keep your student safe on the bus by working with him/her on acceptable behavior. All students are expected to follow the bus rules.

Keep sidewalks & driveways clear of snow and ice to make the movement of your student to and from the bus safer and easier.

Work with the driver and the school when safety concerns arise. Immediately report problems with bus service to the transportation department.



Notify the transportation department if your student will not be riding the bus. If your student does not ride for a period of time, it may result in the transportation department contacting the parent for more information.

School Bus Driver Responsibilities

School bus drivers are professional drivers with a Commercial Driver's License. They work for the School District. They are responsible for the safe transportation of the students and to keep on schedule.

The driver will make a daily attempt to pickup the student at his/her scheduled time. After that attempt is made, the driver will not return to pickup the student that day. The driver has commitments to other students and other schools.



Maintain discipline and see that students remain in their seats and report any problems to the school.

Report all discipline problems immediately via a Student Bus Report. The report will be submitted to the proper school authority for investigation and appropriate consequences. Depending on severity, consequences could include suspension of bus riding privileges.

Transportation Department Responsibilities

Schedule and assign students to general education transportation buses. All student schedules and changes are posted in Family Access. Please go to the District's website at c-ischools.org and click on the Family Access link to log in. Bus schedules are posted under the student information link within your account.

Serve as a liaison between parent, school and bus driver when misunderstandings arise and process any concerns you may have.

Assist in providing in-service training for drivers.

Student Support Services Responsibilities

Provide information to Transportation of new students to be transported as early as possible. An advance notice of 5 days is required to revise existing routes and assign new students to proper bus schedules.

Provide health information to the transportation department to be communicated to drivers.

Assist the building principal or designee with disciplinary problems affecting the safety of students on the buses.

Assist the transportation department in conducting in-service training programs for the bus drivers.

A Message to Motorists on the Road

Safety is everyone's responsibility, please know and obey school bus laws. Motorists who fail to stop for a school bus with **RED LIGHTS FLASHING AND STOP ARM EXTENDED** may be charged with a gross misdemeanor punishable by a \$700 to \$3,000 fine and/or one year in jail. Flashing amber (yellow) lights are a warning that the bus is preparing to stop.



Flashing red lights and extended stop arm mean that the bus is stopped either to load or unload passengers.

Danger Zone

Please remind your children they must never try to retrieve books or papers from around or underneath the bus. We suggest children keep all papers and articles in a backpack.

Winter Safety

In winter students should:

- Be dressed in warm winter clothing, hats, mittens and boots.
- Use the handrail when boarding or exiting the bus to prevent slipping on icy steps or road surfaces.
- Not stand or play on snow piles at the bus stop; students playing on snow piles could slide into the street into the path of oncoming traffic.



Severe Weather

Severe weather conditions may result in:

- A two-hour delay in opening schools.
- Closing schools for the entire day.
- Closing schools before the end of the regular school day.

School Closing Information

When ISD 911 school schedules or activities change because of severe weather or other emergencies, the information is shared with the public in the following ways:

- By telephone from the Skyward mass notification system.
- On the District website at www.c-ischools.org.
- On WCCO Channel 4, WCCO 830 AM, KSTP TV Channels, KARE TV Channel 11, KMSP/FOX Channel 9.

DID YOU KNOW?

- ISD 911 provides transportation to and from school for more than 5,200 students.
- District buses travel more than 900,000 miles each year.
- All buses must pass rigorous state inspections each year.
- All buses have two-way radios for constant contact with the dispatchers.
- Bus evacuation drills are held twice a year at all grade levels.
- ISD 911 maintains approximately 110 vehicles and employs more than 120 transportation employees.
- The school district is over 252 square miles.