



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
KAISERSLAUTERN DISTRICT
BAUMHOLDER STUDENT TRANSPORTATION OFFICE
UNIT 23816 BOX 30
APO AE 09034-0030**



28 February 2011

MEMORANDUM FOR SPONSORS OF BAUMHOLDER SCHOOL BUS RIDERS

SUBJECT: School Bus Registration - School Year 2011/2012

Welcome to a new and exciting school year in the DoDDS Baumholder Community! Included with your bus pass, are items to help prepare your child for riding the school bus this year.

This information will help answer many questions you may have regarding student transportation. Please read this information carefully and call us if you have any additional questions. Please visit <http://www.kais-dso.eu.dodea.edu/Transportation.htm> to learn more about our transportation services.

Along with your child's bus pass, we will also provide a route schedule, and information regarding school bus behavior expectations, school bus safety and related information. Students must carry the bus pass with them at all times while traveling on the school bus. There is no specified way that your child should carry their pass. It is important to have it available, since the student MUST show it to the bus driver or Security Attendant when entering the bus in the morning and in the afternoon.

The route schedule identifies your child's bus route number and the stops along the route. Your child's bus stop is based on the address listed on your school bus registration form. The bus number and stop location is also identified on your child's bus pass. If any of the information on these documents is incorrect please contact our office immediately to update your personal data and obtain a new school bus pass.

Please let our office know immediately if your personal contact or emergency point of contact information changes. It is imperative that we have your current information at hand should we be required to contact you!

Our office is in constant communication with the schools during the time that your children are traveling to school, or returning home. When we note delays we notify each school affected. However, in case of serious bus delays (15 – 20 min) we notify AFN. However, that effort may be precluded by mission requirements. If in doubt, call the school, or tune to AFN "The Eagle".

Transporting your child in a safe and secure environment is our primary concern. We work in partnership with parents, students, drivers and school staff to ensure that your child's school bus ride is a positive experience and is conducted in an appropriate environment. We ask that you notify our office immediately if you have concerns about your child's school bus ride. Your prompt reporting will have a great impact on our ability to address behavior or safety concerns quickly and appropriately. The best way to contact our office is via our group email address shown below.

Original Signed
Robert Downs
Transportation Operations Specialist
Baumholder Student Transportation Office

SCHOOL BUS OFFICE OPERATING HOURS

Office hours on non-school weekdays are 0730-1200 and 1300-1630. Customer service hours during the school year are 0900-1200 and 1300 – 1600 hours Monday thru Friday. Please note that during bus loading operations (1430-1510 hrs) the office is temporarily unmanned. STOs are closed US Holidays.

BAUMHOLDER STUDENT TRANSPORTATION OFFICE

(Baumholder MS/HS & Smith ES)

Building 8801, Baumholder High/Middle School Campus

Phone: DSN 485-6874 Commercial: 06783-3054

FAX: DSN 485-3053 Commercial: 06783-3053

Email: baumholder.sbo@eu.dodea.edu

SCHOOL ADMINISTRATIVE OFFICES

Baumholder Middle/High School DSN 485-7591 or 06783-67591

Smith Elementary School DSN 485-7587 or 06783-5693

Wetzel Elementary School DSN 485-7492 or 06783-3507

SCHOOL BUS LOADING AND UNLOADING

Buses will not depart the loading zone in the afternoon until the scheduled departure time or when released by school officials. Once the scheduled bus departure has begun, the drivers are not permitted to stop except for emergencies. If a student is not on the bus by the scheduled departure, or a parent attempts to retrieve a student from the bus after bus departure has started, the driver is not permitted to open the bus door or otherwise delay the departure. If you wish to pick up your bus rider at the school, please let them know ahead of time where to meet you - somewhere other than the loading zone. If your student is still on the bus at departure time, you will have to meet them at one of the scheduled bus stops or at home.

LOADING ZONE SAFETY

Please advise your children that playing, bouncing or throwing balls in the loading / unloading zone is putting them and others at risk of injury, or worse. The same rule should be observed at the bus stops. In Germany there is no requirement for vehicles to stop for a loading or unloading school bus. However, on US military installations, passing a loading or unloading school bus is prohibited.

SECURITY ATTENDANTS VS. BUS MONITORS

DoD Regulation 4500-36-R (Chapter 6, Transportation of Dependent School Children) specifically prohibits the employment of Bus Monitors for the purpose of behavior management on the school bus! On most buses you will see a second adult on your child's bus. That person is not a school bus monitor, but a Security Attendant. (SA) The SA has specific duties related to bus security. Those responsibilities do not extend to behavior management except in very specific circumstances. While bus driver is responsible for reporting discipline issues to the school bus office, should you become aware of a problem on the school bus please notify the Baumholder Student Transportation Office immediately. We take school bus safety very seriously and will ensure that your concerns are quickly addressed.