

BUS INFORMATION PACKAGE

The following information is provided to answer the most commonly asked questions regarding student transportation. If, after reviewing the package, you still have questions please contact our office at the numbers listed on this front page.

SCHOOL BUS INFORMATION

The Department of Defense Dependent Schools (DoDDS) District Superintendent's Office (DSO) manages all DoDDS school bus services in the Kaiserslautern District. Students requiring transportation must be registered with the Eifel Student Transportation Office (STO) located in Building 433 on the Spangdahlem Elementary School grounds. Normal Customer Service hours are 0800-1200 and 1300-1600, Monday through Friday. The office is closed for all Federal holidays and has limited service on other school holidays. The following are commonly used phone numbers you may find useful throughout the school year.

EIFEL STUDENT TRANSPORTATION OFFICE (STO):

Eifel STO	DSN 452-5340/5352	CIV: 06565-61-5340/5352
FAX	DSN 452-7119	CIV: 06565-61-7119
Email Address:	trans.eifel@eu.dodea.edu	

SCHOOLS:

Bitburg Elementary	DSN 452-9215	CIV: 06565-61-9215
Bitburg Middle	DSN 452-9310	CIV: 06565-61-9310
Bitburg High	DSN 452-9202	CIV: 06565-61-9202
Spangdahlem Elementary	DSN 452-6881	CIV: 06565-61-6881
Spangdahlem Middle	DSN 452-7205	CIV: 06565-61-7205

SCHOOL LIASON OFFICER:

Mrs. Dana Hodges	DSN 452-6942	CIV: 06565-61-6942
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BUS SERVICE

DoDDS school bus operations in the Eifel Community are provided by commercial bus companies under specifically defined contracts with DoDDS. The Eifel STO conducts quality assurance of those contracts to ensure that services are provided as required. All inquiries about DoDDS bus services should be addressed to the Eifel STO and not directly to the bus drivers, security attendants or other contractor employees.

CENTRALIZED BUS STOPS

The use of centralized stops is mandated by DoD Transportation Regulations to minimize commute times and provide fair and equitable transportation service for all registered riders. Stop locations are based on the size of the town or housing area. Under no circumstances will stops be created solely as a convenience. Host nation bus stops are easily identified and used as DoDDS bus stops wherever possible. Maximum walking distances are 1 mile for Kindergarten through 6th grade and 1.5 miles for 7th through 12 grade.

ALTERNATE BUS STOPS

Daily commute transportation is provided to and from a centralized bus stop within walking distance of your primary residence. If your child stays with a childcare provider, either prior to school or after school, you may request an alternate bus stop location in the vicinity of the childcare provider. This request must be in writing and taken to the STO for review of impact on bus routes, costs, etc. The request will be reviewed and if it can be honored a new bus pass will be issued for the student. However, the alternate stop location must be within the commuting area and use an existing stop. Frequent requests for variations to a student's assigned bus stop on a day-to-day basis will not be accepted.

BUS PASSES

All students requiring bus transportation need to be registered each year with the STO and will be issued a bus pass at the beginning of the school year. Students are required to have the bus pass with them at all times while traveling on the bus and should have their pass ready for presentation when boarding the bus and when entering the base. These passes change colors each year and expire at the end of the school year. The passes are critical to quickly identify the student and sponsor in case of an accident or incident as well as providing proof of rider eligibility. No authorized student will ever be refused transportation to school; however, they may be denied transportation home if they do not have a valid pass, in which case the sponsor will be contacted to pick up their child at school. If your child should lose their pass, please contact our office immediately to obtain a new one.

TEMPORARY BUS PASSES

If your student needs to ride a different bus on a temporary basis, please contact our office to arrange for a Temporary Bus Pass. The same procedure applies to students that do not normally ride the bus and wish a temporary bus pass. The STO has is a Form to request a Temporary Bus Pass. Once completed, this request should be hand delivered, faxed, or emailed to our office for processing. All requests for temporary passes are subject to availability of space on the requested route. Temporary passes may not be able to be arranged less than 24 hours before the needed date, so please arrange for temporary passes early.

BUS STOP AWARENESS

It is recommended that you visit your scheduled bus stop with your student to determine the safest route to the stop, the traffic flow in the area and know the location of the nearest phone or other place to go in case of an emergency. Pointing out landmarks, house numbers, street names, etc. will assist the student in being able to identify his or her stop when on the bus. It is also suggested that you and your student review all of the safety dos and don'ts and other safety factors while at the stop. During the winter months, most of the bus routes are serviced prior to full daylight. Prior familiarization of the stop will minimize limitations caused by poor light conditions.

BUS SCHEDULES

On the bus schedule provided at the start of the school year or at registration, the times for each stop are departure time for the inbound (AM) run and arrival times for the outbound (PM) run. It is recommended that riders be at the bus stop 5-10 minutes before scheduled departure times in the morning. This will ensure that riders will be ready to board the bus when it arrives.

According to DoDDS Policy, students are expected to wait up to 30 minutes in case buses are late. Buses may be late due weather, road, and or traffic conditions. Since the safe transportation of our students is our FIRST PRIORITY, drivers are not allowed to speed, or drive recklessly to make up lost time.

SPECIAL NEEDS TRANSPORTATION

Curb to curb bus service is provided only to special needs students that have a transportation requirement in their Individual Education Plan (IEP). These requirements are sent to the STO by the school, and do not require the parent to prepare a separate bus registration form. Students will be transported in a vehicle with appropriate restraints (i.e. safety seat, seat belts, harness, etc.) as identified in the IEP and the driver or safety attendant will ensure the students is properly secured in their seats. Parents are reminded that they are responsible for bringing their child to and picking them up from the stop (curb). The driver will not go to the front door to retrieve or drop off the child. For pickup service, the driver has been instructed to wait until the scheduled departure time and if the child is not present the driver is to continue on their scheduled route. For drop off service, the driver is to wait until the scheduled arrival time and if a parent or designee is not present to pick up the child, the driver is to contact our office for assistance or further instruction. In most cases the student will be returned to the school to await pick up by the parent.

SPECIAL EDUCATION CANCELLATION OF SERVICE

If your special needs student will not need bus service for a relatively short period of time due to illness or other temporary reason, please contact the STO so that the driver can be advised to adjust the schedule for that time period. If there is a permanent or long-term change to the schedule, please notify the school to make the change by way of the IEP. We also ask that when you no longer need service to contact our office. Daily commute students do not need to notify the STO of day-to-day absences.

SAFETY ATTENDANTS, SECURITY ATTENDANTS and BUS MONITORS

Safety Attendants or safety aides are contractor employees assigned to buses for special needs students and buses with only kindergarten through second graders. Their job is to provide assistance to the students and maintain a safe environment on the bus.

Security Attendants are contractor employees who are assigned to buses for force protection purposes. Funding restrictions preclude having a security attendant on every bus, every day. The security attendants are assigned to buses on a rotational basis to ensure the widest coverage to meet force protection requirements. In accordance with force protection guidelines and operational security, the security attendant schedule is not published or disseminated to the public.

Bus Monitors are volunteers who ride the bus to monitor student behavior and report misconduct. Their tour of duty is two weeks or longer and is strictly on a volunteer basis. For information about volunteering for the monitor program please contact our office.

INCLEMENT WEATHER, LATE BUS and EARLY RELEASE PROCEDURES

Weather conditions during the winter months can cause delays or cancellation of bus services. The decision to delay the start of the school day, release schools early or cancel the school day rests with the Spangdahlem Base Commander and his designees. Delays are normally determined and announced before 0600 hours. Announcements are normally made via local media such as AFN or through unit procedures. For local weather and road conditions, you can call the Spangdahlem Road Conditions hotline at 452-COPS or 452-2677, commercial is 06565-61-2677.

Children should never wait longer than 30 minutes beyond their scheduled pick-up time at their bus stops. When delays exceed 30 minutes and there has been no announcement of delays you should contact your school or the Student Transportation Office.

Early release of school due to weather conditions will also be determined by the Spangdahlem Base Commander in coordination with the school administration and announced on local media outlets. It is recommended that you do not come to the school to pickup your student for an early release, especially if the release is due to bad weather. Students are much safer on the large, heavy buses as opposed to a smaller, personal vehicle on treacherous roads.

When delays occur (whether because of weather, mechanical problems or otherwise) and whenever possible, a STO will make every attempt to contact sponsors to inform them of the delay. Current phone numbers and emergency contact information in the STO database is vital to this effort.

SCHOOL BUS LOADING AND UNLOADING

Each school has its own procedures for the safe arrival and departure of students. STO personnel also assists in morning unloading and afternoon loading when possible. Elementary students are

escorted by school teachers to their afternoon buses. The drivers do not depart the loading zone until the scheduled departure time or until released by a school official. If your child misses the bus in the afternoon they should go directly to the school office and a school official will contact you. Once the buses start to depart from the school, the drivers are not permitted to allow students on or off the bus until they reach the scheduled bus stops. If you wish to pick up your student at school, please make appropriate arrangements ahead of time.

For safety, all students should remain seated until the bus comes to a complete stop and the driver opens the door.

LOADING ZONE SAFETY

Due to the large number of students that have to be unloaded or loaded in a short amount of time, loitering or playing in the vicinity of the loading zone is highly discouraged. In the past there have been many “near misses” when students were bouncing or throwing balls that bounced into the loading zone in front of moving buses or under parked buses. Please advise your students that playing, bouncing or throwing balls in the loading zone is putting them and others at risk of injury, or worse. For the safety of all our students, please do not drive through the loading/unloading zones when school buses are loading or unloading.

SCHOOL PARKING

For the safety of the students, the following parking lots and areas at Bitburg and Spangdahlem schools are blocked and/or restricted to parking and traffic:

- **Spangdahlem Elementary School:** The first parking lot on the right hand side is restricted for buses only and prohibited to POV traffic from 0735-0805 and again from 1400-1500 Mon-Fri when school is in session.
- **Spangdahlem Middle School:** The stretch of road in front of the school is a designated school bus loading zone prohibiting POV parking. Access in and out of the parking lot is also blocked from 0745-0805 and 1430-1445.
- **Bitburg Elementary School:** The side parking lot is blocked from 1435-1500.
- **Bitburg Middle School:** The side parking lot is blocked from 1435-1500.
- The driveway is restricted for buses only and prohibited to POV traffic from 0745-0815 and 1435-1500 for student loading/unloading.
- **Bitburg High School:** The visitor's parking lot is a designated school bus loading-zone prohibiting POV traffic during loading and unloading times. Thru traffic and access to the front of the school will be blocked for AM unloading from approximately 0745-0805 and for PM loading from 1455-1510.

Some additional restrictions are being coordinated and may be implemented in the future. Signs will be posted and this will be advertised through school newsletters. Please adhere to all posted signs. Violators will be reported to the Security Forces.

MISSED BUS STOPS

Occasionally, students will miss their designated stop on the return run in the afternoon. If this happens, the student should remain on the bus. If a student is not completely comfortable that a stop is the proper one, remaining on the bus is the safest thing to do. The bus company and the STO have procedures for getting students to their designated stop or returned to the school for parent pickup.

MISPLACED OR LOST STUDENT PROCEDURES

If your child does not arrive home as expected contact the STO office immediately. STO staff will obtain important information and begin searching for your child. Staff will stay in the office until your child is located. Our experience has been that “lost” students often are with friends, neighbors or at a location which the student thought was the agreed upon place for them to go after school. If you locate your student after contacting the STO office, please give a courtesy call to the STO to let us know that your child is found. *The lost student procedures Memo is attached.*

SCHOOL BUS DISCIPLINE

The safe and secure transportation of DoDDS students is our mission. Proper student behavior and parental support of the discipline program is a key element of that mission. When children disobey the rules, they make the bus unsafe for everyone. Bus drivers must not be distracted from safe driving by children’s misbehavior. Students must show respect for bus drivers and other adults and follow their instructions. Parents share with their children the responsibility for proper behavior on our school busses. Enforcement of the school bus rules is a joint effort among Parents, the School Principals and the STO. The School Principal is the authority for School Bus discipline actions. The STO receives, processes and maintains records for school bus discipline issues. **Please review with your student the 10 School Bus Rules that are attached.**

SAFETY ATTACHMENTS

SAFETY RULES

Do not be the cause of an accident when you meet your child at the bus stop. Where you are and what you do can be the difference between a safe arrival and an accident. Children, especially those aged 5-9, are impulsive. They act without thinking. When they get off the bus and see you, they want to go to you immediately. They do not see or think about danger between you and them. They are reacting to you and they will take the shortest, quickest route to reach you. They have missed you while being away at school for the day. Returning to your love, warmth and security is their only thought. You are their world.

Real-life example: The parent parked near the bus stop, planning to pull up to the stop and pick up the child after the bus had left. But, when the child got off the bus and saw the parent, the child ran toward the parent's car and was struck by an on-coming vehicle. Who caused the accident?

Follow these rules. They will prevent YOU from being the cause of an accident to your child:

1. Be on time. Get to the stop before the bus arrives. Do not expect your child to wait for you. A waiting child is an endangered child.
2. Stand at the stop. That puts you on the same side of the street as the stop itself.
3. Take a position facing the door where you can see your child exit the bus. Make the distance between you and your child within your direct control.
4. Take charge of your child. Take him or her by the hand and then walk away.

SAFETY "DOs" AND "DON'Ts":

Parents:

- **DO** Wait on the same side of the street as the bus stop.
- **DO** Go to your child at the bus stop.
- **DO NOT:**
 - Wait in a parked car.
 - Wait in a building.
 - Allow your child to come to you.

Bottom Line: When you meet your child at the bus stop, take charge of the situation. You are the adult. Only you can reduce the risk and control the danger.

Parents remind your students:

- Be on time - Walk, do not run to the bus stop.
- When waiting for the bus – Take 3 steps away from the curb.
- Take your seat and stay in it while the bus is moving.
- When getting off the bus - Take 3 steps away, and wait for the bus to leave before crossing the street.
- NEVER cross in front or behind the bus.

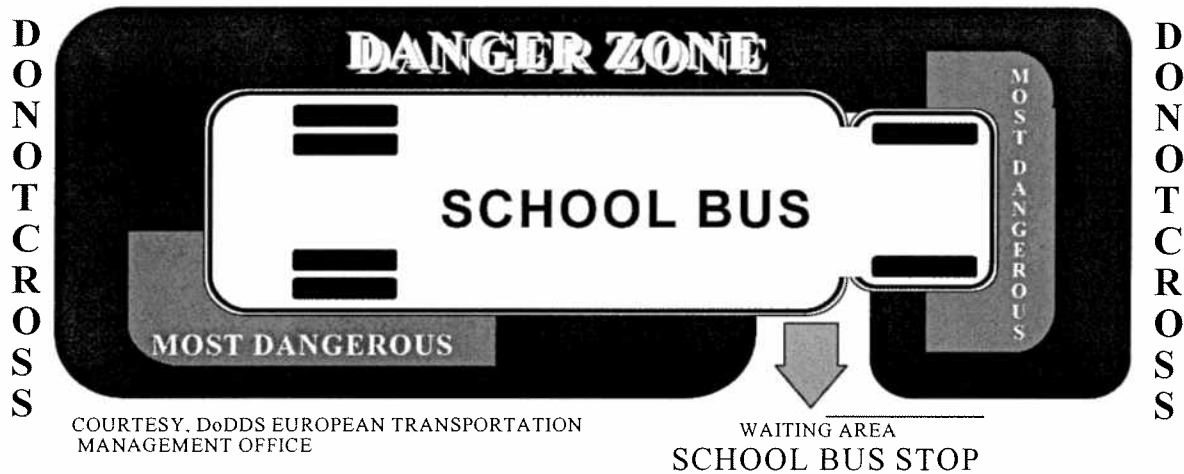
DANGER ZONE

Please educate your child on the danger zones as shown on the picture below. We ask you and your child take extra precautions when near a school bus. Teach them to NEVER cross in front or behind a bus.

PLEASE REMEMBER THAT TRAFFIC IN EUROPE DOES NOT STOP FOR LOADING AND UNLOADING OF SCHOOL BUSES.

AREA OF MOST INJURIES

NEVER GO IN FRONT OF OR BEHIND THE BUS



SAFETY ALERT CONCERNING BUS HANDRAILS

US Safety Authorities warn that loose clothing or dangling strings and/or straps may become entangled in the bus handrail or door. This has caused students to trip and in some cases, to be dragged by the bus. Serious injuries and fatalities have occurred as a result of the hazard.

RECOMMENDED CORRECTIVE ACTION

- Avoid loose clothing.
- Avoid dangling strings or straps.
- All carry-on items should be held in front of the student while boarding or discharging the bus.
- Alert the driver immediately if you become entangled in any part of the bus while exiting.
- Watch for others when exiting the bus and be prepared to warn the driver if you observe another student entangled by the handrail or door.

MEMORANDUM FOR: Parents and Childcare Providers of DoDDS Students Registered for Daily School Transportation

SUBJECT: Lost Student Procedures

1. It can happen that a student does not arrive home or at a designated childcare provider within 20 minutes of the normal arrival time after getting off the school bus. Often, the student is with another family member or a neighborhood friend. If you are concerned that your child is late, we suggest that you first contact your spouse or any of your older children, if possible, to check if the child is with them. We also recommend that you check with neighbors and known friends of your child.
2. If you cannot locate your child, please call the *Eifel Student Transportation Office* at:
 - a. *During duty hours at DSN 452-5340/5352 or Civilian 06565-61-5340/5352.*
 - b. *After duty hours at 0162-234-1792 or 0162-234-1804.*
 - c. *If you are not able to contact Student Transportation Office personnel at the above numbers, contact the Military Police at DSN 452-6666 or civilian 06565-61-6666.*
3. To save time, please provide the following information when you call:
 - a. Your name and relationship to the child. (Childcare providers should also give their telephone number and street address.)
 - b. Child's name and any nickname(s)
 - c. Description including age, height, weight, color of hair and eyes, and how the child was dressed.
 - d. Bus route and bus stop (so the Student Transportation Office records can be confirmed).
 - e. Time the child usually arrives.
 - f. If you are a childcare provider, have you contacted the parents yet?
 - g. If you are a parent, please confirm that the Student Transportation Office has your correct duty telephone number, home telephone number, and street address.
 - h. Have you already contacted the Military Police before calling the Student Transportation Office?
 - i. Other information that might help locate your child includes any school or community activities (clubs, sports, youth activity centers, etc.) that your child is interested in, and the names of any friends that may ride the same bus or attend the same school.
4. Once your student is located, please give a courtesy call to the STO to let us know that your child has been found.

**DODEA
BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

On or around school buses, students must conduct themselves in accordance with these school bus rules:

The 10 School Bus Rules

- 1. Obey the driver or adult.**
- 2. Enter and exit the bus safely and always show your bus pass.**
- 3. Stay properly seated and, use seatbelts when available.**
- 4. Keep your hands, feet and other body parts to yourself.**
- 5. Do not throw things.**
- 6. Put nothing out of the window.**
- 7. Remain quiet and do not disturb the driver or others.**
- 8. No profanity, indecency, smoking, prohibited items or vandalism.**
- 9. Do not eat, drink or chew gum.**
- 10. Be responsible, be safe.**

REQUEST FOR TEMPORARY BUS PASS

Temporary Bus Passes are issued on an irregular and infrequent basis as space is available on the temporary bus. Requests for a temporary bus pass should be submitted to the Student Transportation Office (not the school) at least 24 hours in advance to allow time for processing and delivery of the Pass to the appropriate school.

Requesting Party

Name of Sponsor/Parent requesting: _____

Sponsor's Duty/Daytime Phone: _____

Name of child/student: _____

Student's school and grade? _____

Is student a current bus rider? _____

If student is not a current bus rider, then complete the Home Address Section below.

Home Address Section

Street Address: _____

Town or Village: _____

Home Phone: _____

Duty/Daytime Phone: _____

Request for Temporary Bus Pass

Number or Route of Temporary Bus: _____

Location of Stop/ Name of Village: _____

Name of Sponsor/Responsible Adult at Temporary Stop: _____

Phone of Sponsor/Responsible Adult at Temporary Stop: _____

Name of student that lives at Temporary Stop: _____

Date & time (AM/PM) Temporary Bus Pass needed: _____

Signature of Requesting Party: _____