



WIESBADEN SCHOOL BUS OFFICE
SCHOOL BUS TRANSPORTATION
REGISTRATION INFORMATION PACKET
SCHOOL YEAR 2012-2013

THE WIESBADEN SCHOOL BUS OFFICE IS LOCATED IN BUILDING #07881
NEXT TO THE ENTRANCE OF THE WIESBADEN MIDDLE SCHOOL
(Small Red Building to the right of the entrance)

APO ADDRESS

WIESBADEN SCHOOL BUS OFFICE
c/o WIESBADEN MIDDLE SCHOOL
UNIT 29647 Box 87
APO AE 09005-9647

LOCAL ADDRESS

WIESBADEN SCHOOL BUS OFFICE
c/o WIESBADEN MIDDLE SCHOOL
Gebäude (Bldg.) 07881
65189 Wiesbaden/Hainerberg

DSN Phone: DSN 335-5382
Civilian Phone: 0611-408-0382
FAX: DSN 335-5381
Civilian Fax: 0611-408-0381
Email: SBO.wiesbaden@eu.dodea.edu

WIESBADEN SCHOOL BUS OFFICE INFORMATION SHEET

This package contains information regarding school bus safety and transportation procedures that each student must follow while being transported. **Please remember, that it is strongly advised that your child be at the assigned bus stop at least 5 minutes before the scheduled departure time.** It is also a requirement that each student utilizing bus transportation have their bus pass with them when riding to or from school.

Please remember that bus transportation is a privilege, not a right, and along with this privilege comes parental responsibility for the behavior of your child. You, the parent are responsible for the behavior of your child at all times while utilizing bus transportation. Students granted transportation privileges are responsible for complying with the "School Bus Rules" and conducting themselves in a safe and proper manner. Please see the "*Behavior Standards for School Bus Students*" contained within this information packet. Inappropriate behavior by your child may result in the loss of school bus service, which would then require you, the parent, to transport your child to school.

Information pertaining to normal arrival/departure times on bus routes can be obtained by calling the numbers listed below. In the event of inclement weather, please tune to AFN 98.7 FM (*The Eagle*) for school delays or closure information or check the USAG Wiesbaden website at the Road, Weather and School Closure Information Link. USAG Wiesbaden determines the cancellation of school bus services for the Wiesbaden school community. This includes Wiesbaden High School, Wiesbaden Middle School, Hainerberg Elementary School and Aukamm Elementary School.

Concerns regarding transportation or student behavior should be reported to the administration of your student's school or this office as soon as possible. Help us to help keep our children safe by reporting all concerns. Serious complaints should be in writing. You may email or fax your complaint to our office. Please be assured that your concerns are our concerns and that we take the **SAFE** transportation of your children as an extremely serious and important job! We realize that we are "**Transporting Our Future**".

THANK YOU,

Mr. Dan Samek
Wiesbaden SBO
Transportation Specialist
0611-44756170
0162-2711784
daniel.samek@eu.dodea.edu

Mr. Eddie Kilcrease
Wiesbaden SBO
Transportation Specialist
0611-44756168
0162-2711787
eddie.kilcrease@eu.dodea.edu

Mr Michael Coleman
Wiesbaden SBO
Transportation Assistant
0611-44756166
0162-2711805
Michael.coleman2@eu.dodea.edu

Wiesbaden School Bus Office
c/o: Wiesbaden Middle School or
Unit 29647 Box 87
APO AE 09005-9647

Wiesbaden School Bus Office
c/o: Wiesbaden Middle School
Gebäude 07881
65189 Wiesbaden/ Hainerberg

DSN Phone: 335-5382

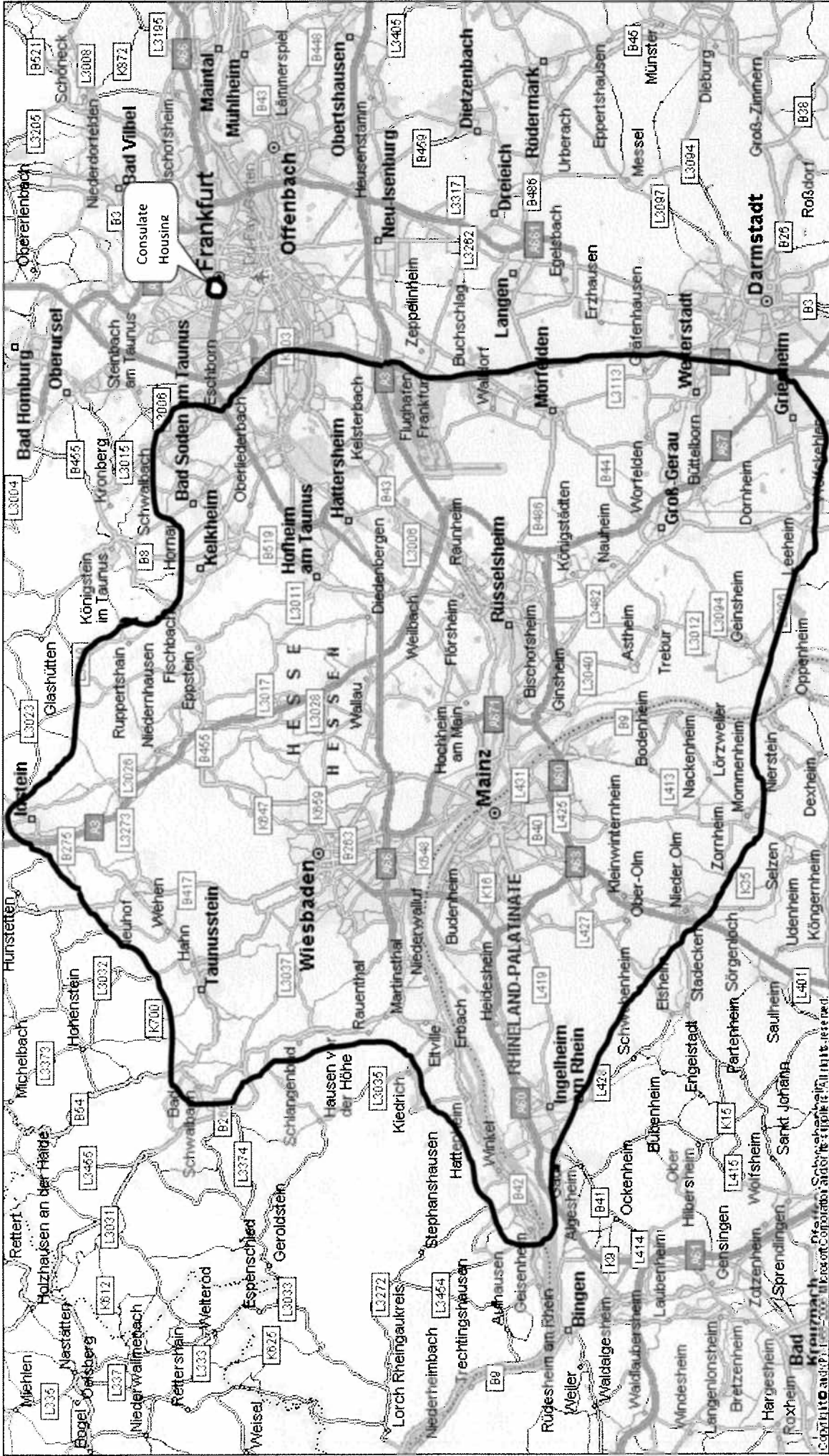
CIV Phone : 0611-408-0382

Fax Phone : 335-5381 or CIV Fax : 0611-408-0381

EMERGENCY NUMBERS : 0162-271-1784 or 0162-271-1787 or 0162-271-1805

Wiesbaden Commute Zone : School Year 2012-2013

School Bus Transportation Zone for transport to Wiesbaden High School, Wiesbaden Middle School and Hainerberg Elementary School



See back for a list of towns within the above commute zone

Please call the Wiesbaden School Bus Office at DSN 335-5382 or Civilian 0611-408-0382 with any questions.

List of Towns in the Wiesbaden Commute Zone School Year 2012-2013

Wiesbaden Commute Zone for School Bus Transportation to Wiesbaden HS, Wiesbaden MS and Hainerberg ES

The following towns are located within the boundary as shown on the map

** Please contact the school bus office regarding service in the towns with an asterisk.*

Alt-Hassloch	Ginsheim-Gustavsburg	Mainz-Kastel	Sulzbach
Astheim	Graefenhausen	Mainz-Kostheim	Taunusstein-Bleidenstadt *
Aukamm	Griesheim	Mainz-Laubenheim	Taunusstein-Hahn *
Aukamm Housing	Gross-Gerau	Mainz-Lerchenberg	Taunusstein-Wehen*
Auringen	Gustavsburg	Mainz-Marienborn	Taunusstein-Neuhof *
Bad Soden	Harxheim	Mainz-Mombach	Taunusstein-Platte *
Bad Weilbach	Hassloch	Mainz-Wiesenu	Trebur
Bad-Schwalbach*	Hattersheim	Mainz-Zahlbach	Vockenhausen
Bausheim	Heidenfahrt	Martinsthal	Wackernheim
Berkach	Heidesheim	Marxheim	Wallau
Biebrich	Heidestock	Massenheim	Walldorf
Bierstadt	Hessloch	Medenbach	Wallerstaedten
Bischofsheim	Hettenhain* (Bad Schwalbach)	Mittelheim	Walluf
Bodenheim	Hochheim	Moerfelden	Wambach
Braunshardt	Hoechst	Mommenheim	Weilbach
Breckenheim	Hofheim	Nackenheim	Weiterstadt
Bremthal	Idstein*	Nauheim	Wicker
Budenheim	Igstadt	Naurod	Wiesbaden
Buettelborn	Im Hesselrad	Niederjosbach	Wiesbaden Army Airfield
Crestview Housing	Ingelheim	Niedernhausen	Wildsachsen
Dasbach*	Kelkheim	Nieder-Olm	Winkel
Delkenheim	Kelsterbach	Niederseelbach	Wolfsfeld
Diedenbergen	Klarenthal	Nieder-Walluf	Wolfskehlen
Dornberg	Klein-Gerau	Nordenstadt	Worfelden
Dornheim	Kleinwinternheim	Oberjosbach	Zeilsheim
Dotzheim	Kloppenheim	Oberliederbach	Zornheim
Eddersheim	Koenigshofen	Ober-Olm	
Eltville	Koenigstaedten	Oberseelbach	
Engenhahn*	Kohleck	Ober-Walluf	
Eppstein	Kriffel	Oestrich	
Erbach	Langenhain	Oestrich-Winkel	
Erbenheim	Leeheim	Okriffel	
Erbsensacker	Lenzhahn*	Rambach	
Fischbach (Kelkheim)	Liederbach	Rauenthal	
Floersheim	Loerzweiler	Raunheim	
Frankfurt Consulate Housing	Lorsbach	Ruppertshain	
Frauenstein	Mainz	Russelsheim	
Freudenberg	Mainz-Amoeneburg	Schierstein	
Gau-Bischofsheim	Mainz-Bretzenhain	Schlangenbad*	
Geinsheim	Mainz-Drais	Schneppenhausen	
Geisenheim	Mainz-Finthen	Sindlingen	
Ginsheim	Mainz-Hechtsheim	Sonnenberg	

SCHOOL TRANSPORTATION

WHAT NEWCOMERS TO EUROPE NEED TO KNOW

Department of Defense Dependents Schools (DoDDS) operates transportation services for children attending Department of Defense (DoD) schools in Europe. Services include daily busing to and from school, as well as transportation for students participating in school-sponsored field trips, academic and athletic competitions, and other special events.

KEY FACTS ABOUT DAILY TRANSPORTATION

The location of family quarters, not the sponsor's place of duty or work, determines which school children attend and their eligibility for transportation.

Distance to the assigned school determines whether children ride the bus or walk. The standard for transportation of elementary school children is more than one mile and for secondary school children more than 1.5 miles. Approximately one half of the 50,000 children attending DoD schools in Europe ride the bus, with the other half walking or using other transportation.

Family quarters must also be within the commuting area. Housing referral offices have information about the commuting area and its boundaries.

Children enrolled in pre-Kindergarten and Sure-Start programs and those with an Individual Education Program (IEP) may receive specialized transportation services tailored to the child's age and/or IEP requirements.

Transportation to DoD schools in Europe is a lot like that in the United States, but with key operational and safety differences.

DoDDS does not own buses or employ drivers, but contracts with host-nation commercial companies for transportation services.

Buses are not the yellow vehicles familiar to American children, but European-style tourist (see image 1) or city transit coaches (see image 2), marked with the international school bus sign (see image 3), front and back.

Drivers are not required to speak English, only the host-nation language. Buses are equipped with two-way communications, either radio or cellular telephone, linking drivers to the contractor's central control desk.

Drivers are not required to enforce good order and discipline on the bus. Their job is to operate the bus safely. Parents are responsible for their children's behavior on the bus.

Because even one child's misbehavior can interfere with safe operation of the bus and endanger everyone on board, disciplinary action is taken on infractions, including temporary suspension or permanent revocation. Transportation is a privilege, not a right or entitlement. Safety is paramount.

In Europe, TRAFFIC IS NOT REQUIRED TO STOP for loading and unloading school buses. American children must follow this life-saving rule: NEVER CROSS THE STREET IN FRONT OF OR BEHIND THE BUS.



Image 1



Image 2



Image 3

Registration of children with the school is the first step. Next is a visit to the school transportation office (parents and children) to register for transportation, receive a mandatory bus pass and information on routes, stops and schedules, safety, and behavior standards and discipline rules.

DODEA BUS PASS INFORMATION

DODEA BUS PASS		SY: 12/13
Wiesbaden School Bus Office		
Doe, (Student) John	7 th	
Wiesbaden Schools	Sponsor: Doe, (Sponsor) James	
	0137-999999	
AM Pickup Time <i>(Bus Departs at time shown Student is recommended to be at stop at least 5 minute prior)</i>	Pickup Point - ROUTE 99 AM 07:30: AM Stop Information / To School City in which bus stop is located	99/AM
AM Pickup Point <i>(Bus Stop where student is authorized to board bus)</i>	Drop-off Point - ROUTE 99 PM 1515: PM Stop Information / To Home City in which bus stops is located	99/PM
PM Drop-Off Time <i>(Scheduled time that student should be getting off bus)</i>	PM Pickup Point <i>(Bus Stop where student is authorized to get off bus)</i>	

Current School Year

Student Photo or DODD's Logo

Student's Current Grade Level

Sponsor's Phone #

Route Number

*(This number will also be displayed
in front window of bus and next
to the passenger door)*

Please take special note of the AM Pickup time, AM Pickup point, PM Drop-Off time, PM Drop-off Point and Route Number

Please check all other information on Bus Pass for accuracy, if errors are discovered, please contact School Bus Office

PARENTS!

PROTECT YOUR CHILDREN

Take 5 minutes to teach them these 5 school bus safety rules

- Rule number one: Walk don't run, You can have fun, But walk don't run.
- Rule number two: Just take three, Steps from the curb, Easily!
- Rule number three: Take your seat, And please stay seated, Till the journey is complete.
- Rule number four: Is like 2 & 2, Three steps back from the curb, We must do.
- Rule number five: I should not play, In front of the bus, No way!

REMEMBER!

In Europe, traffic does not stop for loading or unloading school buses. Crossing the street can be dangerous.

SPECIAL NOTICE FOR PARENTS OF K-2 STUDENTS

Children in kindergarten through grade 2 are our littlest passengers and most vulnerable to accidents going to/from and waiting at bus stops. They need your supervision to keep them safe.

**Please personally take your children to the bus stop.
Wait with them.
Meet them when they return.**



DEPARTMENT OF DEFENSE
WIESBADEN SCHOOL BUS OFFICE
C/O WIESBADEN MIDDLE SCHOOL
UNIT 29647 Box 87
APO AE 09005-9647

HEIDELBERG DISTRICT TRANSPORTATION DIVISION

MEMORANDUM FOR PARENTS OF BUS RIDERS

SUBJECT: Lost Child Procedures/Information.

In the event that your child does not arrive home on the designated bus within 30 minutes of his/her normal arrival time: The student may be 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. If you cannot locate your child, please call the Wiesbaden School Bus Office at:

During Duty Hours: 0700-1600 contact the School Bus Office at
DSN 335-5382 or Civilian 0611-408-0382 or

After Duty Hours (or No Answer at Duty Hours telephone): Contact the School Bus Office at Cell Phone #
(Dan Samek at 0162-2711784 or Eddie Kilcrease at 0162-2711787 or Michael Coleman at 0162-2711805)

If you are not able to contact the School Bus Office personnel at the above numbers, contact the Military Police at DSN 337-5096 or Civilian 0611-705-5096.

PLEASE HAVE THE INFORMATION LISTED BELOW AVAILABLE WHEN YOU CALL

Child's Name _____ Bus Route # _____

Child's Description: Height _____ Color of Hair _____ Age _____ Race _____

Attire _____

Usual Arrival time at home _____

Friends that ride the same bus _____

Activities the child normally attends (sports, clubs, etc.) _____

Sponsor's Name _____ Unit _____

Duty Telephone _____ Home Phone _____

Housing or Local Address _____

Name of Caller (if not sponsor) _____

If Not Sponsor, Have Parents been contacted _____

Telephone Number, at which caller may be reached _____

Locating a child requires the cooperation of all agencies and parents so that the child can be reunited with the parents as soon as possible. The School Bus Office will do everything we can to locate your child as quickly as possible. We will update you periodically. Your assistance in supplying the above information is deeply appreciated.

DoDEA BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the "Behavior Standards for School Bus Students."
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers
2. Use or possess unacceptable items identified in the school "Code of Conduct."
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat, or touch bus operating devices or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

School Bus Infractions and Recommended Consequences		Bus Riding Privileges Suspended for:				
		Warning	5 School Days	20 School Days	30 School Days	Remainder of Year
<i>Number column designates the number of incidents.</i>						
1 UNSAFE BEHAVIOR						
a	Fighting, pushing, shoving or tripping					
b	Use or possession of unacceptable items identified in <i>this Regulation</i> . (The school bus is an extension of the school/campus.)					
c	Failure to have bus pass in possession.					
d	Pushing while boarding or leaving the bus					
e	Getting on or off bus while bus is in motion					
f	Not properly seated					
g	Putting objects out of bus windows or hanging out of window					
h	Making excessive noise or playing electronic equipment <i>without</i> using earphones					
i	Engaging in horseplay					
j	Obstructing aisles, steps, or seats					
2 INAPPROPRIATE BEHAVIOR						
a	Failure to remain properly clothed					
b	Public displays of affection					
c	Eating, drinking, or littering on bus					
d	Using abusive/profane language and/or gestures					
e	Spitting or biting					
f	Harassing or interfering with other students					
g	Failure to comply with bus driver's or monitor's instruction					
h	Disrespect, distraction, or interference with driver					
3 DESTRUCTIVE BEHAVIOR						
a	Damaging private property (requires payment of damages)					
b	Sitting in driver's seat or tampering with bus controls					
c	Opening or trying to open bus door					
d	Throwing or shooting objects inside or outside of bus					
4 PROHIBITED BEHAVIOR						
a	Tampering with bus controls or emergency equipment					

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, removals, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.
4. Possession of weapons or prohibited items, as described by this Regulation or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4705 and may result in removal or expulsion from school in addition to the loss of bus privileges.

REQUEST FOR SCHOOL BUS TRANSPORTATION WIESBADEN SCHOOL BUS OFFICE

PLEASE Complete all required information by printing legibly

STUDENT INFORMATION

STUDENT _____ **GRADE** ____ **DOB** _____
(Last Name, First, Middle Initial) mm/dd/yyyy

STUDENT _____ **GRADE** ____ **DOB** _____
(Last Name, First, Middle Initial) mm/dd/yyyy

STUDENT _____ **GRADE** ____ **DOB** _____
(Last Name, First, Middle Initial) mm/dd/yyyy

STUDENT _____ **GRADE** ____ **DOB** _____
(Last Name, First, Middle Initial) mm/dd/yyyy

Route /Stop Assignment	
Route	_____
AM Stop	_____
PM Stop	_____
Bus Pass Issued on	_____
School Bus Office Use Only	

SPONSOR INFORMATION

SPONSOR _____
(Last Name, First, Middle Initial)

Date of End of Tour _____ **UNIT/ORGANIZATION** _____ **RANK** _____

MAILING ADDRESS _____
(APO Address)

HOME ADDRESS _____
(Physical Address in Germany)

WORK PHONE _____ **HOME PHONE** _____

STATUS: **MILITARY** _____ **DOD CIVILIAN** _____ **OTHER** _____
(Please Specify)

E-MAIL ADDRESS _____

SPOUSE'S NAME _____ **WORK PHONE** _____
(Last Name, First)

EMERGENCY POINT OF CONTACT _____ **PHONE** _____
(in Local Area) (Last Name, First)

SPECIAL TRANSPORTATION REQUIREMENTS _____

I accept full responsibility for the conduct of my children while on a contracted or public transportation bus.
(See document within this handout for rules and procedures)

SIGNATURE OF PARENT/GUARDIAN _____ **DATE** _____

PRIVACY ACT STATEMENT

1. THIS STATEMENT IS PROVIDED IN COMPLIANCE WITH THE PROVISIONS OF THE PRIVACY ACT OF 1974 (PUBLIC LAW 93-597) WHICH REQUIRES THAT FEDERAL AGENCIES MUST INFORM INDIVIDUALS WHO ARE REQUESTED TO FURNISH PERSONAL INFORMATION ABOUT THEMSELVES AS TO CERTAIN FACTS REGARDING THE INFORMATION REQUESTED ON THIS FORM.

2. **AUTHORITY:** 5 USC SECTION 552

3. **PRINCIPAL PURPOSES:** THIS INFORMATION IS SOLICITED TO OBTAIN INFORMATION FOR DETERMINING ELIGIBILITY FOR AND PROVISIONS OF BUS TRANSPORTATION OF DEPENDENT CHILDREN ATTENDING DODDS SCHOOLS.

4. **ROUTINE USE:** TO DETERMINE NEED FOR AND PROVIDE SCHOOL BUS TRANSPORTATION

5. **MANDATORY/VOLUNTARY DISCLOSURE, CONSEQUENCE OF DISCLOSURE:** DISCLOSURE IS VOLUNTARY, FAILURE TO PROVIDE REQUESTED INFORMATION MAY RESULT IN DENIAL OF SERVICE.

SPONSOR/PARENT/GUARDIAN ACKNOWLEDGMENT OF BEHAVIOR STANDARDS

I, the DoDEA sponsor, acknowledge that I have received a copy of the DoDEA Behavior Standards for School Bus Students. I have explained the school bus behavior standards and necessity for those standards to my student, and I have explained that I expect these school bus behavior standards to be followed. I understand that actions for misbehavior could include suspension or revocation of bus rider privileges, and other school disciplinary action. I agree that I will serve as a school bus monitor or that I will be responsible for finding a person to serve as a monitor on my behalf should I be required to serve by the military commander.

Printed Name & Signature of Sponsor/Parent/Guardian/

Date Signed