



Handley Transportation

~ Bus Handbook ~

2023-24



HANDLEY TRANSPORTATION BUS ROUTES

2023-2024



These times are approximate to within 5 to 10 minutes. Please have your children at the spot 10 minutes before the bus is scheduled to be there.

Bus #1 David Payton

Turah Meadows	6:50 A.M.
12855 Turah Road	6:55 A.M.
13060 Crystal Creek	7:10 A.M.
Hampton Loop	7:15 A.M.
Hellgate Lane	7:20 A.M.
Ocean View Drive	7:25 A.M.
Bogar Lane	7:40 A.M.
School	7:45 A.M.

Bus #6 Kathy Veseth

Leave Bus Barn	6:55 A.M.
Pine Tree Loop	7:06 A.M.
Lower Leo Ray	7:08 A.M.
Donovan Cr/Frontage Road	7:09 A.M.
Wallace Cr/Lower Handley	7:15 A.M.
Handley Loop/Neighbor Way	7:17 A.M.
Upper Handley Loop/Wallace Cr	7:18 A.M.
Top of Wallace Cr	7:20 A.M.
Wallace Cr/Upper Handley Loop	7:23 A.M.
Wallace Cr/Neighbor Way	7:24 A.M.
Wallace Cr/Common Way	7:25 A.M.
Wallace Cr/Frontage Road	7:27 A.M.
Pamin Loop North/Frontage Road	7:29 A.M.
Pamin Loop South/Frontage Road	7:32 A.M.
Starvation Cr (end of Frontage Road)	7:34 A.M.
Frontage Road/Wallace Creek	7:38 A.M.
KU5	7:40 A.M.
Arrive at School	7:42 A.M.

Bus #5 Bob Patacini

Kramer Creek	6:45 A.M.
Beavertail Bridge	6:57 A.M.
Bonita Ranger Station	7:11 A.M.
Ekstrom Stage Station	7:16 A.M.
5th & 7th Street	7:25 A.M.
Swartz Creek Bridge	7:30 A.M.
21207 East Mullan	7:40 A.M.
School	7:45 A.M.

Bus #4 Chris Vicens

Clinton Fire Station	7:18 A.M.
Poor Henrys	7:21 A.M.
Donovan Creek RD	7:27 A.M.
The Other Place	7:35 A.M.
School	7:45 A.M.

DEPARTURE TIME FOR ALL BUSES AT
THE END OF THE SCHOOL DAY 3:20 p.m.

If any questions or problems concerning
the buses, please call the bus contractor,
Ryan Handley at 544-9172 or
825-3113 {Clinton School}.

Bus riders WILL NOT be allowed to change bus assignments. If your child(ren) need a different a.m. & p.m. bus, please contact the office, 825-3113

If an emergency arises please contact the office for arrangements!



Handley Transportation

Handley Transportation
P.O. Box 270
Clinton MT, 59825

BUS TRANSPORTATION

Handley Transportation and Clinton Elementary School wish to provide and maintain a safe, efficient and economical school transportation program for our students. To assist the school in this endeavor please observe the following:

1. Assist your student(s) in planning a route to and from the bus stop, what the student should do at the bus stop until the bus arrives and what to do if the bus does not arrive.
2. Inform the school personnel with written or emailed authorization if you plan to pick up your student at school or wish to have your student leave the bus at a point other than their regular stop.
3. Ensure that your student(s) is at the bus stop on time and appropriately dressed for weather conditions. Consider severe weather conditions if the bus is stalled or delayed.
4. Encourage your student(s) to go directly to the bus stop and come home immediately after getting off the bus. Any unusual delay should be immediately investigated with a phone call to the school.
5. Please understand that school transportation is a PRIVILEGE - not a right. Students who do not obey the bus rules risk suspension from this service. Also note that the school transportation program is not a taxi service for students, parents or unauthorized persons.

Drivers approaching, or attempting to pass, a stopped school bus with visible red flashing lights **MUST STOP** before reaching the bus. Flashing red lights mean students are entering or exiting the bus and could cross the roadway. Drivers must **STOP** to ensure student/driver safety.

WHAT EVERY BUS RIDER SHOULD KNOW

Your compliance with the following regulations, without it being necessary for the driver to call your attention to them, will reduce transportation hazards and will be appreciated by your driver.

1. Stay seated and buckled at all times bus is in motion.
2. Keep the bus clean.
3. Stand at your stop, once bus is not in motion.
4. Treat others with respect.
5. Respect bus property.
6. Obey the person driving your bus.

RULES AND REGULATIONS FOR STUDENTS RIDING THE SCHOOL BUS

RESPECT THE DRIVER'S RIGHT TO DRIVE SAFELY

Students MUST:

- A. Obey the driver promptly and willingly. The driver is in charge of the bus and pupils at all times.

Students MUST NOT:

- A. Sit in the driver's seat or be to the left or right of the driver.
- B. Talk to the driver more than is necessary.
- C. Bring electronics, video games, music boxes or toys of any kind.
- D. Bring any type of animal on the school bus with the exception of Seeing Eye dogs.
- E. Sell or offer any item for sale on the bus.

RESPECT YOUR OWN AND OTHERS RIGHT TO SAFELY RIDE THE BUS

Students MUST:

- A. Remain seated while the bus is in motion.
- B. Board and leave the bus in an orderly manner.
- C. In the event of an actual, or simulated emergency, follow the emergency procedures as established by the Emergency Exit Drill Guidelines.
- D. Talk quietly.

Students MUST NOT:

- A. Extend their head, hands, arms, or any other part of their body out of a window whether the bus is moving or parked.
- B. Shout at persons inside or outside of the bus.
- C. Bring on the bus, or have in their possession, objects which may cause injury to themselves or others. Items specifically prohibited: firearms, knives, firecrackers, matches, glass items or containers and large bulky items.

RESPECT YOUR OWN AND OTHERS LIFE SPACE

Students MUST:

- A. If assigned a seat by a driver or the bus contractor, remain seated in that seat unless permission to change is given by the driver.
- B. Sit properly in their seats: upright facing forward and out of the aisle.
- C. Keep their hands and feet to themselves.
- D. Keep books and personal belongings out of the aisle.

Students MUST NOT:

- A. Throw objects on the school bus.
- B. Fight or intimidate others.
- C. Make sexual remarks or gestures.
- D. Use profane language or gestures.

RESPECT HANDLEY TRANSPORTATION PROPERTY

Students MUST:

- A. Assist in keeping the interior of the bus clean by using the garbage containers and not depositing waste, paper or other material on the floor or interior of the bus.

Students MUST NOT:

- A. Damage a school bus in any manner. Handley Transportation shall be reimbursed by the student or their guardian(s) for damage done to a bus by that student.
- B. Light matches, smoke or chew tobacco on the school bus.
- C. Eat food or drink beverages on the school bus. Exceptions will be made on extra-curricular or special trips upon permission from the coach or driver.

RESPECT OWN AND OTHERS RIGHTS AT THE BUS STOP OR LOADING AREA

Students MUST:

- A. Cross the road in front of the bus only, walk straight across the road when crossing, and cross the road only when signaled to by the driver.
- B. Line up and be courteous to others at the bus stop/loading area.
- C. Where practical, when walking to or from the bus stop, walk on the left hand side of the road facing oncoming traffic.
- D. Exit the bus at their regular stop only, unless a bus pass has been obtained from the school office specifying differently. This applies to all grade levels.
- E. Be waiting at the bus stop 5 to 10 minutes prior to the normal arrival time of the bus.

Students MUST NOT:

- A. Stand or play in the roadway.
- B. Push or shove each other.
- C. Throw rocks or snowballs.
- D. Run in the area around a school bus.

VIDEO SURVEILLANCE

Handley Transportation authorizes the use of video camera on School Buses to ensure the health, welfare and safety of all staff, students and visitors to buses, and to safeguard Handley transportation facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Owner/Operator, Ryan Handley.

VIDEOTAPING OF STUDENTS

Handley Transportation has the right to use security and surveillance video cameras on his buses to ensure the health, welfare, and safety of all staff, students, and visitors to Handley property, and to safeguard Handley buses and equipment. Video cameras may be used in locations as deemed appropriate by the Owner/Operator (Ryan Handley). Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings from security and surveillance cameras may become a part of a student's educational record. Handley Transportation shall comply with all applicable state and federal laws related to record maintenance and retention. Signs will be posted on all buses to inform students, staff, and members of the public that video surveillance cameras are in use.

BUS DISCIPLINE LADDER

There are five steps on the bus discipline ladder:

- **STEP 1** involves a bus driver/student conference, contact of the parent by the driver and completion of a BUS BEHAVIOR REPORT.
- **STEP 2** involves a 1-4-day suspension at the driver's discretion. A conference will take place with the student, the bus driver and the bus contractor as well as the completion of a BUS BEHAVIOR REPORT. Parent involvement in the conference is optional.
- **STEP 3** involves a suspension of bus riding privileges for five (5) school days.
- **STEP 4** involves a suspension of bus riding privileges for twenty (20) school days.
- **STEP 5** involves a suspension of bus riding privileges for the remainder of the school year. Bus suspension decisions are made by the Bus Contractor. Copies of any and all bus discipline reports will be sent to the student's school. One copy will be kept by the school and the other will be mailed to the parent(s) or guardian(s).

Drivers will attempt to work out behavior problems with students and their parents before requesting the assistance of the bus contractor. However, certain behaviors, fighting for example, will result in an automatic placement on the discipline ladder at a level appropriate to the nature of the offense.

Examples of placement on the discipline ladder are:

Damage to the bus (minor damage)	Step 2 (<i>and pay repair costs</i>)
Damage to the bus (major damage)	Step 3 (<i>and pay repair costs</i>)
Fighting (1st offense)	Step 3
Verbal Physical Intimidation	Step 3
Sexual Remarks & Gestures	Step 3

Students may be assigned seats at any time by the driver and/or bus contractor. For example, a student may be assigned a seat in response to minor, unacceptable behavior that does not warrant placement on the discipline ladder. Another example: a student may be assigned a seat as a condition for their reinstatement to bus riding privileges after a step 3 or 4 suspension.

Please note: Bus infractions may result in further action by the Clinton School in accordance with the Clinton School policies.

PARENTS/GUARDIANS: PLEASE KEEP THIS FOR FUTURE REFERENCE.

******* AS DEFINED BY STATE LAW, SCHOOL DISTRICTS ARE NOT REQUIRED TO PROVIDE TRANSPORTATION. RIDING THE BUS IS A PRIVILEGE. FAILURE TO OBEY THESE RULES CAN RESULT IN THE LOSS OF THE PRIVILEGE. *******

***** THE ATTACHED SCHOOL BUS RIDER AGREEMENT FORM MUST BE SIGNED AND RETURNED TO THE BUS DRIVER WITHIN FIVE (5) SCHOOL DAYS. FAILURE TO RETURN THE SIGNED AGREEMENT FORM MAY RESULT IN THE LOSS OF THE BUS RIDING PRIVILEGE UNTIL THE FORM IS RECEIVED BY HANDLEY TRANSPORTATION.*****

BUS SEATING RULES

1. The following seating policy and rules have been implemented to enhance the safety of your child(ren), prevent vandalism and reduce confusion while entering, exiting and riding the school bus.
2. The bus driver will assign everyone a seat as soon as possible after school begins. Seating assignments may be changed as needed by the bus driver.
3. Everyone will stay in their seats at all times, except when entering or exiting the bus or moving into the aisle to let your seatmate into or out of his/her seat.
4. Pushing or shoving to get into or out of your seat will not be tolerated and could result in a step.
5. Failure to let your seatmate into or out of his/her seat will not be tolerated and could result in a step.
6. A seat that is empty because of an absence or because the person hasn't boarded yet, will remain empty.
7. There will be no seat swapping.
8. There will be only two persons to a seat except with the bus driver's permission.
9. Feet, legs, backpacks and other objects will be kept out of the aisle at all times.
10. Large band instruments will be placed in an area designated by the bus driver.



KNOW WHEN TO STOP!

If you see a **vehicle NOT stop**, try to get a license plate, make, model and **color** of the offending vehicle and call the school to report.

The image contains three vertical panels, each with a diagram and a text box below it. The first panel shows a two-lane road with a yellow bus in the center and a red car and blue car on either side, with 'STOP' signs for all. The second panel shows a multi-lane paved road with a yellow bus in the center lane, a blue car and red car in the left lane, and an orange car and green car in the right lane, with 'STOP' signs for all and arrows pointing to the bus. The third panel shows a divided highway with a yellow bus in the right lane, a blue car and red car in the left lane, and an orange car and green car in the right lane, with 'STOP' signs for the bus and the cars in the right lane, and a 'CAUTION' sign for the left lane. A central green and grey bar is labeled 'UNPAVED or BARRIER'.

TWO-LANE:
Vehicles traveling in both directions **MUST** stop.

MULTI-LANE PAVED ACROSS:
Vehicles traveling in both directions **MUST** stop.

DIVIDED HIGHWAY:
[Unpaved space (Min. 5ft.) OR any raised median or physical barrier.]
Vehicles behind bus **MUST** stop.
Vehicles traveling in the opposite direction proceed with caution.

HANDLEY TRANSPORTATION SCHOOL BUS RIDER AGREEMENT

**I HAVE READ AND DISCUSSED THESE BUS RULES WITH MY CHILD(REN)
AND UNDERSTAND THE CONSEQUENCES OF NOT FOLLOWING THESE
REGULATIONS.**

As stated on the Bus Route page in the Parent/Student Handbook, buses are running at full capacity and are not able to transport students on different buses to other stops. In the event that an EMERGENCY arises and a student must ride a different bus to another stop, a note must be written, dated and signed by the parent/guardian and sent to the school with the student. The student needs to turn the note into their homeroom teacher, the teacher will then forward this note to the school office. An email first thing in the morning is also efficient, but needs to be sent to the homeroom teacher and to the secretary. If an EMERGENCY occurs during the day and it is necessary to contact the school to arrange for different bus transport, the phone call must be made no later than 2:30 p.m. After 2:30 p.m. the parent/guardian needs to arrange for someone else to pick the student up from their usual bus stop.

SIGNATURE OF PARENT/GUARDIAN

DATE

CHILD'S NAME

GRADE

TEACHER



CLINTON SCHOOL

School District #32
20397 E. Mullan Road
P.O. Box 250
Clinton, MT 59825-250
(406) 825-3113 • (406) 825-3114 Fax

Dear Parents & Guardians:

Buses are running at full capacity and are not able to transport students on different buses to other stops. All bus riders are assigned to the bus route of their residence. If your child (ren) will need to go to after or before school care, they can be assigned to two routes, one for home and one for care. Please indicate below if your child (ren) will need to be assigned to two bus routes this coming school year.

Child (ren)'s Name: _____
_____ YES Address of second route: _____
_____ NO My child will only ride to and from home.

Please list below the names and phone #s of adults who may meet your child (ren) at the bus stop(s) for pick up.

_____	_____
(Name)	(Phone Number)
_____	_____
(Name)	(Phone Number)
_____	_____
(Name)	(Phone Number)

Thank You!
Clinton School Administration &
Handley Transportation