



# Jamii Leadership Incorporated

COMMUNITY. CARE. CONNECTION.

## **SCHOOL TRANSPORTATION POLICY AND PROCEDURES**

JAMBO!! Thank you for choosing Jamii Leadership Incorporated (JLI) for your child(ren)'s transportation needs. It is of great importance to JLI, our referring school districts and the drivers with whom they contract, that our students are ensured a safe, structured transportation experience, and that our drivers feel supported in creating this environment. As such, a committee of interested parents, JLI staff and drivers have established rules, boundaries and expectations for our students and drivers in order for our vans to operate appropriately, and safely deliver our students to their destinations.

This contract, policy and procedures are between JLI, the driver, and parent(s)/guardian(s) of the student(s). When you receive your copy of the contract, please read through all elements carefully, review the information with your child, and sign and return it to JLI via email.

Thank you,  
Latania Chisholm, Executive Director

**Email: [jamiileadershipinc@gmail.com](mailto:jamiileadershipinc@gmail.com) Phone (410) 204 - 1176**

## **DRIVERS – RULES & EXPECTATIONS**

### **Expectations:**

1. Drivers will wait no longer than 3 minutes for a student. If a student is not out of their home by that time, the driver must proceed to the next destination on their route.
2. Students cannot be left unattended in the vehicle at any time, for any reason – there must always be a supervising adult present.
3. Drivers will not make any unscheduled stops with students present.
4. Drivers will not pick up any additional fares while driving students..
5. Drivers will not talk on their cell phone when driving students to and from school.
6. Drivers will not offer students any food, drinks, gum, gifts, etc; or allow them to eat or drink on the bus/cab/van.
7. If students are behaving in an aggressive or unsafe manner (verbally or physically), the driver will pull the vehicle over, where appropriate, until students once again act in a safe, responsible manner.
8. If the unsafe behavior continues, the driver will contact JLI and/or the students parents.
9. Drivers will immediately (verbally) report all misbehavior to JLI staff when s/he arrives at a safe location, or by phone before driving students home; and will follow-up by writing a formal bus report to be forwarded to JLI within 24 hours of the incident.
10. Drivers will not “hold” any personal property of any kind of the students. Any property left on the bus will need to be reported to the driver and JLI immediately.

### **Arrival:**

1. Each family will be given a specific time for their student to be picked up. Please remember your designated time for pick up!! This is crucial to having a smooth morning transition for everyone!! It is our goal to reach our school destination on time!!
2. Driver will notify JLI and/or parent(s)/guardian(s) of any delays.

### **Dismissal:**

1. Drivers will line up as close as they can to the curb in the designated location given by the school.
2. Drivers will follow all school policy’s regarding drop off and pick up of students.
3. Drivers are not to block residential driveways or park in a lot.
4. If a driver is consistently disregarding these established rules and expectations, JLI will be contacted by school administrative staff.

## **STUDENTS – RULES & EXPECTATIONS**

The transportation provided for students is an extension of the Jamii Leadership Inc, in that all organization rules, boundaries, expectations and consequences apply while students are being transported to and from school.

**FOR THE SAFETY OF ALL FAMILIES, MASKS ARE TO BE WORN FOR THE DURATION OF TRANSPORT!!! IF YOUR CHILD BECOMES ILL PLEASE NOTIFY JLI IMMEDIATELY!!! IF YOUR CHILD WILL BE ABSENT FROM SCHOOL PLEASE NOTIFY JLI & THE DRIVER IMMEDIATELY!!!**

### **In the Morning:**

1. Be ready at least 5 minutes before the bus/cab/van is scheduled to arrive, and come out of your home and get on the vehicle as soon as it arrives.
2. Wait for the bus in a place that is clear of traffic, and as far back from the road as possible.
3. If in a group of waiting students, maintain appropriate boundaries and behavior and avoid horseplay.
4. Wait to cross the street and/or approach the vehicle only after it has stopped, and the driver has put on the flashing lights and/or signaled you to cross.
5. Only get on and off your transportation at your own stop.

### **On the Bus/Cab/Van:**

1. Go directly to an available seat, or assigned seat.
2. Remain seated during the ride, wear your seat belt and face forward.
3. Keep hands, heads, arms and legs inside the vehicle.
4. Never play with emergency exit equipment.
5. Never throw or pass around any object(s).
6. Never carry on live animals of any kind.
7. Only carry on items that can easily be held in your lap.
8. No eating or drinking.
9. No food or drinks (unless you have received specific permission from JLI Administration)
10. Do not accept any items from the driver – food, drinks, gum, gifts, etc.
11. Interact positively with peers; and use appropriate voice tone, volume and language.

12. No vandalism of the vehicle or anyone's property.
13. Cell phones, laptops, and other electronic devices are allowed on the bus/van. Students must use headphones with devices or place device volume at an acceptable level. Please be advised that students are responsible for **ALL PERSONAL ITEMS INCLUDING ELECTRONIC DEVICES!!!!**
14. No exchanging, trading or borrowing of any items – all students will be responsible for their own personal belongings.
15. Respect everyone's (driver and students) personal space, and their right to a peaceful ride to school – no arguing, profanity, obscene gestures, bullying, antagonizing, horseplay, or fighting.
16. No weapons of any kind.
17. No hazardous materials or nuisance items (laser lights, etc.).
18. No picture taking of any persons or their belongings during the ride.
19. No tobacco products, drugs, alcohol or any other controlled substance.
20. No medications of any kind (unless you have received specific permission to take to your school health administration).

### **DISCIPLINE POLICY**

Any student who does not follow the identified rules will be subject to the following disciplinary procedure. This protocol will start simply- between the driver and the student-but continued issues will lead to a progression in reporting and consequences.

### **Informal (Verbal) Interactions & Reports:**

1. The driver will speak with the student about the inappropriate behavior.
2. The driver may instruct the student to sit quietly throughout the ride.
3. The driver may assign the student to a specific seat, or may restrict the student from sitting in a specific area of the vehicle.
4. The driver will speak with JLI staff about inappropriate behavior and interventions that are being attempted.

**Formal (Written) Interactions & Reports (when informal interventions are ineffective):**

1. First Report - The driver will formally write-up the student's behavior and forward this report to JLI staff. The parents/guardian will be notified of the incident on the student's home note which will be sent via email.
2. Second Report - The driver will formally write-up the student's behavior and forward this report to JLI staff. Behavioral Intervention will be determined with the JLI staff, the driver, the parent, and the student. Parents/Guardian will be notified of the incident via phone and follow up email.
3. Third Report - The driver will formally write-up the student's behavior and forward this report to JLI staff. Behavioral interventions will follow up with the JLI staff, driver, parent and the student. If the family wishes to continue with services, a written document will be made identifying the changes s/he plans to make in order for the student to behave more appropriately on the bus/cab/van – s/he will process the content of this paper with JLI staff. Parents/Guardians will be notified of the incident via phone and email.
4. Fourth Report - The driver will formally write-up the student's behavior and forward this report to JLI staff. JLI staff will follow up with the driver, parents and the student. All parties will discuss the recurrence of the behavior; and JLI will inform parents of continued concerns, and the interventions that have been attempted. Parents/Guardian will be notified of the incident via phone or email, and depending on the severity of the issue, may be asked to come in to pick up the child from location if they are being unsafe. Driver will not leave the location when there is malicious behavior on the bus/van.
5. Any further incidents can lead to: **SUSPENSION OF SERVICES!!!!**

**Please feel free to contact Latania Chisholm, Executive Director, with any questions or concerns @ 410-204-1176 or 443-610-8761.**

**See pages 1 and 2 for the contract accompanying this policy; this contract must be signed by the student and parent/guardian.**

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## SCHOOL TRANSPORTATION CONTRACT 2021/2022 SCHOOL YEAR

I have read and discussed this policy with my child:

\_\_\_\_\_  
Parent/Guardian Name – please print

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I have reviewed this policy with my parent/guardian and agree to abide by it:

\_\_\_\_\_  
Student Name - please print and sign if age applicable

\_\_\_\_\_  
Date

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## ROUTE AND PAYMENT INFORMATION

**All payments are to be made on each Friday the week prior to pick up for the following week!!!! No exceptions!!! Fee is a base rate!! Please note: Rate is always the same regardless of student attendance on the bus and school closures. Your weekly payment is to reserve your child(ren)'s place on the van.**

**Please submit all payments to: Jami Leadership Incorporated! Acceptable forms of payment are listed below. If this does not work for your family, please contact JLI for further payment options.**

**Cashapp: \$jamiileaders21 Paypal: paypal.me/jamiileads**

### ROUTE & PICK UP TIME:

**Name of School:** \_\_\_\_\_

**School address:** \_\_\_\_\_

**Student name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Pick up/Drop off address:** \_\_\_\_\_

**Teacher name:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Student mobile:** \_\_\_\_\_

**Parent/Guardian name & mobile:** \_\_\_\_\_

**Form of payment:**  Cashapp  PayPal  Other

### **PLEASE CHECK SERVICE NEEDED**

**Door to Door( Both ways): \$100.00/week \_\_\_\_\_**

**One way (Morning or afternoon): \$55.00/week \_\_\_\_\_**

**\*By signing this contract, parents agree to the terms and conditions set forth by JLI!!! Two or more consecutive missed payments may result in termination of services!!!**

**Parent(s)/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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