



# Transportation Handbook

Updated 9/3/19

We are dedicated to ensuring the safe transport of each Rhoades School student participating in our Van Transportation Services. The Transportation Handbook provides safe loading and unloading practices, basic van rider rules, and safety instruction practices. Guidelines that you and your child need to know in order to insure you are on time for transportation services and behavior guidelines for students are also included.

Thank you for doing your part in helping us keep all our Rhoades School students safe while utilizing our Van Transportation Services.

**\*\*\*NOTE: Please tear off the last page, complete the required areas, and return to the office.**

## **Van Procedures & Policies**

### **Loading:**

#### **Before school loading at Lower School Campus (Rancho Santa Fe Rd.):**

Van Riders must be waiting at the front of the Lower School by 7:45 a.m. Once the van has arrived, come to a complete stop, and loading door is opened, students can approach the van. Prior to the students(s) boarding the van, parents/guardians are solely responsible for the safety and behavior of their child(ren). The van will load promptly at 7:45 a.m. Students are to walk in a single file line to the van and board in an orderly fashion. The driver will take attendance using face to name recognition as each student boards the van. After all students have boarded, the door will be closed, and the driver will walk through the van checking each student's seat belt for proper use. Once all riders are properly seated and secured, the driver will depart the Lower School. Students arriving AFTER 7:45 will not be allowed to enter the van or ride the van as we must follow the procedure above to ensure that mandated van safety protocols and requirements are met. Parents may check in Lower School siblings of Van Riders to Extended Day no earlier than 7:45 a.m. by entering the front gate and signing them in to Extended Day Care.

#### **After school loading at Middle School Campus (Encinitas Blvd.):**

Van Riders must wait to approach the van when it has come to a complete stop with the loading door open. Students are to walk in a single file line to the van and board in an orderly fashion. The driver will take attendance using face to name recognition as each student boards the van. After all students have boarded, the door will be closed, and the driver will walk through the van checking each student's seat belt for proper use. Once all riders are properly seated and secured, the driver will depart the Middle School. The van will board at 3:15 p.m. sharp and will depart the campus at 3:20 p.m. Students arriving after 3:15 p.m. will not be able to ride the van and must be picked up at the Middle School by a parent/guardian as we must follow the procedure above to ensure that mandated van safety protocols and requirements are met. If a student is late for the van and is not picked up by 4:30 p.m., Extended Day charges will be incurred.

### **Unloading:**

#### **Before school unloading at Middle School Campus (Encinitas Blvd.):**

All students will get checked off by the driver as they individually exit the van using face to name recognition. Once all students have exited the van, the driver will close the door and walk through the entire van to make sure that there are no students remaining in the van. The driver will gather articles that may have been left behind. Lost articles will be placed in the Middle School Lost and Found the following school day for retrieval if they are not claimed by the student.

#### **After school unloading at Lower School Campus (Rancho Santa Fe Rd.):**

All students will get checked off by the driver as they individually exit the van using face to name recognition. Students will find their Lower School sibling(s) in the dismissal area and remain with their sibling(s) under Lower School supervision until parent/guardian pick up. If the parent/guardian does not pick up by **3:40 p.m.**, both the Lower School and Middle School siblings will be signed into Extended Day and charges will be incurred. Once all students have exited the van, the driver will close the door and walk through the entire van to make sure that there are no students remaining in the van. The driver will gather articles that may have been left behind. Lost articles will be placed in the Middle School Lost and Found the following school day for retrieval if they are not claimed by the student.

## Other Procedures & Policies

**Reservations:** Reservations for Intercampus Transportation are on a first come, first-served basis. Parents/Guardians must complete the Intercampus Transportation Application & Policies Acknowledgement and submit a non-refundable \$100 deposit by check, payable to The Rhoades School, in order to reserve a spot. **The \$100 deposit will be credited to the student account and will be applied to the following school year's tuition registration deposit.** This deposit is only refundable at the end of an 8<sup>th</sup> grade student's year.

**Athletics & Field Trips:** The school van(s) will also be utilized for after school Athletics and Field Trips. Reservations for transportation for these activities will be made via Athletic registration and/or Field Trip permission slips. All Van Rules, Policies and Procedures will apply to these activities.

**Cancellations by School:** The Rhoades School reserves the right to cancel van transportation if a qualified driver is not available. You will be notified via Remind text messaging of any cancellations as soon as possible. Remind text messaging instructions will be provided to each family after enrollment in intercampus van transportation.

**Tardiness:** If a student is consistently late (more than 5 times) for the van (either AM route or PM route) but is present for school on those dates, the administration reserves the right to give the student seat to a student in the van wait pool and place the tardy rider in the wait pool.

**Unscheduled Stops:** The van driver will not drop students off at locations other than the Rhoades School campuses for before and after school service. The van driver will not make an unscheduled stop on an activity trip without appropriate administration authorization.

**Authority of Van Driver:** All Van Riders are under the direct authorization of the van driver. When a driver has discipline issues on the van, the driver may move the student to an assigned seat to remove them from the problem.

**Student Conduct Violations:** (See Conduct under Van Rules) Students who repeatedly violate Van Rider rules will be subject to discipline by administration with the possibility of losing van riding privileges.

**Cancellations:** If your child will not be riding the AM van, please notify the Middle School by the previous school day if possible. If your child will not be riding the PM van, the Middle School office must be notified no later than 2:00 p.m. If arrangements for cancelling the PM van ride are not made by 2:00 p.m., a parent/guardian must pick up the student at the Lower School campus at the appropriate pick up time.

**Estimated Time of Arrival:** The ETA for the morning van(s) at the Middle School Campus is 8:00 a.m. The ETA for the afternoon van(s) at the Lower School Campus is 3:30 p.m.

## Van Rules

### A. Conduct

1. Students must always conduct themselves in a respectful manner when using Rhoades School Transportation, including queuing for loading and unloading. All school rules and behavior expectations outlined in the Family Handbook apply to students when using Van Transportation Services.
2. Students must follow all instructions given by the van driver.
3. Students must be on time for the van.
4. Students must enter and depart from the van in a single file and orderly manner.
5. Students must be courteous to others.
6. Disruptive behavior is not acceptable behavior while loading, unloading or riding the van.
7. Students must not change seats after boarding the van.
8. The aisle must be kept clear for easy exit.
9. Students must not bring animals or insects (live or dead) on the van.
10. Student must not open an emergency door unless told directly by an adult to do so or in an emergency situation.
11. Electronics (music players, cell phones, video games, tables/computer) are not allowed to be used on the van.
12. Students must walk with caution when approaching the van.
13. No food or drink (other than water in a non-glass, closable water bottle) is to be consumed while on board the vans.
14. Students will refrain from wearing a backpack on the van as it creates a safety concern.
15. Students must not cross any road to board or leave the van, unless accompanied by a parent and crossing at the crosswalk.
16. Backpacks and bags are to be stowed under the seat.
17. Students must always remain seated with their seat belt fastened while the van is in route.
18. Students must collect all personal items and trash prior to exiting the van.

### B. Special Situations

1. Large school projects that will not fit safely under the van seat must be brought to and from school using alternate transportation methods.
2. Specialty days that require oversized items (i.e. toys, bikes, skateboards, elaborate costumes) must be brought to and from school using alternate transportation methods.
3. Guests attending sleepovers at Van Rider's houses need to find alternate transportation.

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## Intercampus Transportation Application & Policies Acknowledgement

I, the parent/guardian of \_\_\_\_\_

have read and understand the policies and procedures outlined in The Rhoades School Transportation Handbook. I understand that failure to comply with this policy may result in disciplinary action up to and including the suspension/loss of van riding privileges. I understand that circumstances may occur that are outside the control of The Rhoades School which may result in a late van or suspension of van service in part or completely.

- I accept that the behavior and safety of my student(s) is my sole responsibility while waiting for and approaching the van as the driver will not supervise students until the van has arrived, come to a complete stop, and the loading door is opened.
- I acknowledge the strict deadline for my child to be at the van stop is 7:45 a.m. for the morning van (Rancho Santa Fe Rd.) and 3:15 p.m. for the afternoon van (Encinitas Blvd.).
- My child will be using: (Mark all that apply)

|        |        |         |        |          |        |
|--------|--------|---------|--------|----------|--------|
| AM Van | Mon___ | Tues___ | Wed___ | Thurs___ | Fri___ |
| PM Van | Mon___ |         | Wed___ |          | Fri___ |

For Van Riders (please have your child initial and sign below):

\_\_\_\_\_ I have read and understand the policies and procedures set forth in this Handbook and agree to conduct myself accordingly. I understand that failure to do so may result in loss of van riding privileges.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Printed Parent Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

To reserve your child's spot, please return this completed form and a check for \$100.00 payable to The Rhoades School. The \$100.00 deposit will be credited to your child's account and applied to the next school year's tuition registration deposit. Reservations are on a first come, first-served basis.