

Three Days And Two Minute Rules

(Special Ed. Students)

(Un-official)

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THE THREE DAY RULE

When you have been to a special education student's pickup point three consecutive days and the student has not come out to the bus, the driver is not obligated to return the fourth day. However!! The following amendments by Jim; may be helpful:

- a. If the third day they ride home, the slate is clean and the three day rule starts over.
- b. If on the fourth day they ride home, the slate is dirty and I start over. However, if they don't ride the following (fifth) morning, I give the care provider a 10-21, at their 10-20, to determine what endeavor, if any, needs to take place. I initiate the call. After all, I'm the Professional Adolescent Transportation Specialist...And... "Communication is the Key to Cooperation". However, if after a period of time (five days or more), and they ride home without notice. It's time to make some 10-21's to determine if the student must or needs to be transported the next day of school. Don't assume anything. But keep a written log.
- c. If all else fails, I see Tango 8, in person or call her by phone for help and advice (avoid using the radio when possible).
- d. There may be times when Tango 8, will want you to call in, arrival and departures times at a students home or advise her about discontinued service with challenging situations. Be patient with other drivers doing the same. A 10-34 isn't always what it seems. You don't always have to report on the radio each time a student misses the bus or service is discontinued.

THREE AND TWO cont.

THE TWO MINUTE RULE

The following is an extract from a letter I gave to all parents, care providers, etc. of students that rode my bus: “ **Each student needs to be out to the bus as soon as safely possible after the bus arrives.** Many of our riders are already outside waiting. If the student is not out to the bus within two minutes after their scheduled pick-up time, the driver is authorized to continue with the route without that student. If the bus is early at a pick-up point and the student is not ready to go. Procedure requires that the driver must wait until two minutes **past** their scheduled pick-up time, before continuing without that student. If the bus is late; the driver must wait for the student at least two minutes **after the bus arrives** at the pick-up point, before continuing without that student. If your student will not be riding for an extended period (three days or more), please notify me or the bus shop. You can call if your student is going to miss only a day or two, but the shop may not notify me. Service is automatically discontinued when a student misses three school days in a row. To reinstate bus service after being off for more than three days; you must contact the bus shop or me.

The Two Minute rule does not apply to Head Start Students. However, if I'm early I must wait until their scheduled pickup time before continuing.”

Any Questions? See "c" on page 1. JB Oct 97 revised Oct 08

Please remember we are a service organization. Also, if a pickup time has change for a student; the driver must contact the primary care giver directly. Leaving messages or telling the student does not count. One other thing; if no one is home to receive a student and it gets to be more then you can bear. Fill out an incident report form each time and give it to the students' teacher. If you have dropped off all of your other students and have returned to drop off the student with missing parents, keep track of your time. If it goes over 15 minutes, put it into the computer with a detail explanation and students name/number. Complaining over the radio won't accomplish anything. And after all, you're here for the money so let the parent be late. It's the district issue to resolve. Don't get into it with the parents. This is from Jim Britten, not necessarily management.