



Bus Rider Handbook

Table of Contents

- CEC Bus Services1
- Transportation Services Staff1
- Transportation Services Website1
- Communication2
 - How to Contact Transportation Services2
- Requesting Bus Service.....2
- Routes and Stops.....2
- Riders.....2
- Bus Passes.....2
- Bus Expectations.....2
 - Overview2
 - Bus Stop Expectations3
 - Bus Rider Expectations.....3
 - Parent Expectations4
- Emergency Procedures.....4
 - School Lockdown.....4
 - Minor Accident or Mechanical Failure4
 - Rider Injuries4
- Drills.....4

CEC Bus Services

CEC bus services is a privilege and is provided for families on a space available basis at no cost to families. Every effort is made to provide safe and comfortable bus service while maintaining an appropriate level of efficiency.

This handbook is posted on the [CEC Transportation Website](#) for the convenience of approved and potential CEC bus riders.

Transportation Services Staff

Regional Service Coordinators provide support to riders and their parents.

The Dispatcher supports drivers and ensures routes and stops are safe.

A designated school staff member issues and tracks bus passes.

Transportation Services Website

The [Transportation Services Website](#) provides answers to commonly asked questions including how to find transportation information in Infinite Campus, a list and map of bus stop locations, the Transportation Request Form, and an easy way to send a message to the Transportation Services team.

Communication

Transportation information and notifications are sent to riders and parents via email and text through Infinite Campus.

How to Contact Transportation Services

Contact Service Coordinators, Dispatcher, or a Driver: transportation@coloradoearlycolleges.org

Contact the school regarding bus passes: <https://coloradoearlycolleges.org/contact-us/>

Requesting Bus Service

Parents may request new bus service by completing the **Transportation Request Form** found on the [Transportation Services Website](#).

- Schools notify families in the spring when bus service may be requested for the new school year.
- All students request transportation each year. Current riders are not automatically approved for transportation or assigned to a bus route for a new school year.
- Parents with multiple students fill out a separate form for each student.
- Transportation Services staff members approve students for bus service and assign them to routes and stops.
- Routes and stops are evaluated continually throughout the summer and are finalized late in July.

Routes and Stops

Transportation is not provided for students who reside within three miles of the school.

CEC may need to occasionally make changes to routes and stops based on ridership, location, access, and distance.

- Most route and stop changes are made in July and August as Transportation Services staff members attempt to accommodate as many requests as possible.
- The route and stop a rider is assigned to is listed in Infinite Campus. See [Transportation Services Website](#) for instructions.

Parents may request changes to assigned routes or stops by completing the **Transportation Request Form** found on the [Transportation Services Website](#). Requested changes are considered but may not be granted due to a wide variety of circumstances including bus capacity.

Riders

Only currently enrolled, approved riders with CEC school IDs and CEC bus passes ride CEC buses.

Bus Passes

A designated school staff member issues bus passes to approved riders after routes and stops are finalized in July and before the first day of school.

Bus Expectations

Overview

The CEC bus is an extension of the CEC classroom. Behavior that is unacceptable in the classroom is also unacceptable on the bus. To ensure safety, the driver is the authority in the same way that the teacher is the authority in a classroom.

Bus riding privileges may be rescinded or changed if the following expectations are not followed.

Bus Stop Expectations

- Riders are at their assigned bus stop, out of their vehicle, and ready to board the bus, no less than five minutes before the established pick-up time.
- Riders never stand in the roadway while waiting at their stop.
- Riders maintain a distance of at least 10 feet from the bus.
- Riders never walk behind a bus.
- Riders do not get off their bus anywhere except at their designated stop unless requested and approved by Transportation Service Coordinator and Dispatcher prior to the day of the requested exception.
- After a bus has left a stop, the driver does not stop to pick up or drop off a rider until the next scheduled stop.

Bus Rider Expectations

Bus riders:

- Scan their CEC-issued bus pass before getting on the bus.
- Wear their CEC ID badge visibly while on the bus.
- Respond promptly to directions given by the driver or a staff member.
- Sit in the seat assigned by the driver if seats are assigned.
- Ensure that personal possessions are secured under a seat and do not block aisles, steps, or rear exit door.
- Keep track of personal possessions with the understanding that CEC is not responsible for lost or damaged items.
- Sit upright in bus seats facing forward. Laying down on seats, sitting in the step-well or on the floor is not allowed.
- Respect other riders' property and space.
- Respect the bus. Riders or their parents are responsible to pay for damage caused by a rider.
- Stow food and beverages other than water while on the bus. Eating and drinking, other than water, is not permitted on the bus.
- Use cell phones or other personal electronic devices in such a way that their use does not cause a distraction for the driver, in which case the driver may ask the rider to put the device away. See [Technology Resources, Internet Safety Responsible Use Policy for Students](#)
- Do not use vulgar or bullying language.
- Do not make unsafe or distracting actions such as standing up, extending any portion of a rider's body out a bus window, throwing objects inside the bus or out bus window, horseplay, touching other riders or the driver, or obscene gestures.
- Do not make unsafe or distracting sounds such as yelling, screaming, or whistling.
- Do not use tobacco or tobacco-based products including vape devices.
- Do not bring dangerous or distracting items onto the bus such as balloons, glass or easily breakable items, objects with wheels, pets*, laser pointers, explosive items, matches or lighters, pressurized aerosol cans, or oversized items *Any item considered to be too large may be refused due to safety and capacity issues at the driver's discretion.*
- Do not spray any substance.
- Do not touch or operate bus accessories such as the bus door or warning lights or sit in the driver's seat.

Parent Expectations

- Parents review this Transportation Handbook with their bus riders and encourage them to comply with bus expectations.
- Parents keep Infinite Campus updated with email addresses and mobile phone numbers to ensure transportation-related messages are received.
- Parents do not attempt to board a bus, talk to a driver, or distract a driver at a bus stop or in a school loading zone.
- It is the responsibility of the parent or guardian to ensure the safety of riders when going to, coming from, and at the bus stop.
- Parents notify Transportation Services promptly:
 - when a rider no longer needs bus services so a student on the waiting list may be served.
 - when a rider does not need bus services temporarily. Riders who are absent from their assigned bus for more than three days in a row may lose their bus riding privilege.

*Only qualified Service Animals are permitted. Neither the ADA nor Colorado's service animal law includes Emotional Support Animals as Service Animals.

Emergency Procedures

Parents are notified as soon as possible if any of these situations occur.

School Lockdown

If a school is in lockdown at its afternoon departure time, drivers transport the riders after the lockdown.

If the school is in lockdown at its morning (arrival) route time drivers transport the riders to a safe alternate drop location.

Minor Accident or Mechanical Failure

If a bus is involved in a minor accident or has a mechanical failure preventing the bus from continuing its route, Transportation Services arranges for another bus to continue the route. Parents do not attempt to pick their riders at the disabled bus's location.

Rider Injuries

Drivers administer first aid to riders with minor injuries or call 911 if the injury or illness is severe or life-threatening.

Drills

In compliance with state regulations, emergency evacuation drills are conducted each semester in school bus loading zones.