Blackhawk Christian School
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Fort Wayne, IN 46815

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Introduction

Blackhawk Christian School provides a quality transportation program to Southwest Fort Wayne. The purpose of this handbook is to provide clear guidance, direction, and expectations for our bus drivers, parents, and most importantly our students. We look forward to partnering with your family for the upcoming school year.

Role of the Bus driver

- The safe transportation of students to the best of their ability
- Fairly and consistently enforce bus rules and regulations
- Obey all laws including the speed limit and use of turn signals
- When getting on or off the bus, students must remain visible to the driver
- Communicate bus related issues to school administrator

Role of the Parent

- Ensure the student is at the bus stop and ready to board at least 5 minutes prior to departure. The bus will not be allowed to wait on students whose parents are running late.
- During afternoon drop off, the bus driver will not be expected to remain at the scheduled drop off more than 5 minutes. Students without a ride will be brought back to BCS and parents will need to pick them up there.
- Wait with your student until the student has boarded the bus safely
- Parents may carpool, but the carpool driver is responsible to ensure all students in their carpool board the bus safely before leaving
- Parents should refrain from boarding the bus or attempting to conference with the bus driver. Concerns should be directed to school administrator.
- Help aid in ensuring the conduct of your children is appropriate while both waiting for and riding the bus
Role of the Student

- Keep valuables in your backpack or at home, BCS nor the bus driver cannot be held responsible for personal property brought on our school bus
- Follow safety procedures and wear your seatbelts at all times
- Do not attempt to enter or exit the bus until it comes to a complete stop
- Food should not be eaten on the bus at any time
- Obey instructions from the bus driver and treat other riders with respect
- The use of profanity, causing disruption, fighting, or destroying property will lead to loss of privileges to utilize this service

Role of the Administrator

- Communicate with parents regarding inappropriate student behavior
  - 1st Offense: Parent contact
  - 2nd Offense: Warning given and disciplinary letter sent home
  - 3rd Offense: 5-day bus suspension
  - 4th Offense: Bus exclusion* *Please note that in serious cases such as fighting, inappropriate device use, destruction of property, etc., students may immediately be suspended and/or excluded from the BCS transportation program pending administrative discretion. The disciplinary procedures listed above are for ordinary/minor offenses. However, for major offenses as deemed by the administrator, it is not guaranteed that the due process listed above must be applied in order of the steps given.

- Communicate with bus driver and parents regarding weather delays or cancellations. 2 hour delay, the bus route will continue to operate but at a rate exactly 2-hours past the normally scheduled pickup time.
- Collection of payments from parents for the use of this service
- Make sure that buses have the necessary gas and report to maintenance any concerns regarding the buses prior to use
Financial Cost

- One trip per day (morning or afternoon route) = $6 per day
- Two trips per day (morning and afternoon route) = $9 per day
- Cap cost per family = $75 per week
- Preschool students can only ride with an older sibling
- Billing will be sent at the end of each month based on usage

BCS Transportation Agreement

- By signing below, I acknowledge that I have read and commit to the requirements and guidelines set forth in this handbook. I give permission for my child (2-6 grade only) to cross State Blvd after school. I also understand and agree that my student will be held accountable for the rules and expectations outlined in this handbook. Furthermore, I fully understand using the Blackhawk Christian School transportation program is a privilege, not a right. I understand that failure to obey handbook policies or make payments in a timely fashion for using the transportation program can lead to a discontinuation of this service for my student.

__________________________  _____________
Signature of Parent        Date

__________________________
Printed Name