



BOYS & GIRLS CLUB
OF THE PRAIRIE BAND POTAWATOMI NATION

15424 K Road
Mayetta, KS 66509

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Parent's Guide to Boys & Girls Club Transportation

Dear Parent or Guardian,

Our goal is to safely transport your children home from Boys & Girls Club activities. It takes cooperation and responsible actions by each driver, student, and parent to achieve this goal. We rely on all students (supported by their parents or guardians) to follow procedures that contribute to the safety of everyone on the bus/van.

Please review the attached **Van Rules** with your child. Each student must return the *signed Student's/Parent's Acknowledgement* form to the Boys & Girls Club. This will allow your student to receive uninterrupted transportation. Your acknowledgement lets us know that you have received this information and that your child is aware of the standards that have been implemented. The Parent Guide to School Transportation is also available online at www.pbpindiantribe.com under the education and children's programs tab.

We are requesting that you keep your contact information updated at the club with a telephone number where you can be reached if we need to contact you about your child's conduct on the bus. If you have any questions about any of these items, please discuss them with the Boys & Girls Club director or call the Boys & Girls Club at **785-966-3031**. Failure to return the signed Acknowledgement Form *does not excuse your child* in the event disciplinary action is taken and may result in van privileges being denied.

Most students do a great job contributing to the safety of their buses/van. The daily van ride is part of our members' education in learning to be good citizens by taking responsibility for their own behavior, safety and the safety of the other members on the van. As we continue to grow, we need your continuing help to make sure that all students riding on our buses are as safe as possible.

Thank you for your help,

Nathan Hale
Executive Director

Safe Student Transportation Van Rules

NOTE: *These rules apply to bus routes, field trips, and athletic trips.*

1. Obey and Respect the bus driver, other passengers and vehicle.
2. Never cross behind the van.
3. Sit quickly and quietly in a seat.
4. Passengers are not to behave in any manner, which infringes upon the rights of any other passenger. This would include any form or type of bullying.
5. Wait until the van comes to a complete stop and the door is opened before attempting to board or unload the bus.
6. Remain seated and face forward while the van is moving.
7. The aisle is not to be blocked at any time.
8. No eating, drinking, chewing gum or spitting while on the van.
9. Do not throw objects in, on, at, or from the van.
10. Talk in normal tones; loud, rude, vulgar or obscene language/gestures are prohibited.
11. State law and/or Boys & Girls Club policy prohibit the following items on school buses:

Alcohol/drugs/tobacco	Glass items	Legally prohibited substances
Weapons	Lighters/matches	Other dangerous objects
Animals, insects or reptiles	Fireworks (including smoke and stink bombs)	
12. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be in their control at all times
13. All Varieties of Sport or Recreation Balls/ Equipment need to be enclosed in a backpack or sports bag.
14. Students will not be permitted to bring such items as Baseball Bats, Hockey Sticks, Golf Clubs, Tennis Rackets, Skateboards, Scooters or Roller Blades onto the van. Any other object deemed to be unsafe cargo on the van will be denied. The driver will have the authority to deny transportation to a student if such articles are in his/her possession.
15. Students are permitted to only board or exit the van at their assigned stop. We will not drop off a member other than their own home unless a parent has called and requested a specific drop off place.
16. Complete silence is required in the vicinity of railroad crossings.
17. Student radios, CD players, etc. are not to be played loud on the bus.
18. Be alert for a danger signal (horn honking, verbal command, etc.) from the driver when leaving the van or crossing a road. If you hear a signal immediately stop and check with the driver for instructions.
19. Littering is not permitted.
20. Use of aerosol products (hair spray, perfume etc.) is not permitted.
21. Behavior or conduct not listed above, which in the opinion of the driver is either unsafe or detrimental to the well-being of other passengers, is not permitted.
22. In the event that a parent or guardian is not home when a club member is dropped off, the member must stay on the van until parent is contacted. If the staff is unable to contact the parent, staff must document attempts and contact Tribal PD and/or Social Services.
23. All members ages 5-7/special needs children must have parent come out and meet their child as they exit the bus.

Consequences for not abiding to transportation van rules:

***First Offense-3-day suspension of bus privileges**

****Second Offense-10-day suspension of bus privileges**

*****Third Offense-Van Privileges suspended for rest of year**

***USE OF EPI PEN REQUIRES A 911 CALL**

Student's Acknowledgement of Responsibility for Member Transportation

I have read the **Van Rules**, the **List of Van Infractions** and the **Consequences for Van Infractions**. I have asked my parents, or club staff to explain anything I did not understand.

I agree to keep my van safe by following the rules and responsibilities listed in the **Van Rules**. I understand that when I follow these safety rules, I help keep my friends, van driver and myself safe while I travel in the van. I also understand that violation of these rules may result in consequences up to and including suspension or loss of my bus privileges.

Student's Name (Please Print)

Student's Signature

Date

Student's Grade

Parent's Acknowledgement of Student's Responsibility

I have reviewed the **Van Rules**

1. Together, we discussed any questions he or she had about the rules.
2. Together, we reviewed the consequences of inappropriate behavior.

I acknowledge my child's responsibility as stated above and understand that consequences will be applied as stated in the above documents that I have received. If the level of infraction is serious enough, I understand that my child's van privileges may be suspended or revoked.

Parent's Acknowledgment of Parents Responsibility

I understand that it is my responsibility to ensure that a responsible adult will be home when my child/children are dropped off at home, or I will contact the Boys & Girls Club in a timely manner with an alternate plan for pick up. I also understand that it is my responsibility to ensure that the Boys & Girls Club has current and correct contact information. I understand that if the Boys & Girls Club is unable to contact the parent or anyone else on the contact list, Tribal PD and/or Social Service will be contacted to resume care of the club member.

Parent's Name (Please Print)

Parent's Signature

Date