

# EAST BATON ROUGE PARISH SCHOOL SYSTEM

---



TRANSPORTATION DEPARTMENT  
6013 Choctaw, Baton Rouge, LA 70805  
225-226-3784

Greetings!

We hope this letter finds you safe and well. We are looking forward to the new school year! We want to take this opportunity to welcome back our returning families and extend a warm welcome to new families by offering some helpful information to ensure a safe and happy busing experience.

This packet contains important information to assist you, as a parent/guardian, in understanding your responsibilities in contributing to your child's safety to and from school each day. Please take the time to go over the policies within this packet. Please read and sign pages 3 and 4, acknowledging Student Roles and Parent Roles. For Pre-K and Kindergarten parents, please sign page 7 acknowledging the Pre-K & Kindergarten Transportation Agreement. On page 8, you will find the required backpack tags for Pre-K through 5th-grade students.

Please remind your student to follow the rules and regulations of proper behavior on the bus and at the bus stop. Please refer to the district website for updated transportation information regarding these rules and regulations.

If you have any questions regarding transportation, please do not hesitate to contact us. We are wishing everyone a safe and happy school year!





TRANSPORTATION DEPARTMENT  
6013 Choctaw, Baton Rouge, LA 70805  
225-226-3784

# EBRPSS Transportation Department

6013 Choctaw Drive, Baton Rouge, LA 70805

Normal Business Hours : Monday – Friday 8:00 a.m. to 4:30 p.m.

Dispatch Hours: Monday – Friday 5:00 a.m. to 5:30 p.m.

Office # 225-226-3784 Email: [transportationconcerns@ebrschools.org](mailto:transportationconcerns@ebrschools.org)

## Bus Information

- Bus postcards will be mailed out during the week of July 25, 2022.
- Students must arrive at the bus stop 10 minutes before the scheduled pickup time.
- Mandatory Back Pack Tags for grades Pre-K through 5th are included in the package.
- WheresTheBus App- allows parents to track their student's bus. (See Attached Information)

## Transportation Requests

Special Transportation Requests:

- Special Transportation Requests are submitted to transportation by the student's school.
- Special Transportation Requests will start being accepted on September 5, 2022.
- Supervisors will determine if the request will be approved.
- If the Special Transportation Request is approved, students will be routed to the address listed in Jcampus.
- Once students are routed, their bus cards will be faxed or emailed to the school.





TRANSPORTATION DEPARTMENT  
6013 Choctaw, Baton Rouge, LA 70805  
225-226-3784

## Student Roles:

A school bus with undisciplined passengers is hazardous to the general public, and the students' misbehavior can lead to accidents. The driver must concentrate on the driving task and cannot be expected to discipline the students constantly while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the driver; your safety depends on it.
2. Be on time; the bus will not wait.
3. Cross the road cautiously under the driver's direction when boarding and leaving the bus.
4. Follow the driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the Principal to get on or off at a stop other than the designated stop.
7. Remain seated at all times when the bus is in motion.
8. Keep arms, head, or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of windows and doors.
10. Use emergency exits only for emergencies and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. Avoid using or possessing tobacco, matches, cigarette lighters, obscene materials, weapons, drugs, or other prohibited items on the bus.
13. Take no glass or other objects on the bus if prohibited by state, federal law, or local school board policies.
14. Take no band instruments, projects, or other objects too large or too hazardous to be held by the passenger or stowed safely under the seat. They will not be permitted on the bus.
15. Refrain from damaging the bus in any way.
16. Be courteous and safety-conscious. Protect your riding privilege, and enjoy the ride.

I have read and understand the student roles as stated above.

Students Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





TRANSPORTATION DEPARTMENT  
6013 Choctaw, Baton Rouge, LA 70805  
225-226-3784

## Parent Roles:

1. Be familiar with and follow the local board and school-level policies for school bus transportation.
2. Have children ready and at their designated pickup points along the route.
3. Cooperate with the school and bus driver in teaching children safety precautions, good manners, and habits for school bus passengers.
4. Assist when there are disciplinary problems.
5. Avoid detaining the driver on the route.
6. Avoid contacting drivers to change schedules, route assignments, bus stops, etc. (If a problem arises, contact the Principal or Supervisor of Transportation.)
7. Assist the school district in monitoring safe access to passengers by keeping bus loading and unloading zones free of parked vehicles, trash, debris, or trimmed vegetation, etc.
8. For students in Pre-K through 5th grade: For the first two weeks of school, a Parent/Guardian or Registered Designee will escort the student to the bus stop and wait with the student for the bus to arrive.

I have read and understand the parent roles as stated above.

**Parent / Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





## School Principal Role:

The Principal, who has the authority of the local school board at the school level, has the following duties and responsibilities:

1. Responsibilities for handling disciplinary problems.
2. Maintain contact with operators to handle individual transportation problems and promote safety instruction.
3. Conduct meetings with teachers to inform them of their role in school transportation services.
4. Develop safe loading and unloading zones and procedures for each school.
5. Provide adequate supervision for pupils whose bus schedules require them to
6. Arrive at school before classes begin and/or remain after classes terminate.
7. Collect transportation information from bus operators and transmit it to the local
8. director and/or superintendent.
9. Develop and ensure compliance with mandatory classroom programs promoting safe transportation habits.
10. Conduct emergency evacuation drills as required.
11. Inform students and parents of rules and regulations adopted by the local school system.
12. Maintain verification on file that students and parents have read, understand, and agree to abide by the school bus transportation rules and regulations as a condition for services being rendered.
13. Provide bus operators' names, addresses, and emergency information of all passengers.





TRANSPORTATION DEPARTMENT  
6013 Choctaw, Baton Rouge, LA 70805  
225-226-3784

## School Staff Role:

Teachers must help students recognize their responsibilities within the school transportation program. The fundamental responsibility of teachers concerning the school transportation program is to develop desirable attitudes toward safety in their students to ensure proper behavior when the students are passengers on the school bus.

### IN ORDER TO DO THIS, TEACHERS MUST:

1. Be thoroughly familiar with local rules and regulations for students riding the bus, particularly emphasizing the school bus stop law and emergency evacuation procedures.
2. Provide classroom instruction in safe riding practices as directed by the Principal. Such instructions should be given during the first week of each semester and periodically during the school year as needed.
3. Encourage their students to obey safety regulations while waiting for, boarding, riding, unloading, and moving away from the bus.
4. Maintain control of the bus loading zones during loading and unloading, as assigned by local school administrators.
5. Maintain the discipline of students on field trips and while on any extracurricular activities requiring school bus transportation.
6. Prepare passenger rosters and seating charts for students participating in all activity trips.





TRANSPORTATION DEPARTMENT  
6013 Choctaw, Baton Rouge, LA 70805  
225-226-3784

## Pre-K & Kindergarten Transportation Agreement

The following rules for student transportation MUST be adhered to:

- Pre-K Students must wear the mandatory Blue school polo shirt every day.
- Pre-K & Kindergarten students must wear their name tag every day for the first five months of school.
- After that date, the school may decide to continue using the name tags or choose to have the information connected or printed on the child's schoolbag.
- The parent or a designee that is 16 years or older (except for a student with special needs who require a person that is 16 years or older) must be at the bus stop to place the child on the bus in the morning and receive the child from the bus in the afternoon. Below are the names and phone numbers of all designees my child may be released to at the bus stop. The parent is responsible for supplying the bus operator and school with any change of phone numbers and/or designees. The parent further acknowledges that all designees listed below meet the age requirement listed above.
- Parents who transport their children to and from school must adhere to the rule that the parent or designee must be on time dropping off and picking up the child to and from school each day.

## Consequences of Rule Violations

1st Incident	Warning from the teacher by phone and note.
2nd Incident	Conference with the teacher and/or Principal.
3rd Incident	Bus Transportation privileges are suspended until a parent conference is held and the problem is resolved. Continued incidents will result in transportation becoming the responsibility of parents.

I have read and understand the rules stated above. I understand that if the above rule are not followed, my child's bus transportation privilege will be suspended.

Child's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_  
Name of designee(s): \_\_\_\_\_

Special Needs Bus? Yes or No  
Bus#: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone #: \_\_\_\_\_





TRANSPORTATION DEPARTMENT  
6013 Choctaw, Baton Rouge, LA 70805  
225-226-3784



**BACKPACK BUS TAG**  
REQUIRED FOR STUDENTS IN GRADES PREK THROUGH 5.

**Student Full Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Contact Numbers:**  
Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Morning Bus Stop Location:** \_\_\_\_\_

**Afternoon Bus Stop Location:** \_\_\_\_\_

AM BUS# (from home to school (or transfer)) \_\_\_\_\_  
AM BUS# (from transfer to school) \_\_\_\_\_ (TRANSFER BUS RIDERS ONLY)

PM BUS# (from school to home (or transfer)) \_\_\_\_\_  
PM BUS# (from transfer to home) \_\_\_\_\_ (TRANSFER BUS RIDERS ONLY)



**BACKPACK BUS TAG**  
REQUIRED FOR STUDENTS IN GRADES PREK THROUGH 5.

**Student Full Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Contact Numbers:**  
Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Morning Bus Stop Location:** \_\_\_\_\_

**Afternoon Bus Stop Location:** \_\_\_\_\_

AM BUS# (from home to school (or transfer)) \_\_\_\_\_  
AM BUS# (from transfer to school) \_\_\_\_\_ (TRANSFER BUS RIDERS ONLY)

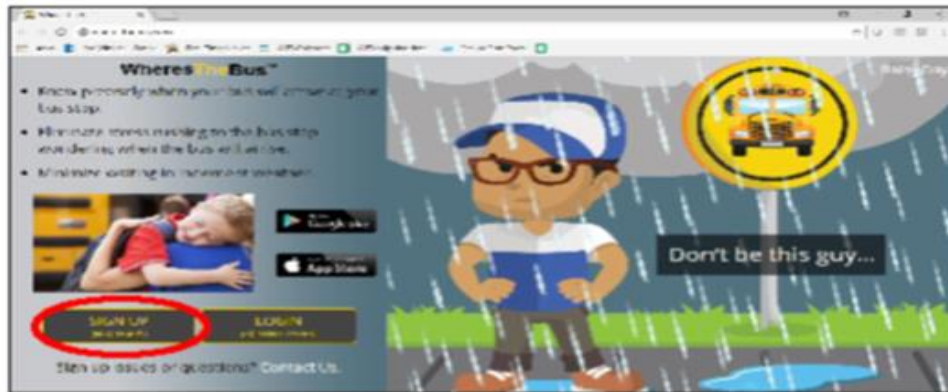
PM BUS# (from school to home (or transfer)) \_\_\_\_\_  
PM BUS# (from transfer to home) \_\_\_\_\_ (TRANSFER BUS RIDERS ONLY)



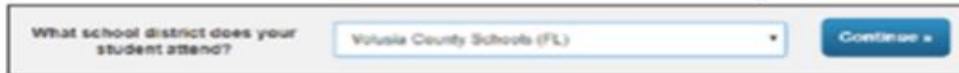


## WheresTheBus™ Parent App Sign Up Validation Process

1. Parents go to [wheresthebus.com](http://wheresthebus.com) to create an account.

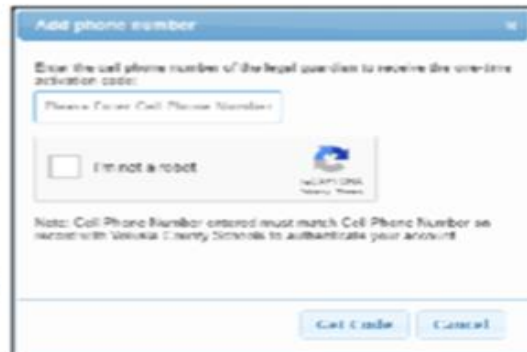


2. Parents select their School District from a drop down menu.



3. Parent enters their cell phone number.

- If cell phone # entered matches the number of a legal guardian on file with School District, a code is sent via text to the cell phone # entered.
- If the code parent enters matches the code sent, parents proceed and set up an account (username / password, etc).
- The parent account is automatically linked to the student / MapNet bus assignment information.



**\*\*Your cell phone number must match the phone number in Jcampus on the student demographic page.**

