



Dear Pleasant Hill Parent,

Bus transportation services will be provided by Durham School Services for the Pleasant Hill School District for the 2023-24 school year. The school year and the bus transportation services will begin August 22, 2023, for all students. Bus service is also provided for Preview Day for every grade attending a new school on August 21, 2023.

All bus riders must register to ride the bus by August 14, 2023. If you register after August 14, 2023, we cannot guarantee transportation the first week of school. After the first week of school, if you have a bus change of address or new enrollment, we will need 2 school days to get route information processed. You will be responsible for transporting your student during that time frame. Once we get your students route information, a Durham representative will contact you with details. You will be notified the first week of August by your child's driver or Durham representative with route information.

#### Discipline Procedures

We are committed to the safety of our students, with this being said, we are rolling out a new discipline program called Mach Forms. If your student is given a misconduct notice, you will receive it through email notification, as well as building principals. Conduct which causes extreme safety problems may cause transportation privileges to be suspended. If this happens, parents or guardians will be notified directly by a Durham representative.

#### BUS SAFETY REGULATIONS

1. Passengers must be on time.	11. Do not throw anything out of the bus windows.
2. Passengers must conduct themselves in a safe manner while waiting for the bus.	12. Passengers are not permitted to leave their seats while the bus is in motion.
3. Wait until the bus comes to a complete stop before attempting to board the bus, both at the bus stop and at school.	13. Bus driver and/or school personnel may assign permanent bus seats, for any and all students.
4. The driver is in charge of the passengers and the bus. Classroom conduct must be observed by all passengers.	14. Absolute quiet is a must when the bus is approaching a railroad crossing stop.
5. Personal electronic devices may be used if it does not become a distraction for the driver. Cell phones should be set on vibrate.	15. No glass containers, weapons, or animals are allowed on the bus.
6. Keep hands and head inside the bus at all times.	16. The bus contractor shall not be required to transport a student when the student's conduct endangers the safety of others; when he/she commits acts of vandalism; uses obscene language or unacceptable gestures, or commits moral offenses.
7. Assist in keeping the bus safe and clean at all times.	17. The use of tobacco, liquor or illegal drugs on the bus or at the bus stop is prohibited and shall be reason for suspension of transportation.
8. Damage to seats, etc., must be paid for by the offender.	18. Prior to boarding and following departure from the bus, students crossing the street are to walk at least ten feet in front of the bus and wait for driver's signal to cross.
9. Passengers must never tamper with the controls or the equipment on the bus.	19. The driver will not discharge passengers at places other than the regular assigned bus stop or at school, unless a note from the parent/guardian is sent with the student to school or is signed off on by a school official.
10. Keep books, packages, coats, feet and all other objects out of the aisle. Large objects that cannot be held in passenger's lap will not be transported on the bus.	

Please feel free to contact the local Durham School Services office at 816-540-4610 should you have any questions. Our staff will be happy to assist you. We look forward to providing transportation services for your Pleasant Hill student(s) again this year.

Sincerely,  
Durham School Services