



ANNOUNCEMENT REGARDING SCHOOL BUS POLICY FOR THE SCHOOL DISTRICT OF MONROE

School bus transportation services for the Monroe School District will only be provided to eligible students who qualify with the following criteria.

1. All students living outside the Monroe city limits.
2. All students living in designated safety hazard areas, which include:
 - All city areas west of Hwy 69.
 - Parkside Elementary students who live from 2nd Street south to 6th Street on 14th Avenue.
 - Parkside Elementary students who live south of 8th Street from Hwy 69 to 11th Avenue.
 - Parkside Elementary students who live south of 9th Street from 11th Avenue to 15th Avenue.
 - Parkside Elementary School students who live south of 6th Street from 14th Avenue to 20th Avenue.
3. Special Education students with arrangements through the Director of Pupil Services.
4. Transportation to and from a baby-sitter's house when the sitter lives in a regular busing area at a regularly scheduled stop and the child goes to the sitter on a regular basis. This service will be available to all grade levels and will be provided only on regular routes if there is sufficient room on the bus and there is no deviation from the established routes.

To request the special types of transportation services outlined above you must complete a Request for Alternate Busing Services for Eligible Riders in advance and return the form directly to Lamers Bus Lines at 2665 3rd Street North, Monroe, WI 53566. The forms are available at the school offices, the district's business office, and Lamers Bus Lines bus garage on 3rd Street North, or from a bus driver. The district's Business Administrator will review the request. During the school year allow at least three (3) days for approval. No requests will be honored until September 11, 2023 upon reviewing if there is room.

As with any exception, it can only be granted if there is sufficient room on the bus and does not violate district policy or state laws.

You may contact the Lamers Bus Lines office between the hours of 6:15am and 4:45pm at (608) 325-7788 Monday thru Friday. (Note: 24-hour assistance is also available if it is an emergency.)



Lamers Bus Lines
2023-2024 School Year

Ensuring the safety and protection of our child is our greatest priority at Lamer's Bus Lines. Riding the bus is considered a privilege provided by the School District of Monroe.

Parents, guardians, and students should become familiar with the expectations and the possible disciplinary actions associated with school bus violations.

The bus driver will instruct the students on the proper procedures for getting on/off the bus, where to wait for the bus, when to approach the bus, how to exit, and what to do after exiting the bus. The bus driver will also give special instructions to students that need to cross a road, teaching them to wait for the driver to signal before crossing.

Student Expectations

1. Obey the instructions of the bus driver.
2. Remain seated and facing forward while the bus is in motion.
3. Always keep your head, hands, and arms inside the bus.
4. Normal conversation is allowed. There is no screaming or yelling across seats.
5. There is to be no consumption of food or drink.
6. When space is available, the rear seats should be empty.
7. Students must sit in the assigned seat designated by the bus driver and the driver has the authority to change a student's seat at any time.

The following “**major**” behavior infractions will lead to a Bus Discipline Referral form and may result in disciplinary action:

- ***defiance/disrespect/non-compliance***
- ***inappropriate language/profanity***
- ***fighting/physical aggression***
- ***tobacco use/vaping/drugs/alcohol***
- ***inappropriate use of cell phones or other technology devices (i.e., taking pictures or videos)***
- ***property damage/vandalism***
- ***harassment/bullying***
- ***theft***
- ***creating a dangerous environment***
- ***or several warnings***

**Depending on the severity of the misbehavior, the terminal manager and school administration have the authority to skip the following disciplinary steps and suspend/revoke bus privileges at any time.

Disciplinary Steps

Warning

- The bus driver will give the student a verbal warning and specify the behavior expectations.
- The bus driver may change the student's seat assignment.

1st Offense

- The bus driver will conference with the student addressing the misbehavior and specify the behavior expectations.
- A Bus Disciplinary Referral form will be completed and the terminal manager will inform the parent/guardian and building principal.
- Interventions will be explored such as a change in seat assignment, distancing from others, or a seat belt/harness.

2nd Offense

- The bus driver will conference with the student addressing the misbehavior and specifying the behavior expectations
- A Bus Disciplinary Referral form will be completed and the terminal manager will inform the parent/guardian and building principal.
- Other interventions may be explored such as a change in seat assignment, distancing from others, or a seat belt/harness.
- The student may be suspended for 1-3 days from the bus.

3rd Offense

- A Bus Disciplinary Referral form will be completed and the terminal manager will inform the parent/guardian, Principal, and Business Manager/Director of Pupil Services.
- The student may be suspended for 1-2 weeks.

4th Offense

- The student will be suspended for a minimum of 3 weeks.
- If the student is suspended for more than 4 weeks, a meeting will be held with all parties to discuss suspension and other options.

*Any student found engaging in conduct which, if that student were an adult, would constitute criminal conduct shall be immediately reported to the terminal manager. Upon receipt of information indicating the commission of such offenses, the terminal manager may report the matter to the appropriate building administrator, district administration, and police or authority.

*Policy---*Lamer's Bus Lines utilizes digital video recording in all school buses for the safety and security of students and adults, as an educational tool to enhance the performance of bus staff, and for the purpose of monitoring student behavior. Student data privacy will be maintained in accordance with all federal and state statutes.*



LAMERS

The Passenger Professionals®

www.golamers.com

2665 3rd Street North

Monroe, WI 53566

Phone 608-325-7788 Fax 608-325-7767



**I want my child(ren) to ride the bus to or from *my house* – FILL OUT THIS FORM
& RETURN by 8/16/2023**

School Bus Request Form 2023/2024 School Year

Please provide all necessary information below, **sign and return to Lamers Bus Lines by August 16, 2023**. Please understand that this service will be provided in accordance with the provisions of the Monroe School District and Lamers policy on transportation, a copy of which is available at District Administration Center.

Please Fill Out ALL Information Completely

1. Today's Date ___/___/___
2. *Print* FULL name of student(s) to be transported

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

3. ONLY ONE (1) PICK UP AND ONE (1) DROP OFF ADDRESS:

PICK UP Address: _____

Adult Owner/Occupant Residence _____

Phone Number _____

DROP OFF Address: _____

Adult Owner/Occupant Residence _____

Phone Number _____

4. Parent Signature: _____

5. Parent Phone Number: ___ - ___ - _____

OFFICE USE ONLY

Approved By Lamers: _____ Date: _____

Approved By Lamers: _____ Date: _____

Route # AM _____ PM _____ Other Info:

Please return form via fax: 608-325-7767 | email: 31groupSB@golamers.com

Or drop the form at the bus garage



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July 2023

We at Lamers Bus Lines would like to take a moment to welcome everyone back to school. We have been hard at work cleaning the busses and making the new routes. **If you would like your child to ride the bus please fill out the attached school bus request form and return by 8/16/2023.** If for some reason you have made other arrangements and your child is not going to use our bus service this school year, please sign and return just this page so we can remove them from the bus route in an effort to save time and or expense.

Please fill out this form and return to Lamers only if you do NOT want to use the school bus to take your child(ren) to school.

I will not be utilizing the school bus for the 2023/2024 school year for my following child(ren)

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Parent Signature _____ Date _____

Not Riding

I will be using the school bus service for my child(ren)

- Bus pick up & drop off at your house = Fill out School Bus Request Form on next page and return to us by 8/16/2023
- Bus pick up & drop off at a location other than your house = Fill out Alternate Bussing Services Form and return to us by 8/16/2023
- Review bus rules with your child(ren) sign at the bottom and return to us.

Sincerely,
Denise Schindler (Manager)
Julie Bohn (Operation Assistant)
Thea Rhode (Office Assistant)

Questions Call: (608) 325-7788 ext 2
Please return form only if NOT riding the bus.
via fax: 608-325-7767 | email: 31groupSB@golamers.com
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Request for Alternate Bussing Services 2023/2024 School Year

(Fill this out if bus service to or from an address other than home)

Please provide all necessary information below, **sign and return to Lamers Bus Lines 7 days prior to the start of the requested service.** Please understand that this service will be provided in accordance with the provisions of the Monroe School District and Lamers policy on transportation, a copy of which is available at District Administration Center. Furthermore, the request can only be approved if there is sufficient room aboard the bus and if the request does not take the bus off the existing route for the current school year. The School District of Monroe and Lamers reserves the right to refuse this special request for bona fide reasons.

Please Fill Out ALL Information Completely

1. Today's Date ___/___/___
2. *Print* FULL name of student(s) to be transported

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

3. ONLY ONE (1) PICK UP AND ONE (1) DROP OFF ADDRESS:

PICK UP Address: _____

Adult Owner/Occupant Residence _____

Phone Number _____

DROP OFF Address: _____

Adult Owner/Occupant Residence _____

Phone Number _____

4. Brief Explanation for request (i.e. Babysitter, Family Emergency)

5. Dates service is requested: From: _____ To _____

6. Other information regarding special arrangements:

7. Parent Signature: _____

8. Parent Phone Number: ___ - ___ - _____

OFFICE USE ONLY

Approved By Lamers: _____ Date: _____

Approved By Lamers: _____ Date: _____

Route # AM _____ PM _____

Other Info:

Please return form via fax: 608-325-7767 | email: 31groupSB@golamers.com

Or drop the form at the bus garage