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# **TRANSPORTATION GUIDELINES & POLICIES**

## **2023-2024**





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# INTRODUCTION

The Transportation Department's goal is to provide for each participating student safe, timely, and efficient transportation services which allows for access to a quality education. These guidelines and procedures have been developed to safely and efficiently provide transportation service to the students in the Voluntary Interdistrict Choice program. For the most part, these guidelines and procedures are similar to those which were in effect under the previous court-supervised program. However, these guidelines and procedures have been and will continue to be updated to reflect the new choice program and attendance areas developed under the 1999 Settlement Agreement. They apply to both city students who transfer to county schools and county students who transfer to city schools.

The Transportation Department works under the guidance and direction of the Voluntary Interdistrict Choice Corporation (VICC). VICC is governed by a Board of Directors consisting of a representative from each participating city and county school district. VICC does not directly own and operate the transportation system but instead has contracted with several individual, private carriers and a transportation management company for provision of such services. These carriers are then monitored and evaluated by VICC.

These guidelines and procedures are designed to allow some flexibility in their administration. There will undoubtedly be a need for changes and adjustments in them over time. If a district has a specific problem or circumstance where an adaptation of these policies seems appropriate, the Transportation Department will try to resolve the issue in a mutually satisfactory way.

If there are any questions about these guidelines and procedures, their application or administration, please call us at 314.721.8657.

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# GENERAL PROVISION

## FOR SCHEDULING TRANSPORTATION

### 1. Assignment of Scheduled Stops

1.1 Only students enrolled in the Voluntary Interdistrict Choice Program are eligible for transportation services provided by VICC.

1.1.1 Transportation for parents may be provided at VICC's discretion for one time events consisting of a culminating activity in a school related program. Not intended for parent/teacher conferences and subject to district and VICC approval.

1.1.2 Students may be permitted to ride with other students ("rideshare") if the following eligibility applies:

- |          |  |
|----------|--|
| <b>E</b> | • Students must be part of the voluntary transfer program and/or a resident student of the participating school district riding with a transfer student.   |
| <b>L</b> | • Similar rideshare service is permitted by participating county/SLPS school district.   |
| <b>I</b> | • The rideshare program is for regular Home to School/ School to Home transportation. Due to the difficulty of scheduling transportation, <b><u>to/from activities, weekends and non-school day functions are prohibited.</u></b>            |
| <b>G</b> | • The intent of this rideshare program is for special occasions ( <i>i.e. Birthday Parties, Special Events, Sleepover, etc.</i> ) not to be used on a reoccurring basis ( <i>i.e. not for baby sitting, certain days of the week, etc.</i> ) |
| <b>I</b> | • Both students must have a letter from their parent/ guardian at school before school calls VICC for authorization.   |
| <b>B</b> | • These special riding privileges are on a space available basis only. Space is limited with regard to taxi routes.  |
| <b>I</b> | • Must have prior approval from parents/guardians and VICC.  |
| <b>T</b> |  |
| <b>Y</b> |  |

1.2 Transportation shall be provided on a single round trip basis, for each student every day, unless prior approval by VICC.

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1.3 Transportation will be provided for all students living more than one mile from their school of attendance in the following manner:

1.3.1 The routing system will be designed so that students are not required to travel unreasonable distances within their attendance area to their scheduled stop. In establishing stops, consideration will be given to a student's age, safety and the traffic conditions. Generally, scheduled stops will not be further from the student's transportation address than the following maximum distances:

1.3.2 Grades K through five - ½ mile. *(Approximately 8 city blocks; however, most are within 1-2 city blocks when possible.)*

1.3.3 Grades six through twelve - 1 mile. *(Approximately 16 city blocks; however, most are within 1-2 city blocks when possible.)*

1.4 Students are to board their bus at their assigned morning bus stop daily. A student may also board at an existing BUS STOP on THEIR ASSIGNED TO SCHOOL ROUTE if necessary. Students must only exit the bus at THEIR ASSIGNED PM STOP ON THEIR ASSIGNED ROUTE HOME unless prior permission has been granted by the VICC Transportation Office. The permission must be granted prior to pm dismissal. Once bus leaves school and is in route no changes will be made unless there is an emergency.

1.4.1 The VICC Transportation Department can accommodate a parent's request for students who require scheduled stops other than from a home address providing the requested address is within the student's attendance area and the address is consistent Monday through Friday. Transportation cannot be provided to or from a parent's or student's place of employment or from medical facilities.

1.4.2 City resident students attending St. Louis County schools must be transported to and from an address within the St. Louis City limits and within their assigned attendance area.

1.4.3 County resident students attending St. Louis City schools must be transported to and from an address within the St. Louis County limits and within a participating district.

1.4.4 Transportation is provided on a full day basis - i.e. begin-

ning and end of a full school day. Mid-day runs are not required but may be approved at VICC's discretion.

1.4.5 In cases of an emergency or special circumstances, arrangements must be made through the Transportation Department.

1.4.6. Transportation to and from school will be provided for students who elect to provide their own transportation to an existing bus stop inside of their school's attendance area in accordance with VICC policies and on a space available basis. Among other provisions, these policies require a safe address to be furnished by the parents within the normal service area of the designated in-area bus stop location and once approved will be used for all transportation to and from school.

**1.5 Kindergarten and below grade level students cannot be dropped at their designated stop without a secondary grade level student or an adult physically present to receive that child unless prior arrangements have been made with the VICC transportation office.**

**1.6 Transportation service will be provided through the use of school buses, taxi cabs and individual providers.** VICC Transportation Department personnel will evaluate various modes of transportation and determine which will be used, based on safety, economy and efficiency.

1.7 For students with transportation as a related service included in their I.E.P., or 504, a VICC transportation representative must be invited to the team meeting when making transportation decisions.

## **2. Ride Times**

2.1 Routes will be designed to keep ride times as reasonable as possible. Normally, the maximum ride time (morning or afternoon) will be 90 minutes with a target average of not more than 80 minutes. Please note that students participating in the VICC program average 1.9 changes in their demographic yearly which does cause VICC to change routes more frequently.

## **3. Change and Appeal Procedures**

3.1 Parents may submit to the VICC Transportation Department



written requests for changes in transportation arrangements for their child(ren) other than address changes. Address changes must be submitted directly to the student's district office.

3.2 VICC Transportation Department personnel will determine whether the request meets the criteria required by VICC policy.

3.3 The VICC Transportation Department will respond to the request within 10 working days of the receipt of the written requests, with the exception of annual start-up.

3.4 Parents may appeal the transportation department's initial decision to VICC. Such appeals must be in writing and indicate the reasons therefore. VICC will respond to such appeals and render a decision in writing within 10 days.

#### **4. School Contact and Data Submission Requirements**

4.1 Each participating school district shall designate a contact person who is knowledgeable about specific school and transportation schedules within the school district.

4.2 Each participating school district will be asked to provide the VICC Transportation Department with any changes made to individual school addresses or bell times by June 20th annually.

4.3 A projected yearly calendar will also be provided to the VICC Transportation Department no later than June 1st annually.

4.4 Participating school districts shall provide VICC with all student data by June 20th annually for students added to the program. This information is to be provided on the VICC web site.

4.5 Students enrolled after August 1st will be provided transportation on the first day of school only if they can be assigned a designated stop location already on an existing route for the school they wish to attend. The VICC Transportation Department cannot guarantee, but will make every effort to accommodate students who enter the program after this date who do not fit on existing routes as soon as possible, although this may be after the start of school.

## **5. Summer School Transportation**

5.1 Transportation service will be provided during the summer months as follows:

5.1.1 Each school district will advise the transportation department of their summer school building start and dismissal times. In establishing these times, schools should consider what times will accommodate reasonable bus schedules.

5.1.2 Summer school transportation services will be provided to approved elementary and secondary school building sites within each school district or at such other sites as approved by VICC. School districts shall submit written notices of summer school sites by December 20th annually.

5.1.3 Services will be provided to eligible students who are identified by the school district.

5.1.4 To receive transportation services, school programs must be approved by the Department of Elementary and Secondary Education unless an exception is approved by VICC. Transportation will be provided on a single round trip basis per school. One take in and one take home.

5.1.5 The stops used during the regular school year may also be provided for summer school. Students that are added after the annual deadline will be placed at the closest stop that is already safely established on a bus run unless the Transportation Department elects to schedule a new stop at its discretion.

5.1.6 Each school district shall provide the Transportation Department with a list of students not in attendance after the first week of summer school so that adjustments to routes and stops can be made in a timely manner.

5.1.7 Once summer school begins, the Transportation Department will make every attempt to make scheduled changes within a twenty-four hour period, provided the information is received in the Transportation office by 10 a.m. prior to the requested start date.

5.1.8 Transportation notification cards will be mailed out one week prior to summer school start. If changes and/or adjustments to stops and/or routes are made after the start date, it will be the responsibility of the school of attendance to notify the parent/guardian of the change.

## 6. School Sponsored Summer Activities

6.1 Transportation services will be provided to students attending required summer practices related to a school sponsored activity. Required means that a student must attend the summer practices to be a part of the team or group when school opens in the fall. This would include students participating in cheerleading and band-type practices at the junior and senior high levels only. Please see MSHSAA Official Handbook for yearly dates.

6.2 Transportation services will not be provided to students participating in activities that are not provided free of charge by their district of attendance, and that are not required or are not sponsored by the school.

6.3 Students participating in summer athletic practices will receive transportation services if the practice is required and provided free by their district of attendance, as well as meets the approved standards of the Missouri State High School Activities Association for athletic practices.

6.4 Transportation for students to attend school sponsored activities prior to the school year opening, will be provided by the assigned contractor. Transportation service will be provided to students on a single round trip basis per day. The principal or program coordinator must submit a request form to the VICC Transportation Department a **minimum of 5 working days prior** to the start of the program (*Reference Exhibit 3*). Requests with less notice will also be considered where possible.

6.5 Exceptions to these summer activity guidelines may be granted by VICC at its discretion.

## 7. Student Orientation Sessions

7.1 School districts are encouraged to coordinate general student body sessions so that all student classifications will attend at one time. This will greatly reduce the time, effort and expense for the Transportation staff at a time when all efforts should be directed toward creating and refining regular routes.

7.2 Transportation to beginning of the school year orientation sessions will be provided as follows:

7.2.1 Each high school will be allowed transportation services

up to two orientation classifications. Services will be provided on a single round trip basis for 9th grade Freshman and a single round trip basis for 10th -12th grade.

7.2.2 Students may be picked up at various locations within the city in accordance to the attendance area of the students attending the receiving county school or at their designated assigned stops for the fall.

7.2.3 The school district will be responsible for notifying students of the date, time and location of pickup/dropoff.

7.2.4 Transportation may be provided for parents of students attending orientation sessions with prior VICC/district approval.

### **8. Student Notification**

8.1. Students will be notified of their transportation arrangements for the regular school year as follows:

8.1.1 Student notification cards will be mailed to families by the VICC Transportation Department approximately two weeks prior to the opening of the school year (*Reference Exhibit 1*). It is imperative that address is correct and that mail carrier knows the student lives there.

8.1.2 Students not receiving notification seven (7) days prior to school opening should contact their building principal or school coordinator.

8.2 As routes are modified through the school year, students will be mailed a revised notification card in the following cases:

8.2.1 The route number or scheduled stop has been modified.

8.2.2 The student's address or school has been changed.

8.2.3 The scheduled stop time is modified to an earlier or later time.

8.2.4 The transporter/contractor providing daily service has been changed.

8.3 School district officials may express concerns relative to all transportation services to the VICC Transportation Department. The Director of Transportation or his/her designee will evaluate the concern and the alternatives. Every effort will be made to eliminate the areas of concern, consistent with these procedures. If a resolution is not reached between the VICC Transportation

Department staff and the school officials, the school official may appeal to VICC.

## **9. Audio/Video Cameras**

9.1 Audio/video cameras will be placed on buses/cabs to record activity to help ensure the safety and security of all passengers. Only authorized persons may view tapes of bus rides. Authorized personnel would include school district officials, VICC officials and contractor officials. Parents of students involved in an incident may be allowed to view the tapes, only with the permission of both the school district involved and the Voluntary Interdistrict Choice Program.

## **10. Adult Monitors**

10.1 An adult monitor may be assigned to your student's bus route to aid with discipline and/or safety by the school, VICC or the bus contractor. Road supervisors may also assist in these matters.

10.1.1 Meetings with drivers and/or monitors must have prior VICC/Vendor authorization.

## **11. Stranded Students**

11.1 It is the responsibility of the building principal to insure that all students have boarded their respective buses/cabs before the school administrator releases all buses/cabs.

11.2 Students who miss regularly scheduled transportation home should ride the activity bus, if scheduled.

11.3 If activity transportation is not available, the program coordinator should contact the VICC Transportation Department to request stranded student transportation prior to 6 p.m. Depending upon the time of day, stranded student cabs could take up to two hours to arrive.

11.4 If the VICC Transportation Department is closed, the program coordinator or coach should call the primary taxi cab office, 314.995.6720, to request transportation for such said student.

11.5 It is the responsibility of the program coordinator or coach to call the VICC Transportation Department the next working day to notify them of the transportation request. If the program coordinators or coaches failed to follow transportation guidelines the school may be billed for these charges

## **12. Custody Transportation Request, Guidelines and Procedures** *(ie. Custody cases, separated parents, etc.)*

12.1 In accordance with the board approved “Transportation Services Policy” (EEA.BP), the VICC Transportation Department, with prior approval may allow transportation of students involved in custody circumstances to be transported to/from more than one address, such as transportation to/from either parent’s address. The intent of this program is for special requests related to custody issues between parents. It is not intended to involve VICC or Districts in family disputes.

12.2 The basis for Primary and Secondary transportation address is determined in the following order of priority:

12.2.1 Primary address is decided by mutual agreement of both parents using the approved form. **or**

12.2.2 Primary address, as per the Divorce/Separation agreement; the other parent would be the secondary address. **or**

12.2.3 In cases of joint custody, the primary address becomes the address of the parent who has physical custody under the Divorce/Separation Agreement or, if not specified, the address at which the student spends the majority of time, the other parent then would be the secondary address. **or**

12.2.4 At VICC’s judgement, transportation would then be provided by VICC to/from the primary address unless a substantial basis exists for using the secondary address in accordance with the foregoing priorities.

12.3 The following guidelines must be met before transportation may be approved.

12.3.1 Student must be part of the voluntary transfer program.

12.3.2 Transportation should maintain a regular schedule. The regular schedule must have prior approval by the VICC Transportation office. This would include a minimum of five (5) working days notice.

12.3.3 Other VICC policies are still applicable:

- City resident students attending St. Louis County schools must be transported to and from an address within the St. Louis City limits and in their proper attendance area.
- County resident students attending St. Louis City schools must be transported to and from an address within the St.

Louis County limits and within the participating school districts.

- Primary and Secondary transportation address must meet the criteria of the attendance area guidelines established by VICC.
- Transportation cannot be provided to the parent's or student's place of employment.

12.4 As a reminder for students in Kindergarten, it is the responsibility of a parent or caretaker or middle school aged student or older to be present at the stop to receive the child unless previous arrangements have been made with the VICC Transportation Department.

12.5 It is the student's responsibility to know the schedule and to ride the proper bus/taxi. The type of transportation and scheduled pick-up and drop-off times may differ between primary and secondary addresses.

12.6 VICC will review each request on a "case by case" basis before a custody transportation schedule approval is granted. Contact Persons will be copied on all agreements approved by VICC.

12.7 VICC reserves the right to refuse a request or to revoke a previously approved agreement for any reason.

### **13. Trespass Policy**

13.1 To bolster the safety of students riding busses to school, the VICC has the following trespassing policy:

13.1.1 Trespass occurs when anyone boards a school bus without prior approval from VICC. Any VICC-designated person (*including students*), contractor or school staff whose job responsibilities require him/her to be on a school bus shall be authorized and not be considered trespassing. Only with prior approval from VICC, or a contractor, may any parent, guardian or member of the general public be allowed on a bus at any time.

13.2 Violators of this policy may be charged with trespass.

### **14. How to Handle Transportation Concerns**

**14.1 Routine, normal transportation problems or concerns should be addressed by first calling the contractor.**

14.1.1 Normal operating issues, such as the following, should be addressed with the bus or cab provider:

- Looking for lost/misplaced items left on the bus/cab
- Checking on activity bus/cab location
- Questions or cancellations when VICC Transportation office is closed

14.1.2 Complaints or routing issues that should be directed to the VICC transportation staff include:

- Overall routing issues or concerns
- Pick-up or drop-off location concerns
- On-going concerns with driver or contractor that could not be resolved by working directly with them
- Requesting taxi or other alternative transportation service in the event the bus/cab does not show.

14.2 If there is a transportation issue or problem that has not been resolved to a parent's satisfaction by the transportation division, the parent may appeal the matter in writing to: VICC, 7425 Forsyth Blvd., Suite 110, St. Louis, MO 63105, Attn: CEO. A written response will be received within 10 days.

**\*\*If there is an issue with your student and another student on the bus or the bus driver, please DO NOT go to the bus stop upset. Please call your building principal, district contact person or the VICC transportation office for assistance. Unruly behavior towards the bus driver or another student by a family member or family designee will not be tolerated and could effect your student's eligibility to be transported.**



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# Starting, Changing & Stopping Transportation Service

## 1. Adding a student.

1.1 A student not currently being transported must be added by the receiving school district to the VICC Transportation Department via an email to [VTSUpdates@choicecorp.org](mailto:VTSUpdates@choicecorp.org). Please note, it takes one to two working days for changes made on the website to register with the transportation office. Once received, changes will be made within five working days. Consequently, a change becomes effective about six or seven days from the time of the change request received at [VTSUpdates@choicecorp.org](mailto:VTSUpdates@choicecorp.org).

1.2 Upon receipt of the pupil information via an email to [VTSUpdates@choicecorp.org](mailto:VTSUpdates@choicecorp.org), the VICC Transportation Department will make the necessary routing and scheduling arrangements and notify the parents and appropriate contractor.

1.3 Provided all information received from the school district is complete and accurate, scheduling should be implemented within **five (5)** working days from the date the VICC Transportation Department receives student information, with the exception of annual start-ups. Exceptions would be if stop is available.

## 2. Changing information for a student.

2.1 When a student has a change of address (***check address for proper attendance area***) or other information, the VICC Transportation Department must be notified by the school district via an email to [VTSUpdates@choicecorp.org](mailto:VTSUpdates@choicecorp.org). Transfinder LE is our transportation information system via the internet that is available for VICC school districts/school buildings. This program will allow access to the most up-to-date student regular to and from school routing information.

2.1.1 Students that have an attendance area conflict must have prior approval from the VICC recruitment office, 314.721.8422 before transportation can be established.

2.1.2 For students that have a homeless address change in the county, the district Homeless Coordinator should email the

address information to [VTSUpdates@choicecorp.org](mailto:VTSUpdates@choicecorp.org); include student name, date-of-birth, address and confirmation that student is homeless.

2.2 Upon receipt of the pupil information via an email to [VTSUpdates@choicecorp.org](mailto:VTSUpdates@choicecorp.org), the VICC Transportation Department will make the necessary routing and scheduling revisions and notify the parent and appropriate contractor.

2.4 Rescheduling should be implemented within **five (5)** working days from the date of receipt of the revised pupil information (via an email to [VTSUpdates@choicecorp.org](mailto:VTSUpdates@choicecorp.org)) in the VICC Transportation Department, with the exception of annual start-up. If advanced notification is given to the VICC Transportation Department at least six working days prior to the change of address, no unnecessary disruption in transportation will occur.

2.5 When a student is reclassified and transfers to Special School District, the releasing school district must send email to [VTSUpdates@choicecorp.org](mailto:VTSUpdates@choicecorp.org); include students name, date-of-birth, current district release date, SSD start date and school.

### **3. Deleting a student.**

3.1 The VICC Transportation Department should be notified immediately, by email to [VTSUpdates@choicecorp.org](mailto:VTSUpdates@choicecorp.org), when a student drops from the program or indicates transportation is no longer required by the receiving school district.

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# Illness

## During the School Day

**1. In the instance that a child should become ill and it is the judgment of the school administrator that the child be returned home, the following circumstances may apply for eligible transportation:**

1.1 The school administrator should determine that there is a responsible adult to receive the child before the child is sent home.

1.1.1 If an adult is not present to accept the child upon drop-off, the taxi cab driver should contact the VICC Transportation Department for further instructions. In the event that a responsible adult cannot be contacted and school is still open, the child will be returned to school.

1.2 The school administrator should contact the taxi cab contractor as designated by the VICC Transportation Department for any students to be transported home before 1:30 p.m. St. Louis County/Yellow Cab - 314-995-6720.

1.3 The school administrator must complete the Illness Transportation By Taxi Cab Form (*Reference Exhibit 2*).

1.4 The school administrator should retain the white (*top*) copy and give the yellow (*bottom*) copy to the taxi driver.

1.5 The taxi driver will take the student to the door of the home and require the receiving adult to sign the yellow copy.

1.6 The school administrator should always remind the taxi driver not to leave the child unattended.

1.7 If a student requires transportation after the 1:30 p.m. deadline, the school administrator should contact the VICC Transportation Department to schedule the most appropriate means of transportation home.

1.8 Transportation cannot be provided to doctor/dental appointments or to places of employment.

1.9 Other than transportation related incidents, transportation cannot be provided from the school to hospital emergency rooms.

1.10 Taxi contractors will not accept county to county transportation requests without prior approval from the VICC Transportation Department.

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# Activity Transportation

## 1. Activity transportation on school days - St. Louis County School Districts -Grades 6 through 12

### 1.1 General provisions.

1.1.1 The after-school activity routes will operate on a daily basis each day that school is in session unless the school district indicates that they are not necessary. These routes will operate on a consistent basis. After these routes have been operated for approximately the first month of school, the district coordinator should communicate with the VICC Transportation Department to determine if there are modifications needed to better serve students.

### 1.2 Specific instructions.

1.2.1 The after-school activity routes will begin operation on the first day of school unless instructions from the school administrator indicate otherwise. The school administrator or program coordinator will be responsible for the following:

1.2.1.1 Authorize students to ride the activity routes.

1.2.1.2 Indicate to each student what route to ride.

1.2.1.3 Contact the VICC Transportation Department concerning those days when service will not be necessary, as early as possible prior to the cancellation date.

1.2.1.4 Contact the VICC Transportation Department concerning days that school will not operate on a regular time schedule at the earliest possible time.

1.2.1.5 Until a problem is encountered, bus drivers will allow all students to ride the activity bus. If this procedure presents a problem, it may be necessary to require the school administrator to supply a daily list of authorized riders or supply a pass to all eligible students to be given to the activity driver.

1.2.1.6 If transportation is a related service via an I.E.P. or a 504, VICC must be notified before student can ride the activity transportation. Please allow enough time for needed accommodations to be set up.

1.3 Activity routes are reviewed on a regular basis and developed by ridership, need, participation and safety. Modifications can be requested by the district coordinator.

1.3.1 Each route will run with an assigned area within the City of St. Louis. The bus drivers will stop at all designated stop locations as needed within designated areas, depending on students currently riding. The school administrator or program coordinator assumes the responsibility of instructing the students as to the proper bus assignment. **Students with a “Safe Haven” address will only be transported to and from the “Safe Haven.”**

1.4 Service will be provided for a maximum of two (2) after school activity pick-up times within each district. If requested, service will be provided at one designated time for junior high and up to two designated times for senior high.

1.5 Students who miss the activity bus will be provided additional service. However, the cost of the service may be billed to the school.

## **2. Activity Transportation on School Days St. Louis City Magnet Program Grades 9-12.**

2.1 The earliest a cab can be requested is 4 p.m.

2.2 Activities cannot be guaranteed if request is not submitted to VICC office by 12 noon by a school administrator (not a student, please) to our activity coordinator Alisha Taylor at ataylor@choicecorp.org. Cabs will be provided on a case-by-case basis.

2.3 Activities may be combined based on time of requested service and residence.

2.4 If cab service is requested for activity transportation, it is expected that the student will utilize such service. If the student finds another mode of transportation, the VICC office must be contacted 30 minutes prior to the scheduled pick-up time for cancellation to avoid any unnecessary cab charges. The school may be billed for cabs arriving to requested pick-up points and receiving no students.

### **3. Activity transportation for before school, late night and non-school days**

3.1 Pupil transportation services can be provided before school, late night, non-school days and in some cases, both ways to non-fee based school sponsored functions. Transportation to school sponsored activities will be provided at VICC's discretion. VICC reserves the right to deny any requests that do not meet the VICC Guidelines as follows:

3.1.1 The school official or program coordinator must submit an Activity Transportation Request Form (*Reference Exhibit 4*) to the VICC Transportation Department no later than five (5) working days prior to the activity date. Any requests received less than the five day notice may not be granted.

3.1.2 All students on Activity Transportation Request Form must be enrolled in the VICC Program and eligible for regular transportation. Students whose parents have signed the Parental Transportation Agreement to provide transportation for their "out-of-area" child are not eligible for activity transportation.

3.1.3 Students whose parents have signed the "Safe Haven Agreement" will be transported to and from the stop associated with the safe haven address.

3.1.4 If a student has a different p.m. address other than his/her a.m. address, the student will be transported home from school to the stop associated with the p.m. address unless otherwise noted.

3.1.5 For Before School Activity requests, students must participate in an activity before regularly scheduled school hours and should be transported from the a.m. transportation address.

3.1.6 For Late Night Activity requests, the students must be required by the school to attend a practice session or participate in a contest or performance and the activity occurs later than regularly scheduled activity buses, with the exception of elementary schools. Transportation will be arranged only from the school of attendance or at the performance location.

3.1.7 For Non-School Day Activity requests, students must be required by the school to attend a practice session or participate in a contest or performance. Please note: If transportation is for a junior or senior high school and is a practice or game, the take

home portion will need to be on a will call basis when using cab transportation .

3.2 Activity transportation may only be provided from within the St. Louis City Limits to within the St. Louis County Limits, unless otherwise approved by VICC. If order is for a pick-up to take home from the school following a field trip out of the St. Louis Metropolitan area, the cab order should be placed on a “will call” and the administrator should contact VICC or the cab company after determining the exact arrival back to school. Example --All day Jefferson City Field Trip.

3.3 All activity transportation will be provided by taxi or bus company as designated by the VICC Transportation Department.

3.4 The program coordinator should request transportation only for those individuals scheduled for the activity.

3.5 Transportation may be provided to parents and students, at VICC’s discretion, for one time events consisting of a culminating activ-ity in a school related program.

3.6 Students who receive transportation at different a.m./p.m. addresses will always be taken to the established p.m. address unless otherwise notified.

#### **4. Changing scheduled activity**

4.1 To make changes or cancellations to an activity request that has already been processed through the VICC Transportation Department, the following procedures apply:

4.1.1 If an activity has been cancelled, the VICC Transportation Department should be notified as soon as possible by calling 314.721.8657.

4.1.2 Any students that need to be added to an activity must be called into the VICC Transportation Department no later than 12:00 noon on the day of the activity. If the activity has been designated a taxi contractor and the added student increases the number of cabs needed for the activity, then the request may be denied for that day but the student will be added for the next available date.

## **ACTIVITY TRANSPORTATION**

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4.1.3 Any student that need to be deleted from an activity must also be called into the VICC Transportation Department as soon as possible. If the student is being deleted from a repeated activity, have the activity route number available to insure that said child is removed from all scheduled days.

4.2. Any questions or concerns regarding the Before School, Late Night, Non-School Day, and Repeated activities should be referred to the VICC Transportation Department.

### **5. For a copy of instructions**

**on completing the Activity Transportation Request Form please call the VICC Transportation Department 314.721.8657.**



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# Student Discipline

**1. Students will be expected to observe general classroom conduct while being transported.**

**2. Students should follow attending school district policies and procedures for bus behavior.**

## **3. Drivers' Responsibilities**

3.1 Bus and taxi drivers are required to complete the Pupil Transportation Safety Violation Report form (*Reference Exhibit 4*) when an infraction occurs. This form is to be given to the principal for disposition in a timely manner by the driver.

## **4. Principals shall administer discipline as they would for resident students.**

4.1 The principal should complete the bottom portion of the Pupil Violation Form and return the pink copy to the contractor.

4.2 If a disciplinary incident is serious in nature, the building principal shall contact the VICC Transportation Department immediately.

4.3 When a student is suspended from school or transportation, it is the responsibility of the school principal or designee to notify the VICC Transportation Department (*not the Contractor*) of the student's name, school bus or taxi route number, duration of time the student is suspended from transportation and the date service is to be reinstated. Transportation personnel will notify the appropriate contractor of the suspended student and the dates of the suspension.

4.3.1 If the suspension end date is pending upon a disciplinary hearing by administration, please be sure to contact the VICC office once the hearing has been held to provide the student's return date. Notification will then be given to the appropriate provider.

**5. VICC may consult with principals or other district officials regarding the disposition of discipline problems and shall have the authority to take action with regard to transportation of groups of or individual students in emergency or chronic situations to protect the safety and welfare of all students.**

**6. Transportation will be provided to students required to stay after school** for disciplinary reasons by the regularly scheduled after-school activity route, if authorized by the principal and eligible for transportation.

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# Notification of Late Bus/Taxi Service

## **1. Contractor procedures for reporting late buses/taxis.**

1.1 If a driver is late on a run more than 10 minutes, the contractor is required to enter on the VICC's VISTA system Problem Screen information about the late arrival. School and VICC officials can access the VISTA system for information regarding late service.

1.2 If a bus driver is late on a run by more than 20 minutes past the projected scheduled time, the contractor shall notify VICC and VICC will send out a cell notification to parents and school officials.

1.3 If late service occurs on the return trip from school by more than 30 minutes, the contractor shall attempt to notify parents/guardians of the approximate arrival time and School Reach notification shall be sent out. In such instances, the Transportation Department may request that the students be transported to their residence.

## **2. Participating school district requirements.**

2.1 School district officials should report all late routes or concerns to the VICC Transportation Department. A form called "Transportation Log" can be obtained from the VICC Transportation office for this use. See sample on page 41. This form is available via email -- just call the VICC Transportation Office and we will send it to you.

2.2 School district officials may access the VICC Transportation Department's computerized VISTA system for any late service and notify the VICC Transportation Department when the contractor has failed to report late service.

## **3. Emergency Parent Communication Service**

3.1 VICC has instituted a telephone broadcast system (*similar to ones already used by most school districts.*) This system will allow VICC transportation to quickly send all households a pre-

## **NOTIFICATION OF LATE BUS/TAXI SERVICE**

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recorded message by phone within minutes of a transportation emergency or unplanned event that could significantly delay student pick-up for or drop-off from school. Such emergencies could include traffic jams, bus breakdowns, inclement weather, accidents, construction delays, etc.

3.2 This service is provided by GroupCast/School Reach, which specializes in school-to-parent communications. When used, the service will simultaneously call both the home and one additional emergency number for each student's family that needs to be reached, and will deliver a message from Tami Webb, transportation operations manager, or another official with the VICC Transportation Office. The service will deliver the message to both live responders and answering machines. Calls not answered and busy signals will be automatically retried by the system twice in 15 minute intervals after the initial call. It is imperative that phone numbers be kept updated.

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# **Inclement Weather & Emergency School Closing Procedures**

**1. The VICC Transportation Program will provide service to a district whenever schools are scheduled to operate, if it can be done safely.** For this reason, the appropriate school district official must notify the VICC Transportation Department - 314.721.8657 or use Emergency Phone List of Transportation Department Staff before 5:00 a.m. if school is cancelled. It is imperative that notification of cancellation or possible cancellation be made prior to 5:00 a.m. to ensure that notification to contractors and the media can be made in a timely manner.

**2. Because the entire metropolitan area is involved, there may be times when it is dangerous to transport students in one part of St. Louis County but safe in St. Louis City or vice versa.**

When this occurs, transportation personnel will notify the appropriate school officials when a decision is made to cancel certain routes. Cancellation of transportation service when school is scheduled will occur only when the SAFETY of students is jeopardized.

**3. If a district cancels classes early, the VICC Transportation Department shall be notified as quickly as possible.**

Depending on circumstances, it may require between 1 ½ and 2 hours to get buses and taxis to school for early pick-up. Some buses operate routes to more than one district or school and problems arise when one district cancels early and another does not. Students will need to wait inside the building until their bus/cab arrives. *Parents should be notified by the school district when classes are cancelled early.*

**4. If a district announces that it will operate on a late starting snow schedule, the VICC Transportation Department will make every effort to meet the later time. Keep in mind, some buses operate more than one route.**

**5. If a district cancels classes for the following day,** the VICC Transportation Department must be notified so contractors can be notified.

**6. If classes within a district or building are cancelled due to a building emergency,** an appropriate district official must notify the VICC Transportation Department prior to 5:30 a.m. if possible, but in any case notification shall be made as early as possible. The school district is responsible for notifying students if their building is closed.

**7. Each participating school district has the responsibility to notify all VICC participants about school closure.**

7.1 Notify students of news media which will carry information on school cancellations.

7.2 Notify the VICC Transportation Department 314.721.8657 after 5:30 a.m. or use the Emergency Phone List of Transportation Staff before 5:30 a.m. if school is closed or if it is questionable.

7.3 Notify VICC Transportation Department as early as possible concerning early school dismissal or emergency dismissals.

7.4 Determine if it is appropriate to transport students to a centralized building, if conditions warrant, and notify the VICC Transportation Department accordingly.

7.5 Notify students if a building emergency causes cancellation of a single building.

7.6 Notify parents when classes are cancelled early.

**8. When the VICC cancels transportation for safety reasons, but the district is still in session, cancellations will be announced on KMOX-1120 AM, KSDK-5, FOX-2, KPLR-11 and KMOV. VICC will also:**

8.1 Include the radio and television stations that will carry cancellation announcements on the student notification card.

8.2 Notify appropriate school officials when buses/taxis cannot be operated safely.

8.3 Notify news media if the Transportation service to certain school districts will not operate

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# Vehicle Accidents/Student Injuries

**1. The VICC Transportation Department is to be notified immediately by the contractor when vehicles are involved in an accident while transporting students.**

**2. The VICC Transportation Department will make notification to interested parties.**

2.1 The VICC Transportation Department will confirm with the contractor names of all students on the bus at time of said accident as soon as information is available.

2.2 The VICC Transportation Department will immediately notify the receiving school district of the accident and the expected arrival time of students to school and/or medical facility and confirm all students on board at time of said accident as soon as information is available.

2.3 The VICC Transportation Department will immediately notify the parents of any student requiring medical attention and the medical facility where the student will be treated.

2.4 If incidents occur after regular business hours, information about accidents and or student injuries will be communicated to the district's designated contact person or building principal. School and transportation officials at the beginning of the next business day should check the VISTA computer system for this information. The transportation officials will contact the school during the next day's regular business hours to provide pertinent information about the accident/incident.



**Voluntary Student Transfer Program**

7425 Forsyth Blvd.  
Suite 110 - Transportation  
St. Louis, MO 63105

Dear Parent:

Please read carefully and review with your child. Description of data given below is on the back of this card.

**Thank You**

RETURN POSTAGE GUARANTEED

**CARRY THIS IDENTIFICATION CARD**

**Voluntary Student Transfer Program**

DATE SERVICE WILL BEGIN \_\_\_\_\_  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SCHOOL \_\_\_\_\_  
ROUTE NO. A.M. \_\_\_\_\_  
APPROXIMATE PICK UP TIME \_\_\_\_\_  
PICK UP LOCATION \_\_\_\_\_  
TRANSPORTER \_\_\_\_\_

**TO THE PARENT(S) OF . . .**

ROUTE NO. P.M. \_\_\_\_\_  
APPROXIMATE DROP OFF TIME \_\_\_\_\_  
DROP OFF LOCATION \_\_\_\_\_  
TRANSPORTER \_\_\_\_\_

Dear Parent:

Transportation service for students participating in the Voluntary Transfer Program will be provided by the Voluntary Transfer Transportation Office, 7425 Forsyth Blvd., Suite 110, St. Louis, Missouri 63105, **Telephone Number 314.721.8657**. If questions arise relative to the transportation arrangements made for your child or if you are planning a change of residence, please notify the principal at the building your child attends. Advance notification will avoid a disruption in transportation service.

Data Description:

SCHOOL . . .

The school your child attends and to which your child will be transported each day.

ROUTE NUMBER . . .

The number of the route to which your child has been assigned will appear on the sign located to the left of door.

**THIS IS NOT THE BUS NUMBER.**

APPROXIMATE PICK UP TIME . . .

Approximate time at which your child will be picked up each day.

PICK UP LOCATION . . .

The place at which your child will be picked up and discharged.

**Students are required to arrive at pick-up location 10 minutes prior to approximate pick-up time and wait 15 minutes after. If bus has not arrived within that time period, please call 314.721.8657.**

- Students must show their pass upon entering bus and when requested by the driver.
- The driver is in charge of the pupils and bus, and students must obey him or her promptly and cheerfully.
- Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
- Classroom conduct is to be observed by pupils while riding the bus except for ordinary conversation.
- Misconduct will mean denial of privilege to ride the bus.
- School cancellations will be announced on KMOX-1120 AM, KSDK-5, FOX-2, KPLR-11, KMOV

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## Illness Transportation by Taxi Cab

**Voluntary Student Transfer Program**  
 7425 Forsyth Blvd., Suite 110 - Transportation, St. Louis, MO 63105  
 314.721.8657

<p><b>NOTICE:</b> Transportation for Voluntary Transfer Program Student(s) <b>ONLY</b>.          PLEASE VERIFY BEFORE ORDERING SERVICE.  <b>ALL INFORMATION MUST BE COMPLETED IN FULL</b></p> <p>PRINCIPAL MUST CONTACT TAXI COMPANY CURRENTLY UNDER CONTRACT. PRINCIPAL RETAIN WHITE COPY. TAXI DRIVER GIVEN YELLOW COPY. TAXI COMPANY TO SEND YELLOW COPY TO VOLUNTARY TRANSFER PROGRAM TRANSPORTATION OFFICE WITH MONTHLY BILLING.</p>	
DATE OF SERVICE	
STUDENT NAME	
HOME ADDRESS	
TELEPHONE NUMBER	
PICKUP LOCATION (SCHOOL NAME)	
PRINTED NAME OF PERSON ORDERING TRANSPORTATION	
PRINTED NAME AND TELEPHONE NUMBER OF PERSON RECEIVING STUDENT	
CAB COMPANY NAME	
CAB NUMBER	TIME OF STUDENT PICKUP
TRIP NUMBER	
TAXI DRIVER'S NAME (PLEASE PRINT)	

sharonf@ccol.transparfus&ill.pm5 7/06

# EXHIBIT 3 — ACTIVITY TRANSPORTATION REQUEST FORM

## Activity Transportation Request

<b>Voluntary Student Transfer Program</b> 7425 Forsyth Blvd. Suite 110 - Transportation St. Louis, MO 63105 314/721-8657	<b>Instructions:</b> Principal or Program Coordinator shall complete this form and forward to the Transportation Office at least five (5) working days prior to the effective date. Return white, pink and yellow copies to the Transportation Office.				
<input type="checkbox"/> <b>Before/Late Night Activity</b> Departure Time at School _____ Arrival Time to School _____ Date of Activity _____ Activity _____	<input type="checkbox"/> <b>Non-School-Day Activity</b> Requested Arrival Time at School _____ Pickup Time at School _____ Date of Activity _____ Activity _____				
School District _____ Building Name _____ Pick Up Location (Be Specific) _____	Name of Coach/Sponsor _____ Phone (Cell, home, etc.) _____				
If this team or group of students will require repeated service, should a route number be assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No If this team or group of students have been assigned a route number, please specify. _____					
The name and address of each student to be transported must be listed below:					
STUDENT NAME	ADDRESS	ZIP CODE	STUDENT NAME	ADDRESS	ZIP CODE
1. _____	_____	_____	21. _____	_____	_____
2. _____	_____	_____	22. _____	_____	_____
3. _____	_____	_____	23. _____	_____	_____
4. _____	_____	_____	24. _____	_____	_____
5. _____	_____	_____	25. _____	_____	_____
6. _____	_____	_____	26. _____	_____	_____
7. _____	_____	_____	27. _____	_____	_____
8. _____	_____	_____	28. _____	_____	_____
9. _____	_____	_____	29. _____	_____	_____
10. _____	_____	_____	30. _____	_____	_____
11. _____	_____	_____	31. _____	_____	_____
12. _____	_____	_____	32. _____	_____	_____
13. _____	_____	_____	33. _____	_____	_____
14. _____	_____	_____	34. _____	_____	_____
15. _____	_____	_____	35. _____	_____	_____
16. _____	_____	_____	36. _____	_____	_____
17. _____	_____	_____	37. _____	_____	_____
18. _____	_____	_____	38. _____	_____	_____
19. _____	_____	_____	39. _____	_____	_____
20. _____	_____	_____	40. _____	_____	_____
Date of Request _____			Program Coordinator Name _____		
Contractor _____ Router's Signature _____		FOR TRANSPORTATION OFFICE USE ONLY Billing ID _____ Date Contractor Notified _____ Payment Authorized _____			

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## Pupil Safety Violation Report

### Voluntary Student Transfer Program

7425 Forsyth Blvd., Suite 110 - Transportation, St. Louis, MO 63105  
314.721.8657

<b>TO BE COMPLETED BY DRIVER IMMEDIATELY:</b> White, yellow and pink copies to Principal; gold copy to Contractor.			
PUPIL	DISTRICT		
SCHOOL	DATE OF INFRACTION		
DRIVER	ROUTE		
CONTRACTOR	<input type="checkbox"/> A.M <input type="checkbox"/> P.M.		
<table style="width:100%; border:none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Sticking head or hands out of windows  <input type="checkbox"/> Fighting/Scuffling on bus  <input type="checkbox"/> Does not remain seated  <input type="checkbox"/> Throwing objects out of windows  <input type="checkbox"/> Loud or undue noise  <input type="checkbox"/> Yelling or spitting at pedestrians  <input type="checkbox"/> Using obscene language or gestures  <input type="checkbox"/> Other (<i>Explain</i>) _____                  _____                  _____             </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Tampering with bus equipment  <input type="checkbox"/> Eating or drinking on the bus  <input type="checkbox"/> Abusive/Threatening to driver  <input type="checkbox"/> Possession or use of weapon  <input type="checkbox"/> Possession or use of drugs  <input type="checkbox"/> Smoking on bus  <input type="checkbox"/> Displaying gang signs             </td> </tr> </table>		<input type="checkbox"/> Sticking head or hands out of windows <input type="checkbox"/> Fighting/Scuffling on bus <input type="checkbox"/> Does not remain seated <input type="checkbox"/> Throwing objects out of windows <input type="checkbox"/> Loud or undue noise <input type="checkbox"/> Yelling or spitting at pedestrians <input type="checkbox"/> Using obscene language or gestures <input type="checkbox"/> Other ( <i>Explain</i> ) _____ _____ _____	<input type="checkbox"/> Tampering with bus equipment <input type="checkbox"/> Eating or drinking on the bus <input type="checkbox"/> Abusive/Threatening to driver <input type="checkbox"/> Possession or use of weapon <input type="checkbox"/> Possession or use of drugs <input type="checkbox"/> Smoking on bus <input type="checkbox"/> Displaying gang signs
<input type="checkbox"/> Sticking head or hands out of windows <input type="checkbox"/> Fighting/Scuffling on bus <input type="checkbox"/> Does not remain seated <input type="checkbox"/> Throwing objects out of windows <input type="checkbox"/> Loud or undue noise <input type="checkbox"/> Yelling or spitting at pedestrians <input type="checkbox"/> Using obscene language or gestures <input type="checkbox"/> Other ( <i>Explain</i> ) _____ _____ _____	<input type="checkbox"/> Tampering with bus equipment <input type="checkbox"/> Eating or drinking on the bus <input type="checkbox"/> Abusive/Threatening to driver <input type="checkbox"/> Possession or use of weapon <input type="checkbox"/> Possession or use of drugs <input type="checkbox"/> Smoking on bus <input type="checkbox"/> Displaying gang signs		
Remarks: ( <i>Be specific</i> ) _____ _____ _____ _____			
<b>DISPOSITION BY SCHOOL ADMINISTRATOR:</b> When disposition is complete, return the yellow copy to the Voluntary Transfer Program Transportation Office; pink copy to Contractor. On matters serious in nature, please contact the transportation office immediately.			
<table style="width:100%; border:none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Conference with Student  <input type="checkbox"/> Conference with Parent  <input type="checkbox"/> Suspended _____ days from bus (<i>notify Transportation Office by phone</i>).                  Dates: From _____ to _____             </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Letter to Parent  <input type="checkbox"/> Phone Parent             </td> </tr> </table>		<input type="checkbox"/> Conference with Student <input type="checkbox"/> Conference with Parent <input type="checkbox"/> Suspended _____ days from bus ( <i>notify Transportation Office by phone</i> ). Dates: From _____ to _____	<input type="checkbox"/> Letter to Parent <input type="checkbox"/> Phone Parent
<input type="checkbox"/> Conference with Student <input type="checkbox"/> Conference with Parent <input type="checkbox"/> Suspended _____ days from bus ( <i>notify Transportation Office by phone</i> ). Dates: From _____ to _____	<input type="checkbox"/> Letter to Parent <input type="checkbox"/> Phone Parent		
Remarks: _____ _____ _____			
ADMINISTRATOR SIGNATURE	DATE		





**Voluntary Interdistrict**

**Choice Corporation**

**Transportation Office**

**6:30 a.m. to 6 p.m.**

**Monday through Friday**

**314.721.8657**

**Bus Companies**

**Missouri Central South.....314.762.0318**

**Missouri Central Brown Base ...314.887.9140**

Both serving various routes for all VICC districts.

**Cab Companies**

**County/Yellow Cab..... 314.995.6720**

**Laclede Cab ..... 314.652.4435**

**Metropolitan West ..... 314.427.3456**

**United Cab.....314.241.8294**

**EMT .....314.781.6400**