

STUDENT TRANSPORTATION

Students travel home on designated weekends as indicated in the Transportation Travel Calendar. Each NMSBVI transportation vehicle will have two (2) drivers. Drivers have pertinent student information with them as they travel, such as Student Information Update documents, the Parent's/Guardian's Authorization to Treat, Restrictions, Precautions and Allergy List, and the list of people to whom the student may be released at travel destinations.

All travel-related communication should be made directly with the Transportation Manager (575) 430-7396.

Students leave campus on travel days by 12:30 p.m. and arrive at their designated pick-up point usually by 6:00 p.m. Return trips to campus begin at pre-designated times at the return origination, arriving at the NMSBVI campus usually by 6:00 p.m. When transportation arrives with your student or arrives for pick-up of your student, please allow a few extra minutes to communicate with the driver and receive or give any medications, pertinent documentation, etc. It is the responsibility of the parent/guardian to bring student to/from the transportation vehicle upon arrival at student's destination.

IMPORTANT:

- **If a parent/guardian is not at the pick-up point at the designated time, Transportation will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted by the completion of travel, the student will be brought back to the NMSBVI campus or taken to the law enforcement agency in the pick-up city.**
- It is the **parents'/guardians' responsibility** to insure Transportation has current contact addresses and telephone numbers in case contact needs to be made while traveling.
- Prescribed medications **MUST** accompany your student. **Your student may not return to school without their proper medication.** All documents required by Health Services to have a signature must be signed before your student may board NMSBVI Transportation.
- Please give Transportation twelve (12) hours notification if your student is not returning to school on the return travel day by calling the Transportation Manager at (575) 430-7396.
- If the student does not return to school on the scheduled travel day due to illness or medical reasons, the parent/guardian will be responsible for transportation back to school.
- Special trips provided by transportation are limited to one (1) occurrence per semester. Trips must be a necessity (ex. Doctor's appointment) and must be approved by the Transportation Manager and Principal.
- Feeder mileage compensation will be paid for regular transportation days as listed in the transportation calendar. Compensation minus any outstanding fees accrued through other departments will be paid to parents/guardians on a monthly basis via check. Checks will be issued and mailed to address on file within ten (10) days of receipt of all required documentation. Feeder mileage is defined by NMSBVI, Policy 620:
 - Alamogordo Day Students: Students whose home school district is within a fifty

(50) mile radius of NMSBVI's Alamogordo campus can enroll as day students. Parents/guardians will be eligible for feeder mileage compensation round trip, per day if they live more than ten (10), but less than fifty (50) miles from NMSBVI.

- Alamogordo Residential Students: Parents/guardians of students placed on the Alamogordo campus as residential students are eligible for feeder mileage compensation round trip, from the family home of record to the designated transportation drop off/pick up location nearest the family home if the distance between the two is more than ten (10) miles.
- During on-campus weekends, transportation will not be provided home for residential students.

Release of Students to Authorized Person

Students **will not** be released to anyone except the parent/guardian or those designated on the school enrollment form unless **written** authorization is obtained from the parent/guardian. For safety reasons, parents/guardians or their designees will be asked to show identification when receiving the student if the driver does not know the person receiving the student.

Transportation Cancellation or Delay

If travel is considered unsafe due to weather conditions, the transportation department will notify the parent/guardian. If a delay is caused by any other unforeseen circumstances, notification will be made if the delay is in excess of thirty (30) minutes. Parents/guardians may call the Transportation Manager at (575) 430-7396, for travel updates.

REMEMBER – due to possible cancellations/delays arising, it is imperative that Transportation have current contact information for each student. It is the responsibility of the parent/guardian to update contact information with Transportation Manager (575) 430-7396.

LUGGAGE AND PERSONAL BELONGINGS

All luggage must be clearly marked and tagged with the student's name, telephone number and home address. Luggage not marked **will not** be placed on transportation for travel until properly marked and tagged.

In addition, NMSBVI **will not** be held responsible for lost items. Items such as CD's, CD players, iPods, cell phones, money or any other personal belongings brought on to NMSBVI vehicles are the responsibility of the student. Parents/Guardians have the option of having belongings or money controlled by the driver/caregiver. All items must be clearly identified and given to the driver/caregiver with a letter giving authorization for the driver/caregiver to be in possession of the items as well as instructions as to what is to be done with the items upon arrival at NMSBVI.

SUPERVISION AND DISCIPLINARY GUIDELINES

- Students shall follow directions of the driver the first time given.
- Students shall be prepared for pick-up at the predesigned pick-up location prior to arrival of transportation staff.
- Students are to avoid horseplay in vehicle that may distract driver.
- Students shall remain seated and keep aisles and exits clear.
- Students shall exhibit appropriate classroom conduct at all times while on transportation vehicles.

- Students shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance while on transportation vehicles.
- Students shall only be allowed to eat or drink school provided snacks and drinks while on transportation vehicles.
- Sunflower seeds, pistachios, and any other shelled seed or nut are not allowed in transportation vehicles.
- Students shall respect the rights and safety of others.
- Students shall refrain from extending head, arms or objects out of the bus or suburban windows.

MOVIES ON TRANSPORTATION

All buses and suburbans are equipped with DVD players; only movies rated G, PG, and PG-13 will be shown. Only one PG-13 movie will be shown per trip. Students under age thirteen (13) or without parent permission to view PG-13 movies will be provided an alternative entertainment such as books on tape or digital books with headphones, or use of personal video devices with headphones.