



## TRANSPORTATION GUIDELINES

2024-2025

### MARY C. O'BRIEN ELEMENTARY SCHOOL

#### Parents are allowed **TWO** addresses for each child:

- ONE address for regular Pickup/Drop-off and ONE emergency address.
- If your child needs an alternate stop location, you may use the Emergency drop off address.
- Please allow 48 hrs. for new addresses to be routed and added to your child(s) bus schedule.

#### Requests:

- Any change requests will be submitted from a parent by phone, email or other written notice to Dispatch at either [transportaion@pinalk12.org](mailto:transportaion@pinalk12.org), MCOB's front office.
- For **Before or After Hours** use (520)450-4433.
- Bus drivers can not authorize route changes without School office approval. If Parents inform bus drivers directly of route changes, the parent **MUST** inform MCOB's front office.
- Please submit requests by **2:00p.m.** in order for the drivers to adjust their routes and transport your child within a timely manner.
- This includes the current days P.M. route **and** the next morning's A.M. route.

#### Road Conditions:

- Un-serviced dirt roads pose danger for the buses and passengers during travel. Transportation will check the roads to determine if it is safe for travel. If it is not, an alternate location at the nearest paved road will be offered.
- Buses will not be driven down Dead Ends or muddy roads. If the road is unsafe for travel, an alternate location will be offered, or parents will provide transportation to school.
- Due to bus limitations, available space, and blind spots; drivers may not travel down Cul-de-sac's. An alternate location will be offered.

#### MCOB Elementary School Transport:

- It is preferred that someone be present at the drop off location.
- If no one is visible or the child cannot enter the drop off location, drivers are instructed to keep the student on the bus and continue with the route.
- When the bus route is completed, the driver will pass by the location once more.
- If the student still cannot enter, the student will be taken back to Mary C. O'Brien and a parent/guardian will have to pick the student up at the Front office.

**NEW PAPERWORK MUST BE SUBMITTED TO RECOGNIZE PERMANENT CHANGES**

Permanent Changes (changes lasting 3 weeks or more) include the following:

***Pick up/Drop-off***

***Emergency Addresses***

***Contact Information***

***Locations***

***Guardianship***

***Transport Cancellation***

*(Arrangements will be made if applicable)*

**Please make sure your child's information is always up to date in case of an emergency.**

If no one can be contacted, staff shall use the most current information.

We are happy to assist you in order to make transportation as easy for your child as possible.

**Please Note: Accommodation is case by case**

The primary purpose of this Guidelines Form is to ensure that all students are kept safe and transportation runs smoothly for staff and students. To accomplish this goal, we need the cooperation of the Parent(s)/Guardian(s).

Please review the *Student Conduct-Bus Riders form* on the next page and speak with your children about proper behavior while riding in the bus or other district vehicles. Your child's cooperation in following these rules is appreciated by the drivers, staff, and other riders.

Please contact **Dispatch** for any requests Before 8:00 a.m. or After 4:00 p.m.

If you have any questions about the information above, please use the following information:

**Jesse Salazar**  
**Director of Transportation**  
(520) 450-4467  
[jsalazar@pinalk12.org](mailto:jsalazar@pinalk12.org)

**MCOB Front Office**  
(520) 450-4400

**Dispatch**  
**MCOB Bus Barn**  
(520) 450-4433  
[transportation@pinalk12.org](mailto:transportation@pinalk12.org)



*By signing this document, you are acknowledging that you have read and understand these guidelines.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Student Conduct-Bus Riders

All students shall conduct themselves in the same manner as they would in the classroom. Students shall follow the rules stated on this sheet as well as any issued by any vehicle operator in any district vehicle. Improper behavior while in using this privilege will result in disciplinary action.

## Improper behaviors include but are not limited to the following:

- Threatening or Intimidating
- Physical abuse or threat of harm to any person
- Damage or threat of damage to property
- Conduct constituting a breach of any federal, state, or city law
- Carrying or possessing a weapon on school grounds.
- Conduct or speech that violates commonly accepted standards of the district.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Any student who violates any of these rules may be subject to discipline up to expulsion. These punishments may be in addition to any customary discipline that the district presently dispenses.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

**Transportation of students is a privilege extended to students in the District and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs.**

*Site Reference: [www.azsba.org](http://www.azsba.org) -Pinal County School Programs- Policies sourced:*

*EE, EEA, EEAEC, EEA-EA, EEA-EB, EEA-R*

*By signing this document, you are acknowledging that you have read and understand these rules.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date