



POARCH BAND of CREEK INDIANS

September 30, 2020

Dear Parents/Guardians,

Below is the updated Transportation Policy. The changes are in red. Please review this policy with your child(ren). These rules are strictly enforced. The policy with the changes goes into effect on Monday, October 5, 2020.

Kim Flurnoy is over transportation. Please contact her regarding your child(ren)'s absences or if you have any questions. Kim's contact information is kflurnoy@pci-nsn.gov or (251) 368-9136 ext. 2044.

Thank you!

Karla Martin Dawson
Community Services Division Director

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ALABAMA NATIVES. ALABAMA NEIGHBORS.

Transportation Policy

It is a privilege, not a right, to ride the **Community Services Division** vehicles. The PCCC/BGC will provide pick-up from some local schools where 4 children are picked up daily. We can pick-up a school with less than 4 children if that school is along the route of one of the other schools we are picking up. Community Service Transportation has the right to assess a route where the daily pick-up changes from at least 4 riders to less than 4. In the event a route no longer has 4 riders, the transportation fee will be refunded.

A student is required to ride three (3) days per week to hold his/her seat. If the student fails to meet the minimum required three (3) days, the parent will be notified. The second time that the student fails to ride the minimum of three (3) days, the student will be suspended from the route for one (1) week. The third time the student fails to ride the minimum of three (3) days, the student will be removed from the route and placed on a waiting list. When and if there is an available seat the parent will be notified. If the student no longer needs after- school transportation, that student will be removed from the route. Parents must contact PCCC Transportation if the student will be out for an extended period of time such as:

- Bereavement
- Family emergency
- Sickness
- Sports

All routes are subject to have a waiting list and assigned seats depending on the current conditions going on within the Tribe and United States; as well as, the amount of riders who sign up for a route. In the event that a student is signed up for transportation and is enrolled in virtual school, when traditional school is available the parent must notify the Transportation Specialist if the student is doing virtual for the entire year or only certain semesters. This will allow the Transportation Specialist to assign routes correctly. If the Transportation Specialist is not notified and the above requirements are not met, the parent will be notified and the student will be removed from the route.

Safety is our top priority while being transported. This is why our rules are very important to follow.

If you are transported by the Boys and Girls Club you must obey the following rules:

- Do not distract the driver
- Stay seated at all times (behind on the bottom of the seat and back to the back of the seat)
- Wear seatbelts at all times if one is provided
- Do not turn around in your seat
- Keep hands and feet to yourself
- Do not run or push when entering and exiting the bus
- Be respectful to everyone on the bus/vehicle
- No loud noises
- No ugly talking
- No eating or drinking
- Do not leave trash on the bus
- Do not damage the bus/vehicle or equipment
- Do not bring any dangerous items or materials on the bus/vehicle
- No bullying
- No smoking including E-Cigarettes (Vapes) or an illegal substance
- NO CELL PHONES / Electronics
- Follow CDC Guideline's: Wear a mask at all times, do not touch anyone, do not stand up, or lean over seat

Bus and vehicle Discipline Policy

Students who have the opportunity to ride Boys and Girls Club buses/vehicles may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in loss of bus/vehicle service. The driver is responsible for the safety and discipline of the students while on the bus/vehicle. The **Transportation Specialist** is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus/vehicle service for the offending students should a suspension become necessary. A suspension applies to all buses/vehicles unless otherwise designated by the **designated Community Services Division personnel**.

Behavioral Guidelines and Consequences

A. Class I Offenses- including, but not limited to:

1. Eating or drinking. Bottled water will be allowed during hot months.
2. Excessive noise
3. Excessive horseplay
4. Spitting
5. Squirt guns/Liquid containers in any form, except those intended for lunch box use
6. Radios, electronic games are not allowed (permitted with Boys and Girls Director's approval on long trips)
7. Other offenses as reported by the driver

B. Class 2 Offenses- including, but not limited to:

1. Cell Phone
2. Throwing/shooting of any object inside or outside of the bus/vehicle
3. Leaving seat/standing while the bus/vehicle is in motion
4. Physical aggression against any person
- ~~5. Use of tobacco or an' controlled substance (including Vape)~~
6. Vandalism of bus/vehicle (restitution will be made)
7. Lighting of matches, fireworks or any flammable objects or substance
8. Tampering with equipment
9. Holding onto or attempting to hold onto any portion of the exterior of the bus/vehicle
10. Unauthorized (a) entering or leaving bus, (b) use of emergency door, (c) tampering with bus/vehicle equipment
11. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
12. Other offenses as reported by the driver

C. Class 3 Offenses- including but not limited to:

1. **Tobacco or Vape: Any child caught with tobacco or a vape will be reported to law enforcement and will not be allowed to return to the BGC or ride on the bus until notified by the proper personnel.**
2. **Bullying: Is an action that continues after the recipient has asked you to stop.**
3. **Fighting**

Consequences

Listed below are consequences for behavior problems encountered on the bus/vehicle. Consequences may include, but are not limited to, the schedule listed below. Severe and habitual problems may also carry further disciplinary actions.

A. Class 1 Offenses:

1. First Offense: Warning
2. Second Offense: Warning or 1-5 days of suspension of bus/vehicle services and notify parents.
3. Third Offense: 1-5 days suspension of bus/vehicle services.
 - Possible loss of all services for 90 days.
 - Parent/Program Manager Meeting (optional)
4. Fourth Offense:
 - 5-10 days suspension of bus/vehicle services
 - Possible loss of all bus/vehicle services for 90 days
 - Parent/Program Manager Meeting
5. Fifth Offense: Loss of all bus/vehicle services for 90 days

B. Class 2 Offenses:

1. First Offense: Warning or 1-5 days of suspension of bus/vehicle services and notify parent.
2. Second Offense: 1-5 days suspension of bus/vehicle services
 - Possible loss of all services for 90 days
 - Parent/Program Manager Meeting (optional)
3. Third Offense: 5-10 days suspension of bus/vehicle services
 - Possible loss of all services for 90 days
 - Parent/Program Manager Meeting
4. Fourth Offense: Loss of bus services for 90 days

C. Class 3 Offense:

Disciplinary action will be taken at the discretion of the proper personnel.

NOTE: The bus driver has the authority to assign seats. All BGC and Transportation policies will be strictly enforced on the bus and in all vehicles. Video/ Audio equipment may be in use at any or all times. Students will not be told when recording 1s 111 process.

Personal Items: Members are responsible for personal items. Please label all items to increase the potential of lost items being returned. PCCC Transportation or BGC is not responsible for personal items and will not provide reimbursement when lost or broken.

Special Needs Students: Parents must notify the BGC and Community Service Transportation if a student has special needs. Special Education students are expected to follow the procedures and guidelines set forth for regular education students.



Please sign and return to the Transportation Specialist. This form can be submitted by email to Kim Flurnoy at kflurnoy@pci-nsn.gov, or dropped off at the PCCC box.

By signing below, I _____, agree that my child(ren), _____, will follow the BGC policy and procedure manual, transportation rules, and any added changes that is necessary to assure transportation safety.

Parent/Guardian Signature: _____

Contact Information: _____

Date: _____

