



**Lincolnshire-Prairie View School District 103**  
**Administration Offices**

1370 N. Riverwoods Road • Lincolnshire, IL 60069  
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<http://www.d103.org>

**Scott H. Warren, Ed.D.**  
Superintendent

**Anthony Mendoza**  
Director of Transportation

## TRANSPORTATION UPDATE

*July 13, 2017*

*Dear Parents and Students,*

*This letter will acquaint you with some of the guidelines that govern school bus transportation. Your cooperation will help us to maintain timely, efficient and safe bus service. Please contact the Transportation Department if you have questions.*

*Anthony Mendoza, Director*  
Transportation Department  
(847) 295-8258  
[www.d103.org/transportation](http://www.d103.org/transportation)

### ESTABLISHING SCHOOL BUS STOPS/ROUTES

In the case of regular education, neighborhood bus stops are provided in accordance with the Lincolnshire-Prairie View School District 103 policy: 4:110 Transportation. In the case of special education programs, bus service is arranged in accordance with the students' Individualized Education Plans (IEP).

School bus stops will be established considering safety, efficiency, economy, and equity and will follow the distances, below. Stops may be made closer for reasons of safety. Every effort will be made to maintain the distances as listed below. However, few exceptions may occur.

1. Daniel Wright – Community stops not to exceed 0.30 miles
2. Half Day – Corner stops not to exceed 0.20 miles
3. Laura Sprague –
  - First & second grade only – Corner stops not to exceed 0.15 miles.
  - Kindergarten bus stops will be determined by enrollment and geography prior to the beginning of the school year.

Buses will not be routed into dead-ends, cul-de-sacs or other streets that require a three-point turn or backing maneuver to exit unless the alternative bus stop would present an unusual safety hazard. For students located in these areas, community or corner stops will be provided.

Buses will not be routed on private roadways or on roads not maintained by the local, county or State governments.



## **OTHER ROUTING CONSIDERATIONS**

The order of pick up and drop off of students is designed to be most efficient and within the shortest possible time. Students who are first on in the morning will not necessarily be the first off in the afternoon if it is a less efficient way to run the route. In general, the farther students live from school, the longer their bus ride will be. The length of the bus ride is not determined by the distance from school, but by the number of stops made. Every effort will be made to keep route times at approximately 30 minutes not to exceed 45 minutes per route.

Bus arrival times may differ due to circumstances beyond the driver's control. Heavy traffic, vehicle accidents and weather can affect the driver's arrival time. Students should be out at their bus stops at least five (5) minutes prior to the scheduled arrival time.

## **WHAT IS NOT CONSIDERED FOR ADDING OR CHANGING A STOP?**

It is not possible to provide bus stops that are within sight of all student homes or daycares. Most families that live one house from the corner cannot see the corner bus stop without coming out of their homes. Parents are encouraged to be out at bus stops to promote proper pedestrian and bus stop behavior.

Routes travel past many students' houses; stopping at all houses would be inefficient. Other students may be assigned to the stop, but ride infrequently. Stops at corners accommodate other students who may move into the neighborhood.

## **REQUESTING A CHANGE**

Change requests will not be processed for the first 4 weeks of school. This will allow ridership levels to normalize and will keep the department from constantly changing routes on a daily basis causing confusion and frustration for both students and parents during the first few weeks of school. **Please note:** requests that increase route time will be denied. Requests are submitted online at: [www.d103.org/transportation](http://www.d103.org/transportation).

**LOST ITEMS:** Parents or guardians may telephone the transportation office regarding lost items. The Transportation Department, however, is not responsible for personal belongings left on a bus.

**CELL PHONES/TABLETS:** Devices may be used on the bus. If usage becomes disruptive, the student will be expected to follow driver directions in putting the device away. Taking photos and videos of peers or staff and/or posting them on social media during school hours or on the bus is prohibited.

**EMERGENCY EQUIPMENT:** Tampering with school bus emergency equipment is forbidden and will result in loss of transportation privileges.

## **STUDENT RESPONSIBILITIES**

Each student riding a bus is expected to:

- Follow any directions given by the driver or monitor
- Enter/exit the bus in an orderly manner
- Avoid physical playing or rough conduct
- Remain seated at all times
- Keep head and extremities inside the bus
- Refrain from playing musical instruments inside bus
- Refrain from eating, drinking, gum chewing, or smoking while on bus
- Respect the rights of others inside and outside the bus

**UNACCEPTABLE BEHAVIOR:** If a student's behavior is unacceptable, the driver will submit a written report to the school principal. The principal will investigate the incident and take appropriate action. Suspension is considered when the behavior jeopardizes other passengers or the safe operation of the bus.

**BUS SURVEILLANCE:** Video and audio cameras may be active on buses, in order to monitor student conduct and maintain a safe environment; and they may be used for the purposes of investigation into misconduct or accidents on the bus.

## **PARENT RESPONSIBILITIES**

**CHANGE OF ADDRESS:** In the event a family moves or has any change of address or phone number, parents or guardians must contact the school of attendance. The school will contact the transportation office with the change. It may take 3-5 business days to process a route change.

**CHANGE OF BUS STOP:** Drivers are not authorized to change established bus stops or routes without authorization from the Office of Transportation Services. The driver will face disciplinary action for changing bus stops or routes without permission. Bus stops or routes are not changed to meet temporary needs. If the student needs to ride home with another student for emergency purposes, the parent or guardian must submit a letter to the school office for approval. Requests for a change due to play dates or non-emergency reasons will be denied.

**CHILD-CARE ADDRESSES:** Parents or guardians often request that students be delivered to a child-care facility instead of the neighborhood stop in the afternoon. Students may be dropped at a day-care address if the service occurs on a consistent basis and if the service can be accommodated on an existing route. Facility must be within D103 boundaries.

**LIABILITY:** Parents or guardians are liable for damages committed by their child(ren) to the bus and to private property at the bus stop.

**LATE BUS NOTIFICATION:** Parents or guardians are encouraged to enroll in Bus Bulletin to receive text, phone, or e-mail notifications for late busing alerts. Enroll at: [www.BusBulletin.com/parents](http://www.BusBulletin.com/parents).

## DANGER ZONES

It is important that students keep away from moving buses. When the bus is coming to a stop or getting ready to depart is the most dangerous time for any student to be within 10 feet of the bus. Please follow the driver's instructions and if possible, stay out of the danger zones at all times.

## CONTACTS

### **Anthony Mendoza**

*Director of Transportation*  
[amendoza@d103.org](mailto:amendoza@d103.org)

Mr. Mendoza oversees the transportation department. Driving a school bus is the primary job of the office staff listed below. When they are not driving, they assist in the office. The D103 Transportation Department is successful only due to the team work and dedication of all our school bus drivers, monitors and crossing guards!

### **Wayne McGee**

*Fleet Manager/Lead Driver*  
[wmcgee@d103.org](mailto:wmcgee@d103.org)

Mr. McGee oversees maintenance of the school bus fleet.

### **Christy Brown, RN**

*Special Ed Transportation Specialist/Sub Driver*  
[cbrown@d103.org](mailto:cbrown@d103.org)

Ms. Brown assists in overseeing transportation for our students with special needs as well as students who qualify under the McKinney Vento Act. Ms. Brown also oversees training of drivers and bus monitors transporting students with special needs.

### **Ben Robles**

*Routing Specialist/Bus Driver*  
[brobles@d103.org](mailto:brobles@d103.org)

Mr. Robles assists with routing both general education and special education bus routes. Mr. Robles is also our midday dispatcher.

### **David Gilmore**

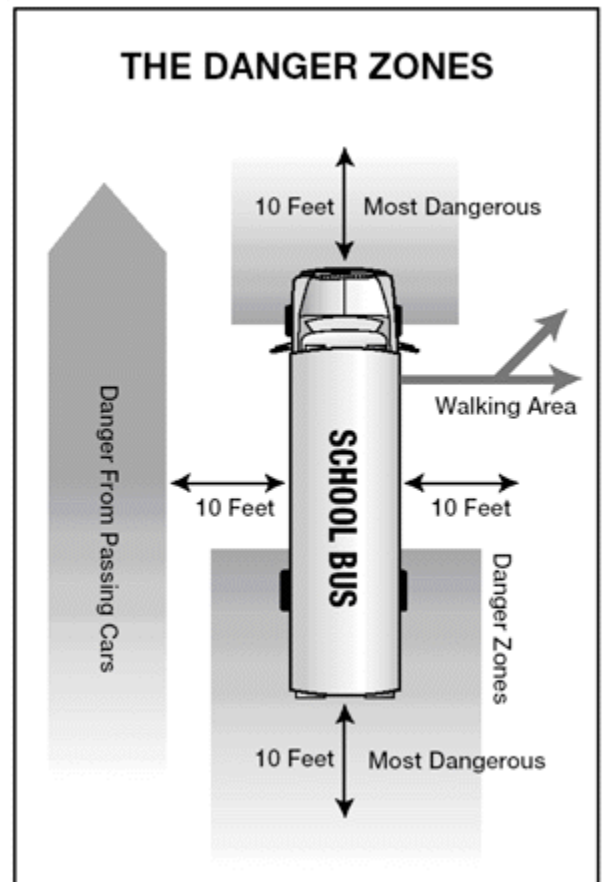
*AM Dispatcher/Field Trip Coordinator/Bus Driver*  
[dgilmore@d103.org](mailto:dgilmore@d103.org)

Mr. Gilmore is our morning dispatcher. He also oversees coordinating busing for field trips with our schools.

### **Jodi Weiss**

*PM Dispatcher/Athletics Coordinator/Bus Driver*  
[jwiess@d103.org](mailto:jwiess@d103.org)

Ms. Weiss acts as the department administrative clerk by processing invoices and driver certification paperwork. Ms. Weiss is also our afternoon/evening dispatcher and oversees coordinating busing for athletic trips.



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