

July 20, 2023



2023-24

IMPORTANT INFORMATION FOR STUDENT TRANSPORTATION

Parent/Guardians,

We hope that you are having a great summer! The transportation department has been hard at work this summer getting our fleet refreshed and student routes ready to go for the 2023-24 school year. In order to prepare for a successful start of the school year with bus transportation, please review the following important information.

Important dates:

7/31/23 Elementary & Middle School Offices Open ([school directory](#)). *Please contact your school with any transportation changes or requests.*

8/8/23 Student enrollments/address changes **deadline** for the 1st day of School. Those changes shared with your child's school by 12pm WILL be routed to begin on the first day of school. The [EZRouting Parent Portal](#) will go live on this day with routed student bus information.

8/9/23 - 8/16/23 Student enrollments/address shared with your child's school will be routed in the order they are received. Please check your [EZRouting Parent Portal](#) after enrolling/requesting changes. When you see routing information for your current address – your student can begin riding! If the information is not posted, please make alternate transportation plans until your request is processed. An email will be sent to the primary contact in Skyward when routing is complete.

If you do not have an EZRouting Parent Portal – please visit www.phmschools.org/transportation for instructions and information on how to setup your account.



SAFETY FIRST

The safe transportation of students is the number one priority for the Penn Harris Madison Transportation Department. P-H-M currently has Stop Arm Cameras on all of our buses and uses 24-7 Security cameras that allow for full video and audio recordings of bus routes. Safety is a shared responsibility between the Transportation Department, parents, students, and schools. School bus safety is often impacted by student behavior. Schools and the Transportation Department reserve the right to remove students from the bus to maintain a safe environment for students and the driver. During a bus suspension, parents are responsible for transporting students to and from school.

BUS CONDUCT GUIDELINES

- Safety is our number one priority. Any action by a student that jeopardizes the safety of other students will result in removal from the bus.
- Students are expected to follow directions given by the bus driver.
- School behavior expectations apply to the bus.
- **Vandalism:** Any form of vandalism to the bus will result in parents being billed for damages.

Please take a moment to watch the video [School Bus Safety Training: How to be a Safe Rider with your student\(s\)](#) as well as review the [Bus Rider Do's and Don'ts and Conduct Guidelines](#).

HERE COMES THE BUS

With GPS tracking, you can track your child's bus LIVE letting you also know exactly what time your child is dropped off. Follow the steps to [create your account today!](#) You can use [Here Comes the Bus](#) on your desktop, laptop or tablet. Make sure to download the app and use it on your smart phone.

You will need the following information to register:

- PHM account number is [76205](#)
 - Your child's last name
 - Your child's student ID (found in [Skyward](#))
-

BUS ROUTE INFORMATION

- [P-H-M Guidelines for student routing](#)
- To change student's home address, [use this form](#). Please print off and return to your school or call your school office.
- [EZRouting](#) is the first place to look for bus route information! This goes "live" on August 8th.
- Calling your school office is a good way to verify bus routes, stops, and schedules
- To request a **review of a current bus stop**, [use this form](#). *Bus stop reviews will begin to take place on Tuesday, September 5th. These will be processed in the order they are received.*

- Your child will be assigned to a bus route and have a designated bus stop. Students will not be assigned to more than two (2) bus routes.
 - To request an **alternate bus stop location**, [use this form](#). Please print off and return to your school or call your school office.
 - Any student wishing to ride a different bus route for a day (i.e. child going home with a friend) **MUST** submit a written note from the parent; this note must be approved by the school and provided to the bus driver.
 - **Bus Stop Distances** - The district approved walking distances for PHM bus riders to their bus stop is 150 yards for K-5 students and 300 yards for 6-12 students.
 - **Cul-de-sacs** - Unfortunately due to the turning radius of a school bus we cannot drive down many cul-de-sacs. PHM Transportation requires a minimum diameter of *105 feet* and no obstructions in all cul-de-sacs we travel in.
 - Bus service is available for all resident students within the district boundaries to their assigned schools (based on address). Self-transportation is required for all non-residents or in-district transfer students.
-

BUS RIDING INFORMATION

- **10 Minute Window** - Please be at the bus stop 10 minutes prior to scheduled pickup. Buses can run early based on ridership. Also be willing to wait at the stop, buses can also run late due to external factors such as railroads, traffic, etc. If a bus is running later than 10 minutes, an email will be sent to parents informing them of the late route.
 - **Seating Charts** - All students will have assigned seats on the bus
 - Parents are not permitted to board the school bus unless approved as a chaperone for a field trip.
 - In the event that a student must cross the street when boarding or leaving the bus the student should look to the driver for approval to cross.
 - Please only bring items on the bus that allow aisles to be clear and all students to sit comfortably.
-

BECOME A BUS DRIVER!

P-H-M is hiring both regular route and substitute Bus Operators. These positions serve as crucial members of our P-H-M family. This is a rewarding and important position in our efforts to educate the youth of our community. [To apply, please click here and visit the Frontline website.](#)

Regular Route Drivers enjoy:

- Guaranteed minimum of 4 hours per day (2 hour am / 2 hour pm)
- **P-H-M Route Bus Drivers are paid \$25.00 per hour**
- Work 180 days (this is the number of days school is in session)
- Insurance - medical and dental, and the opportunity to enroll in Section 125 Plan
- [Indiana state employee pension benefits \(Click for an explanation\)](#)
- Paid leave: 10 sick days, 2 personal business days, and 6 paid Holidays per year

- 6 months after receiving their CDL license, new drivers that remain in good standing and have been trained by P-H-M will receive a stipend of \$300.00.
- Regular route drivers have an opportunity for additional earnings by helping out on field trips during the school day, evenings, and weekends
- **The pay rate on field trips is \$16.00 / hour. Minimum pay on all field trips is \$35.00.**

Substitute Drivers enjoy:

- Guaranteed minimum of 4 hours per day (2 hour am / 2 hour pm)
- **P-H-M Substitute School Bus Drivers are paid \$23.75 per hour**
- Tablet computers with GPS are provided to display routes and provide an auditory guide for all student stops
- Sub drivers have an opportunity for additional earnings by helping out on field trips that are in conflict with regular routes or outside of the normal time frame. The pay rate on field trips is \$16.00 / hour. Minimum pay on all field trips is \$35.00

To apply, please [click here](#) and visit the Frontline website.

Not interested in driving, but still interested in joining the transportation team? Consider becoming a Special Education Bus Paraprofessional. Paraprofessionals are paid \$14.01 per hour. Hours vary based on assignment. Please contact the P-H-M Transportation Department at (574) 258-9565 for more information.