



Union Colony Schools

Policy and Guidelines Governing School Bus Students

*Union Colony Schools provides bus service to and from Union Colony Elementary and the Preparatory school for eligible students who attend a Union Colony School. This service is provided at the school's expense and is offered as a courtesy to eligible students.

*If the number of requested riders exceeds our capacity, Union Colony will use a lottery to determine available seats for that school year. After the annual lottery, applications will be placed on the waitlist in the order they are received. **Bus passes are only good for that school year. They do not roll over to the next year.**

Applications must be submitted yearly beginning in May. Note: Registration forms may not be updated by this time. You can still apply.

*Parents must have a completed application **and** be accepted before a student will be allowed to ride the bus for the current school year. All prep school students must have their Student Fees paid and Registration completed to have a seat on the bus.

There are several options available to you and your student (s).

1. Elementary Kinder - 5th grade can apply for a Union Colony Bus to take them from the Preparatory school to the Elementary. Times for departure are below.
2. The city bus has many route options including transporting between the Elementary and Preparatory in the morning and afternoon.
3. Parents may transport their students.

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1. Preparatory grades 6th- 7th and possible older siblings if there is room. They can apply for a Union Colony Bus to take them from the Elementary to the Preparatory. Times for departure are below.
 2. The city bus has many route options including transporting between the Elementary and Preparatory in the morning and afternoon. The Red Route is the route you would look for.
 3. Parents may transport their students.

To determine priority, Union Colony Elementary will use the method below.

*Passes are based on family needs. Students who fail to consistently ride the school bus will result in termination of further service.

Elementary passes will be issued using the following lottery criteria:

1. Staff member's students who use the bus Kinder -5th grade.
2. A lottery of Kinder - 5th grade applications.
3. Waitlist for applications will be in the order they are received.

To determine priority, Union Colony Preparatory will use the method below.

*Passes are determined by Lottery or first come first served if no one is on the list. Students who fail to consistently ride the school bus will result in termination of further service.

Preparatory passes will be issued using the following lottery criteria:

1. Staff member's students who use the bus 6th through 12th grades.
2. A lottery for 6th graders
3. Siblings of 6th graders between 6th and 8th grade only
4. A lottery for 7th graders
5. Siblings of 7th graders between 6th and 8th grade only.
6. A lottery for 8th graders.
7. Waitlist for applications will be in the order they are received.

****If your student is in 8th through 12th grades please make other arrangements for your student to get to school.**

*Bus passes are issued at the beginning of each school year. Each replacement pass has a \$5.00 fee that must be paid before a pass is issued. Students will need to come to the office in the morning or at lunch to get a new pass. **No passes will be issued immediately after school.**

If Bus Passes are not in use by the driver, they will use an attendance sheet.

*Students will not be allowed on the bus without a current year bus pass. Students will be allowed to call parents from their school to make other transportation arrangements.

*Conditions governing school bus operations are listed below for your information and for the guidance of your child in both Elementary and Preparatory schools

1. All items and behavior must support and help maintain a safe riding/driving environment for passengers and the driver
2. Students will not carry dangerous/disruptive articles onto the bus (weapons, fire devices, knives, or other unsheathed pointed objects, animals, narcotics, intoxicating beverages, radios or tape recorders, etc.)
3. Upon loading, students should move to an open or assigned seat and be seated: the driver has authority to assign seats.
4. Students will remain fully seated with feet on or toward the floor until the bus stops at the student's destination.
5. At no time will a student act toward or address comments to a bus driver in a disrespectful manner.
6. Students will not throw, pitch, or shoot articles within the bus or out of the window.
7. Students will not write on, disfigure, or destroy any part of the school bus.
8. Students will not take or handle any emergency equipment.

9. Students will not extend any part of their body, clothing or other articles out of the bus window and will also keep the walkway aisle clear.
10. Students will not smoke or ignite any type of fire device.
11. Students will not consume any item/s that Union Colony determines to be messy, unsafe, littering, or against school or bus policy. Union Colony reserves the right to determine these items at any time in the school year.
12. Students will refrain from engaging in any disruptive and or offensive behavior.
(Fighting, scuffling, spitting, obscene, vulgar, profane language or actions, loud noises, etc...)
13. In case of an emergency or mechanical failure, all students will remain in the bus unless directed by the bus driver to do otherwise.
14. Students will never use the emergency door except in an emergency.
15. Students will be discharged from the bus only at the designated regular stop at the schools.
16. On board cameras are used daily to determine if any of the above behaviors are occurring.
17. Friends of Bus riders may not ride the bus.

CONSEQUENCES FOR VIOLATION OF SCHOOL BUS RULES:

Students violating the above safety/riding expectations will have the following, but not limited to, consequences.

1st occurrence: parent/guardian and student will be notified.

2nd occurrence: riding privileges suspended - 5 days.

3rd occurrence: riding privileges suspended (remainder of school year), seat given to a waitlist application and your application moved to the waitlist until a seat opens.

Prep and Elementary Schedule

7:05 a.m. - bus leaves for UCES (Elem)

7:20 a.m. - Arrives at UCES (Elem)

7:25 a.m. bus leaves for UCPS (Prep)

7:40 a.m. Arrives at UCPS (Prep)

3:20 p.m. - bus leaves for UCPS (Prep)

3:35 p.m. - Arrives at UCPS (Prep)

3:45 p.m. - bus leaves for UCES (Elem)

4:00 p.m. - Arrives at UCES (Elem)

*The above times are approximate and may vary depending on traffic, road conditions, snow etc.

Please make sure your students are there at least 5 to 10 minutes prior to the bus leaving and be there on time to pick your student up.

Thank you for your help in keeping your children safe!

Date Received:_____



UNION COLONY SCHOOLS

Elementary School
- Kinder - 5th Grade

1051 29th Street Road Evans, Colorado 80620 Phone: 970-673-4997

Preparatory School
- 6th Grade- 12th Grade

2000 Clubhouse Drive Greeley, Colorado 80634 Phone: 970-673-4546

Application for Transportation

Parent or Guardian: Please fill out the form COMPLETELY and return to the school office.
Incomplete forms may not be considered.

Today's Date:

I am applying for the 20____ / 20____ school year.

Student **MUST** ride **Both** ways

Please list ALL students in the household requesting bus transportation				
First Name:	Last Name:	Grade:		

Any special instructions:

I understand that by returning this form, I am obligating my student to ride a Union Colony school bus for primary transportation. I further understand that failure to consistently ride the school bus will result in termination of further service. We understand Athletic practices and games the student will not ride in the afternoon during that season.

The school understands that circumstances may arise when the student will not be riding the bus (ie. Illness, extracurricular, etc.), however, most days your child will be expected to ride the school bus.

Please remember that School Board Policy requires that parents take full responsibility for the safe movement of their children between home and the bus stop and their safety at the bus stop while awaiting bus transportation.

Parent
Signature: _____ Authorized: _____