

DEPARTMENT OF THE AIR FORCE HEADQUARTERS 28TH MISSION SUPPORT GROUP (AFGSC) ELLSWORTH AIR FORCE BASE SOUTH DAKOTA



MEMORANDUM FOR MILITARY FAMILIES USING CONTRACTED SCHOOL BUSES

FROM: 28 MSG/CC

SUBJECT: School Bus Contract Renewal

- 1. The bus contract for the Ellsworth Air Force Base (AFB) housing residents has been approved for the 2017-2018 school year. Beginning on the 28th of August, the busses will again be moving throughout the base housing areas to pick-up and return children from the Douglas District School they will attend.
- 2. This package contains a Frequently Asked Questions (FAQ) sheet, bus schedules, and the policy regarding personal conduct. Please review this information with your school-age students as we rely heavily upon their individual cooperation and adherence to these rules.
- 3. Our objective is to provide a safe and valuable service and to be responsive to any needs or concerns that may arise. As we proceed with the bus service, we will work with all of you to continually improve this program.
- 4. Please direct any questions concerning the school bus program to my Contract Officer Representative at: 28lrs.schoolbus.contract@us.af.mil or by calling 385-4852 or 385-2910.

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A.D.1101927977 Date: 2017.08.16 19:44:14 -06'00'
JESSICA D. NICHOL, Colonel, USAF
Commander, 28th Mission Support Group

3 Attachments

- 1. Personal Conduct Policy Memo
- 2. Bus Routes and Schedules
- 3. Bus FAQs



DEPARTMENT OF THE AIR FORCE HEADQUARTERS 28TH BOMB WING (AFGSC) ELLSWORTH AIR FORCE BASE SOUTH DAKOTA

SEP 2 3 2016

MEMORANDUM FOR MILITARY FAMILIES USING CONTRACTED SCHOOL BUSES

FROM: 28 MSG/CC

SUBJECT: Personal Conduct Code for Students Riding Ellsworth Air Force Base (EAFB) Contracted School Buses

This policy letter implements the personal conduct code for children on all EAFB contracted school buses. Authority for this policy comes from AFI 24-301, paragraph 1.5., Vehicle Operations, 5 May 2016, and the 28th Bomb Wing Commander. This guidance is applicable to all school-age students who are authorized and utilize this service.

1. General:

1.1. The EAFB school bus service provides one trip to and one trip from the Douglas School District. Utilizing the EAFB school bus service is a privilege provided under contract between the U.S. Air Force and Harlow's School Bus Services, Inc. EAFB officials have partnered with state and local school administrators for coordination of this activity to ensure the safety of our military dependent students remains our primary focus. The EAFB school bus service is an independent activity not affiliated with, funded by, or under the authority of the State of South Dakota or the Douglas School District. It is the parent/guardian's responsibility to ensure each child adheres to the proper conduct while riding the school bus. Conduct on the EAFB school bus service is governed as an extension of EAFB itself. Harlow's school bus drivers will report all student (or parent/guardian) conduct violations to the Dependent School Bus Contract project manager and Contracting Officer's Representative (COR), 28th Logistics Readiness Squadron.

2. Objective:

2.1. The purpose of this policy is to provide safe and secure transportation to and from school for all students authorized to use this service.

3. Guidelines:

3.1. Audio and video recording equipment has been installed on the buses and will be utilized during student transport. This is for the safety and security of both students and drivers. All recordings will be treated as private records and remain under secure management. These recordings can be used as evidence in any disciplinary action arising from either a student's, parent/guardian's, or employee's conduct on the bus. Audio and video recordings will not be released to the general public or any individual without the written consent and authorization from the 28th Bomb Wing Commander or designated officials.

- 3.2. Parent/guardians are responsible for having their children at the authorized bus stops prior to the scheduled arrival time.
- 3.3. The following rules apply to all students riding contracted buses at Ellsworth AFB:
 - 3.3.1. Students will obey the instructions of the driver.
 - 3.3.2. Students will not cross the street in front of the bus while the bus is in motion.
 - 3.3.3. Students will not cross the street directly or within 150 feet behind the bus at any time.
 - 3.3.4. Students will not stand in traffic lanes while waiting for the bus.
 - 3.3.5. Students will assist the driver in keeping the bus interior clean and orderly and must report any vehicle damage to the driver.
 - 3.3.6. Students of active duty military are given priority. Parents may request services for additional riders (e.g., visiting friends). However, if the bus is full, the request will be denied.
- 3.4. In the event of misconduct, the driver will complete a Student Transportation Incident Report for the COR. NOTE: the following conduct applies to students **and** parent/guardians on the installation, public streets, or on Douglas School District property, and are considered **major** infractions and strictly prohibited:
 - 3.4.1. Refusing to obey the driver. First offense: Warning from driver/COR. Second offense: 1 School Day Riding Suspension (SDRS). Third offense: 3 SDRS. Forth offense: 5 SDRS, Five or more offenses will result in continuous 10 SDRS.
 - 3.4.2. Carrying dangerous/deadly weapons, illegal drugs, and/or actions that prohibits or endangers the safety or health of passengers or driver will result in automatic permanent suspension of riding privileges of Ellsworth AFB school buses.
 - 3.4.2.1. Per South Dakota Law, Title 13, Chapter 32 §13-32-7, "a dangerous and/or deadly weapon is defined as any firearm, knife, air gun, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm."
 - 3.4.3. Failure to remain seated, blocking the aisle or door, First offense: Warning from driver/COR. Second offense: 1 SDRS. Third offense: 3 SDRS. Forth offense: 5 SDRS, Five or more offenses will result in continuous 10 SDRS.
 - 3.4.4. Inappropriate language on or around the school bus or excessive noise. First offense: Warning from driver/COR. Second offense: 1 SDRS. Third offense: 3 SDRS. Forth offense: 5 SDRS, Five or more offenses will result in continuous 10 SDRS.

- 3.4.5. Smoking, vandalism, tampering with doors/windows. First offense: 5 SDRS Second offense: 10 SDRS. Third offense: 15 SDRS. Forth offense: permanent suspension of riding privileges of Ellsworth AFB school buses.
- 3.4.6. Throwing objects: in/out of the bus windows/doors, at the bus, at the driver and/or at passengers. First offense: 5 SDRS Second offense: 10 SDRS. Third offense: 15 SDRS. Forth offense: permanent suspension of riding privileges of Ellsworth AFB school buses.
- 3.4.7. Fighting, hitting, slapping, or wrestling. First offense: Warning from driver/COR. Second offense: 1 SDRS. Third offense: 3 SDRS. Forth offense: 5 SDRS, Five or more offenses will result in continuous 10 SDRS.
- 3.4.8. Eating, drinking, spitting, or littering. First offense: Warning from driver/COR. Second offense: 1 SDRS. Third offense: 3 SDRS. Forth offense: 5 SDRS, Five or more offenses will result in continuous 10 SDRS.
- 3.4.9. At the discretion of the 28th Logistics Readiness Squadron Commander, any incident or event of misconduct not included in this section may result in punishment from 1 to 14 SDRS. The 28th Mission Support Group Commander may suspend students for 15 or more school days up to and including permanent suspension of riding privileges of Ellsworth AFB school buses.
- 3.5. Violations of these personal conduct rules could result in suspension of bus privileges. The following steps will be taken upon receipt of an incident report:
 - 3.5.1. COR notified of misconduct: Parent/guardian will be notified of complaint against his or her child by the COR. All attempts will be made to contact the military member who is responsible for the child. The COR will provide the parent/guardian guidance to ensure they understand the personal conduct rules for riding the school bus. The COR may forward the incident report to the 28th Logistics Readiness Squadron Commander to decide if the student should receive suspension from the school bus.
 - 3.5.2. 28th Logistics Readiness Squadron Commander: Parent/guardian will be notified of complaint against his or her child by the COR. The 28th Logistics Readiness Squadron Commander decides if the student should receive suspension from the school bus. The 28th Logistics Readiness Squadron Commander is authorized discretion to suspend any student determined to have violated conduct infraction(s) as outlined in paragraph 3.4. from utilizing the contracted school bus service from 1 to 14 school days. Rebuttals to suspension actions may be sent to 28ths.schoolbus.contract@us.af.mil for coordination to the 28th Logistics Readiness Squadron Commander. Suspension appeals may be channeled to the 28th Mission Support Group Commander. Under no circumstances will the student appear in person to appeal the suspension.
 - 3.5.2.1. The 28th Logistics Readiness Squadron Commander will refer to general military law if the parent/guardian is determined to have violated the major infractions as outlined in bullet items 3.4.1. through 3.4.9.

- 3.5.3. 28th Mission Support Group Commander: Parent/guardian will be notified of complaint against his or her child by the COR. Incident report will be reviewed by the 28th Logistics Readiness Squadron Commander and if determined the student should be suspended for 15 school days or longer, the incident report will be forwarded to the 28th Mission Support Group Commander. The 28th Mission Support Group Commander is authorized discretion to suspend any student determined to have violated conduct infraction(s) as outlined in paragraph 3.4. from utilizing the contracted school bus service from 15 school days up to permanently suspended from utilizing contracted school bus services. Suspension appeals may be channeled to the 28th Bomb Wing Commander or designated official. Under no circumstances will the student appear in person to appeal the suspension.
- 3.6. Major infractions as outlined in bullet items 3.4.1. through 3.4.9., may result in immediate removal from the bus until an investigation from the COR is concluded. NOTE: Possession of a weapon will result in immediate notification of Security Forces or Box Elder Police, the student will be removed from the bus with suspension of riding privileges until the conclusion of an investigation. Disciplinary actions for student violating the personal conduct rules that violate South Dakota law may be offered or transferred to the Douglas School District for action at the discretion of the 28th Bomb Wing Commander or designated official. Parent(s)/guardian(s) are ultimately responsible for the behavior of their dependent(s) and disciplinary actions may be taken against them if necessary.
- 3.7. All actions concerning school bus conduct violations will be handled by the COR and routed to the appropriate officials. Questions concerning school bus conduct should be directed to the COR by emailing: 28lrs.schoolbus.contract@us.af.mil or calling 385-2910. Questions regarding school bus service should be directed to Harlow's Bus Service at (605) 347-5066.
- 3.8. Your cooperation is greatly appreciated and will help ensure all students continue to enjoy the privileges of using the Ellsworth AFB school buses.

Assica D. Nichol JESSICA D. NICHOL, Col, USAF

Commander, 28th Mission Support Group

Morning Route							
	High School (#6)	Middle School (#7)	Vandenberg (#3)	Badger/Francis Case (#5)	Badger/Francis Case (#2)		
	Red Route	Yellow Route	Orange Route	Blue Route	Green Route		
	(RH Stops 1-14)	(RH Stops 1-14)	(RH Stops 1-14)	(RH Stops 1-4)	(RH Stops 5-14)		
Breakfast School NET	<u>0715-0800</u> <u>0705-0750</u>	<u>0730-0755</u> <u>0712-0755</u>	0730-0755 0715-0745	<u>0730-0800</u> <u>0745-0800</u>	<u>0730-0800</u> <u>0745-0800</u>		
Rushn	nore Heights						
Stop 1	0647	0648	0649	0706			
Stop 2	0648	0649	0650	0708			
Stop 3	0649	0650	0651	0710			
Stop 4	0650	0651	0652	0712			
Stop 5	0651	0652	0653		0726		
Stop 6	0652	0653	0654		0727		
Stop 7	0653	0654	0655		0728		
Stop 8	0654	0655	0656		0729		
Stop 9	0655	0656	0657		0730		
Stop 10	0656	0657	0658		0731		
Stop 11	0657	0658	0659		0733		
Stop 12	0659	0700	0701		0735		
Stop 13	0701	0702	0703		0737		
Stop 14	0703	0704	0705		0739		
RH Stop 2 RH Stop 3 RH Stop 4 RH Stop 4 RH Stop 6 RH Stop 7 RH Stop 8 RH Stop 1	- Located on Washington Av - Located on Crazy Horse Ct - Located at wind shelter on - Located on JFK between he - Located on Roosevelt Dr b - Located on Roosevelt Dr b - Located on Cleveland Dr b 0 - Located on Cleveland Dr. b 1 - Located at wind shelter on 2 - Located on Jefferson Dr. b	nard shelter on the corner of Lincoln Dr. ve. at the mailboxes between House # 1 and # 2 Washington Ave buse # 429 and # 425 y between house # 448 and # 452 etween house # 412 and # 406 etween house # 613 and # 611 between House # 418 and #420 Roosevelt Dr etween House # 457 and # 459 the corner of Lincoln Dr. and Adams Dr					
	Hills Estate	.=		a=4 -			
Stop 1	0706	0707	0708	0716			
Stop 2	0707	0708	0709	0717			
Stop 3	0709	0710	0711	0719			
Stop 4	0710	0711	0712	0720			
Stop 5			0714	0722			
Stop 6	0712 0713	0713 0714	0714 0715	0722 0723			

<u>Black E</u>	<u> Iills Estate</u>				
Stop 1	0706	0707	0708	0716	
Stop 2	0707	0708	0709	0717	
Stop 3	0709	0710	0711	0719	
Stop 4	0710	0711	0712	0720	
Stop 5	0712	0713	0714	0722	
Stop 6	0713	0714	0715	0723	
Stop 7	0715	0715	0717	0725	
Stop 8	0716	0717	0718	0726	
Stop 9	0717	0718	0719	0727	
Stop 10	0719	0720	0721	0729	

- BE Stop 1 $\,$ Located on Sturgis Ave between House # 916 and # 920 $\,$
- BE Stop 2 Located on Deadwood Lp between House # 952 and # 956
- BE Stop 3 $\,$ Located on Deadwood Lp between House # 994 and # 998 $\,$
- BE Stop 4 Located on Deadwood Lp between House # 1030 and # 1034
- BE Stop 5 Located on Deadwood Lp between House # 1066 and # 1068
- BE Stop 6 Located on Keystone Ave between House # 1024 and # 1028
- BE Stop 7 Located on Sturgis Ave between House # 947 and # 943
- BE Stop 8 Located on Deadwood Lp between House # 913 and # 909
- BE Stop 9 Located at the corner of Deadwood Lp and Custer Court

BE Stop 10 - Located on Sturgis Ave between House #265 and #271

<u>Prairie View</u>					
Stop 1	0724	0725	0726	0734	
Stop 2	0726	0727	0728	0736	
Stop 3	0728	0729	0730	0738	
Stop 4	0730	0731	0732	0740	

- $PV\ Stop\ 1\$ Located at intersection of Ohio Ave. and Vine St.
- PV Stop 2 Located on Birch St. between House # 314 and # 312
- PV Stop 3 Located on Vine St. around House # 215
- PV Stop 4 Located on Maple St. between House # 108 and # 110

Afternoon Route

Red	1 C 1 1 (4/2)				
Red (RH <u>School Release</u>	h School (#6)	Middle School (#7)	Vandenberg (#3)	Badger/Francis Case (#5)	Badger/Francis Case (#2)
School Release	Route	Yellow Route	Orange Route	Blue Route	Green Route
School Release	Stops 1-14)	(RH Stops 1-14)	(RH Stops 1-14)	(RH Stops 1-4)	(RH Stops 5-14)
	• ′	•	•	•	•
Bus Departs School	<u>1510</u>	<u>1505</u>	<u>1445</u>	<u>1450/1500</u>	<u>1450/1500</u>
	<u>1520</u>	<u>1515</u>	<u>1455</u>	<u>1510</u>	<u>1510</u>
Rushmore	Heights				
Stop 1	1528	1521	1500	1517	
Stop 1 Stop 2	1530	1523	1502	1517	
Stop 2 Stop 3	1532	1525	1504	1521	
Stop 3 Stop 4	1533	1526	1504	1522	
•				1322	1517
Stop 5	1535	1528	1507		1517
Stop 6	1537	1530	1509		1519
Stop 7	1538	1531	1510		1520
Stop 8	1540	1533	1512		1522
Stop 9	1542	1535	1514		1524
Stop 10	1544	1537	1516		1526
Stop 11	1546	1539	1518		1530
Stop 12	1548	1541	1520		1532
Stop 13	1550	1543	1522		1534
Stop 14	1552	1545	1524		1536
RH Stop 6 - Loc RH Stop 7 - Loc RH Stop 8 - Loc RH Stop 9 - Loc RH Stop 10 - Loc RH Stop 11 - Loc RH Stop 12 - Loc RH Stop 13 - Loc	cated on Roosevelt Dr be cated on Cleveland Dr be cated on Cleveland Dr. be cated at wind shelter on cated on Jefferson Dr. be cated at hard shelter on to	ouse # 429 and # 425 y between house # 448 and # 452 etween house # 412 and # 406 etween house # 613 and # 611 between House # 418 and # 420	r.		
Black Hill Stop 1	1557	1551	1530	1527	
Stop 1 Stop 2	1551	1553	1530	1530	
Stop 2 Stop 3	1553	1555	1532	1530	
Stop 3 Stop 4	1555	1557	1534	1534	
Stop 5	1557	1559	1538	1534	
Stop 6	1559	1601	1540	1538	
	1600	1603	1542	1539	
	1601	1605	1544	1540	
Stop 7	1603		1546	1542	
Stop 8	1605		1340	1342	
-	1000	1607 1609	1548	1543	

Prairie	View
C ₁ 1	1.0

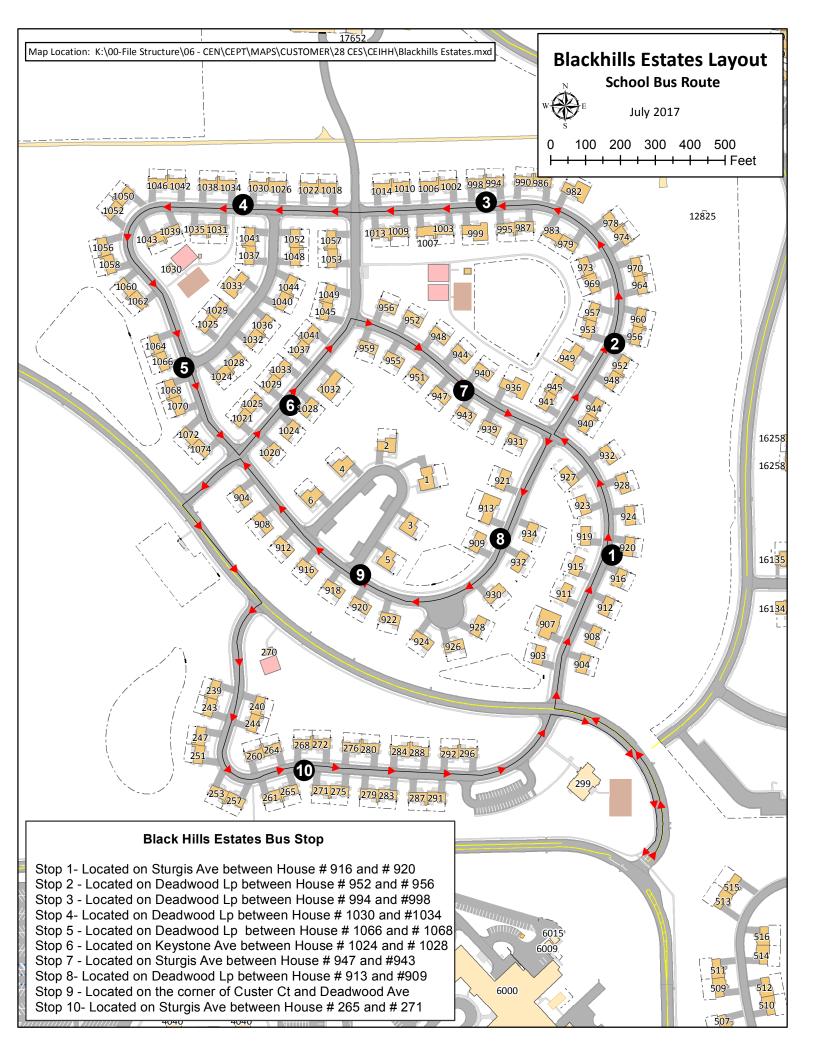
Stop 1	1610	1614	1554	1548
Stop 2	1612	1616	1556	1550
Stop 3	1614	1618	1558	1552
Stop 4	1616	1620	1600	1554

 $PV\ Stop\ 1\$ - Located at intersection of Ohio Ave. and Vine St.

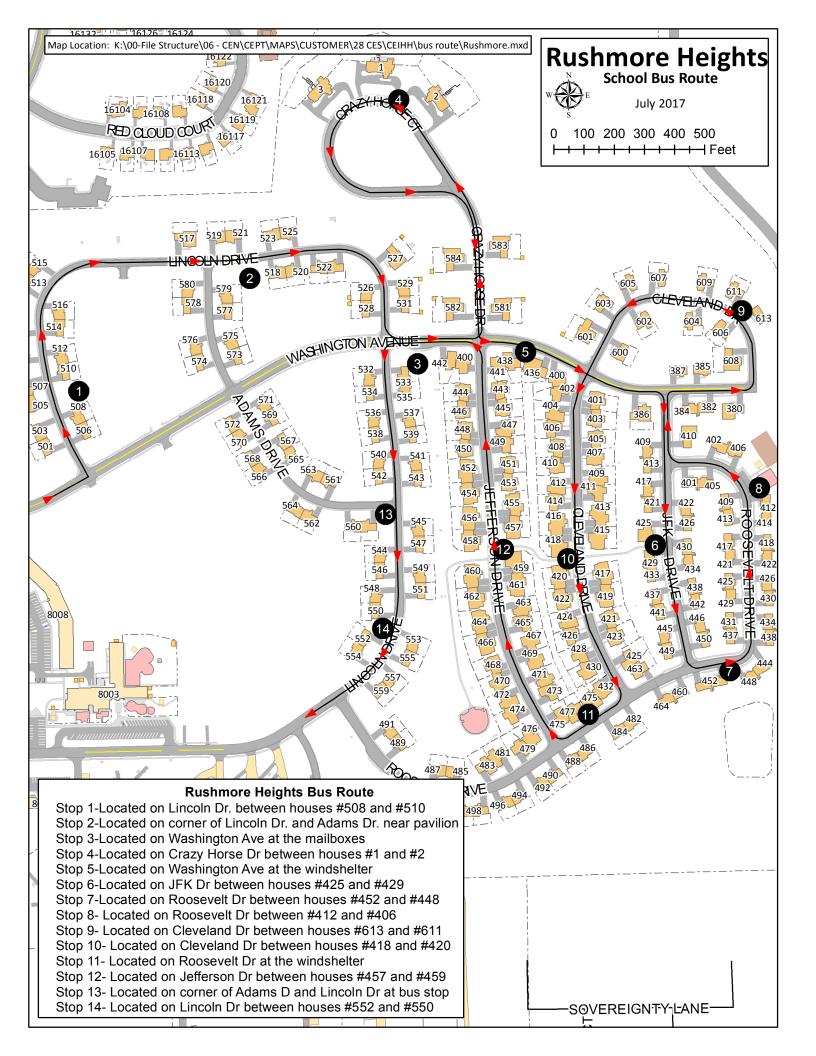
PV Stop 2 - Located on Birch St. between House # 314 and # 312 PV Stop 3 - Located on Vine St. around House # 215

BE Stop 10 - Located on Sturgis Ave between House #265 and 271

PV Stop 4 - Located on Maple St. between House # 108 and # 110









DEPARTMENT OF THE AIR FORCE HEADQUARTERS 28TH BOMB WING (AFGSC) ELLSWORTH AIR FORCE BASE SOUTH DAKOTA



Frequently Asked Questions

1. Who is authorized to use this service?

AFI 24-301, para. 6.1., authorizes this service for housing residents located on Ellsworth AFB. Children of active duty military are given priority for this service. Parents may request services for additional riders (e.g., visiting friends). However, if the bus is full, then the request will be denied.

2. How were bus routes/stops determined?

Bus routes and stops were determined utilizing historical data. There are 5 bus routes and 28 bus stops.

3. Is there a policy on behavior?

Yes, there is a policy on behavior. The Personal Conduct Policy, signed by the 28th Mission Support Group Commander, dictates in clear terms the requirements and responsibilities for students to retain their bus riding privileges.

4. Are the buses equipped with recording equipment?

Yes, all buses are equipped with audio/video recording equipment. This is for the protection of both the student and the bus driver. Please refer to the Personal Conduct Policy memo.

5. What can I do (as a parent) if my child missed their bus at the nearest bus stop?

There are multiple bus stops throughout Rushmore Heights, Prairie View, and Black Hills Estates for each bus route. Children can catch their bus at any of these stops.

6. Can my child ride any bus?

It is important that parents and children understand the color coding of each bus, presented on the Bus Schedule. Children on the wrong bus may be late to school or end up at the wrong location.

7. What time will my child arrive at school approximately? Will he/she have time to participate in the breakfast program?

Yes, according to the transportation coordinator for the Douglas School District, the buses arrive early enough for children to participate in the breakfast program.

8. How will my child know which bus to ride home in the afternoon? How will they be marked?

Buses will be labeled with an 8"x 11"color label on three sides of the bus. The Bus Contractor, Harlows, is providing 50 color label tabs to attach to Kindergarten and 1st grade children's backpacks.

9. Can my child go to any bus stop in our area that you have labeled or do they need to go to the nearest one to our house?

Children can catch the bus at any bus stop they choose.

10. Will there be a stop at the Youth Center for kids going there after school?

No, the buses are only providing transportation to and from base housing.

11. If my child doesn't ride in the morning, can they ride in the afternoon (or vice versa)?

Yes, they can.

12. Do I need to register my child to ride the bus?

Yes, during the first week the Bus Contractor, Harlows will hand out registration forms to each child riding the bus. The forms must be completed and returned to the driver the following day.

13. Who do I contact if I have any other questions?

Questions regarding the Ellsworth AFB school bus operations and the policy on conduct of students utilizing the bus should be directed to the Contracting Officer's Representative (COR), 28th Logistics Readiness Squadron. The COR can be reached by email at 28lrs.schoolbuscontract@us.af.mil or by calling 385-4852 or 385-2910.