



**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

1. The bus contract for the Ellsworth Air Force Base (AFB) housing residents has been approved for the 2021-2022 school year. Beginning on the 25th 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 385-2910.

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BRADY J. VAIRA, Colonel, USAF
Commander

3 Attachments

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



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

This policy letter implements the personal conduct code for children on all Ellsworth AFB contracted school buses. Authority for this policy comes from DoDM 4500.36-Enclosure 5, section 6., Department of Defense Manual, 7 July 2015, 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 Ellsworth AFB school bus service provides one trip to and one trip from the Douglas School District on each day school is in session. Utilizing the Ellsworth AFB school bus service is a privilege provided under contract between the U.S. Air Force and Yellowfin's School Bus Services, Inc. Ellsworth AFB 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 Ellsworth AFB 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 Ellsworth AFB school bus service is governed as an extension of Ellsworth AFB itself. Yellowfin'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. Cameras have been installed on the buses and will be utilized during student transport. These devices 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 and is thus intended to protect students and drivers alike. Any 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: 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 on 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. Second offense: 1 SDRS. Third offense: 3 SDRS. Fourth offense: 5 SDRS. Five or more offenses: 10 SDRS.

3.4.4. Inappropriate language on or around the school bus or excessive noise. First offense: Warning. Second offense: 1 SDRS. Third offense: 3 SDRS. Fourth offense: 5 SDRS. Five or more offenses: 10 SDRS.

3.4.5. Smoking, vandalism, tampering with doors/windows. First offense: 5 SDRS. Second offense: 10 SDRS. Third offense: 15 SDRS. Fourth 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. Fourth offense: Permanent suspension of riding privileges of Ellsworth AFB school buses.

3.4.7. Fighting, hitting, slapping, or wrestling. First offense: 1 SDRS. Second offense: 3 SDRS. Third offense: 5 SDRS. Fourth offense: Permanent suspension of riding privileges on Ellsworth AFB school buses.

3.4.8. Eating, drinking, spitting, or littering. First offense: Warning from driver/COR. Second offense: 1 SDRS. Third offense: 3 SDRS. Fourth offense: 5 SDRS. Five or more offenses: 10 SDRS.

3.4.9. At the discretion of the 28th Mission Support Group Commander, any incident or event of misconduct not included in this section may result in punishment from 1 SDRS up to and including permanent suspension of riding privileges on 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 from the bus driver:

3.5.1. The COR will forward incident reports to the 28th Mission Support Group Commander once received from the bus driver. The 28th Mission Support Group Commander will notify parent/guardian of any complaint against his or her child. The 28th Mission Support Group Commander will provide the parent/guardian guidance to ensure they understand the personal conduct rules for riding the school bus. The 28th Mission Support Group Commander will decide if student should receive disciplinary action.

3.5.2. The 28th Mission Support Group Commander will evaluate the complaint to determine if a student has engaged in misconduct as outlined in paragraph 3.4, and may impose disciplinary action. Any disciplinary action, to include warnings, SDRS, and permanent suspensions will be communicated to the parent/guardian in writing and will become effective immediately. Parents/guardians wishing to appeal disciplinary actions may do so in writing to the 28th Mission Support Group Commander. Under no circumstances will the student or parent/guardian appear in person to appeal the disciplinary action. Full details of the appeal process will be outlined in the disciplinary action letter sent to the parent/guardian.

3.5.3. If the 28th Mission Support Group Commander denies an appeal, the parent/guardian may further appeal that decision to the 28th Bomb Wing Commander. The decision of the 28th Bomb Wing Commander is final and not subject to further appeal. Any disciplinary actions imposed will remain in effect throughout the pendency of any appeal process.

3.6. Significant infractions as outlined in paragraph 3.4., 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 the investigation. Misconduct that violates South Dakota or federal law may be offered or transferred to the appropriate civil authorities 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 actions may be taken against them if necessary and appropriate.

3.7. Should parents/guardians wish to raise concerns about the contract bus drivers, conditions on the buses, or the service in general, they may do so by contacting the COR, 28th Logistics Readiness Squadron, via email at 28lrs.schoolbus.contract@us.af.mil. Questions regarding times and dates of school bus service should be directed to Yellowfin'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.

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BRADY J. VAIRA, Colonel, USAF
Commander

Ellsworth AFB School Bus Schedule

Effective July 26, 2021

Morning Route

<u>High School (#1)</u> <u>Red Route</u>	<u>Middle School (#2)</u> <u>Yellow Route</u>	<u>Vandenberg (#3)</u> <u>Orange Route</u>	<u>Badger/Francis Case (#4)</u> <u>Blue Route</u>	<u>Badger/Francis Case (#5)</u> <u>Green Route</u>
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Rushmore Heights

Stop 1	0647	0648	0649	0715
Stop 2	0648	0649	0650	0717
Stop 3	0649	0650	0651	0723
Stop 4	0650	0651	0652	0725
Stop 5	0651	0652	0653	0727
Stop 6	0652	0653	0654	0728
Stop 7	0653	0654	0655	0729
Stop 8	0654	0655	0656	0730
Stop 9	0655	0656	0657	0731
Stop 10	0656	0657	0658	0733
Stop 11	0657	0658	0659	0735
Stop 12	0659	0700	0701	0737
Stop 13	0701	0702	0703	0739
Stop 14	0703	0704	0705	0741

RH Stop 1 - Located on Lincoln Dr. around House #508
RH Stop 2 - Located on Lincoln Dr. at hard shelter on the corner of Lincoln Dr. and Adams Dr.
RH Stop 3 - Located on Washington Ave. at the mailboxes
RH Stop 4 - Located on Crazy Horse Ct. between House # 1 and # 2
RH Stop 5 - Located at wind shelter on Washington Ave
RH Stop 6 - Located on JFK between house # 429 and # 425
RH Stop 7 - Located on Roosevelt Dr by between house # 448 and # 452
RH Stop 8 - Located on Roosevelt Dr between house # 412 and # 406
RH Stop 9 - Located on Cleveland Dr between house # 613 and # 611
RH Stop 10 - Located on Cleveland Dr. between House # 418 and #420
RH Stop 11 - Located at wind shelter on Roosevelt Dr
RH Stop 12 - Located on Jefferson Dr. between House # 457 and # 459
RH Stop 13 - Located at hard shelter on the corner of Lincoln Dr. and Adams Dr.
RH Stop 14 - Located on Lincoln Dr. between House # 550 and # 552

Black Hills Estate

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

Prairie View

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

Ellsworth AFB School Bus Schedule

Effective July 26, 2021

Afternoon Route

<u>High School (#1)</u> <i>Red Route</i>	<u>Middle School (#2)</u> <i>Yellow Route</i>	<u>Vandenberg (#3)</u> <i>Orange Route</i>	<u>Badger/Francis Case (#4)</u> <i>Blue Route</i>	<u>Badger/Francis Case (#5)</u> <i>Green Route</i>
<u>School Release</u> 1510	<u>1505</u>	<u>1445</u>	<u>1500</u>	<u>1500</u>
<u>Bus Departs School</u> 1515	<u>1510</u>	<u>1450</u>	<u>1505</u>	<u>1505</u>

Rushmore Heights

Stop 1	1523	1518	1458	1513
Stop 2	1525	1520	1500	1514
Stop 3	1527	1521	1502	1515
Stop 4	1528	1522	1503	1517
Stop 5	1530	1523	1505	1519
Stop 6	1532	1525	1506	1520
Stop 7	1533	1526	1508	1521
Stop 8	1535	1528	1510	1522
Stop 9	1537	1530	1512	1523
Stop 10	1539	1532	1514	1525
Stop 11	1541	1534	1516	1527
Stop 12	1543	1536	1518	1529
Stop 13	1545	1538	1520	1531
Stop 14	1547	1540	1522	1533

RH Stop 1 - Located on Lincoln Dr. around House #508
RH Stop 2 - Located on Lincoln Dr. at hard shelter on the corner of Lincoln Dr. and Adams Dr.
RH Stop 3 - Located on Washington Ave. at the mailboxes
RH Stop 4 - Located on Crazy Horse Ct. between House # 1 and # 2
RH Stop 5 - Located at wind shelter on Washington Ave
RH Stop 6 - Located on JFK between house # 429 and # 425
RH Stop 7 - Located on Roosevelt Dr by between house # 448 and # 452
RH Stop 8 - Located on Roosevelt Dr between house # 412 and # 406
RH Stop 9 - Located on Cleveland Dr between house # 613 and # 611
RH Stop 10 - Located on Cleveland Dr. between House # 418 and # 420
RH Stop 11 - Located at wind shelter on Roosevelt Dr.
RH Stop 12 - Located on Jefferson Dr. between House # 457 and # 459
RH Stop 13 - Located at hard shelter on the corner of Lincoln Dr. and Adams Dr.
RH Stop 14 - Located on Lincoln Dr. between House # 550 and # 552

Black Hills Estate

Stop 1	1553	1546	1528	1513
Stop 2	1555	1548	1530	1514
Stop 3	1556	1550	1532	1515
Stop 4	1557	1552	1534	1516
Stop 5	1559	1554	1536	1517
Stop 6	1600	1556	1538	1518
Stop 7	1601	1558	1540	1519
Stop 8	1602	1600	1542	1520
Stop 9	1603	1602	1544	1522
Stop 10	1604	1604	1546	1523

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

Prairie View

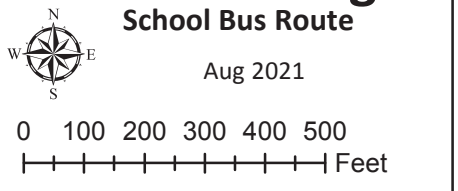
Stop 1	1611	1609	1552	1529
Stop 2	1612	1611	1554	1531
Stop 3	1614	1613	1556	1532
Stop 4	1615	1615	1558	1533

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

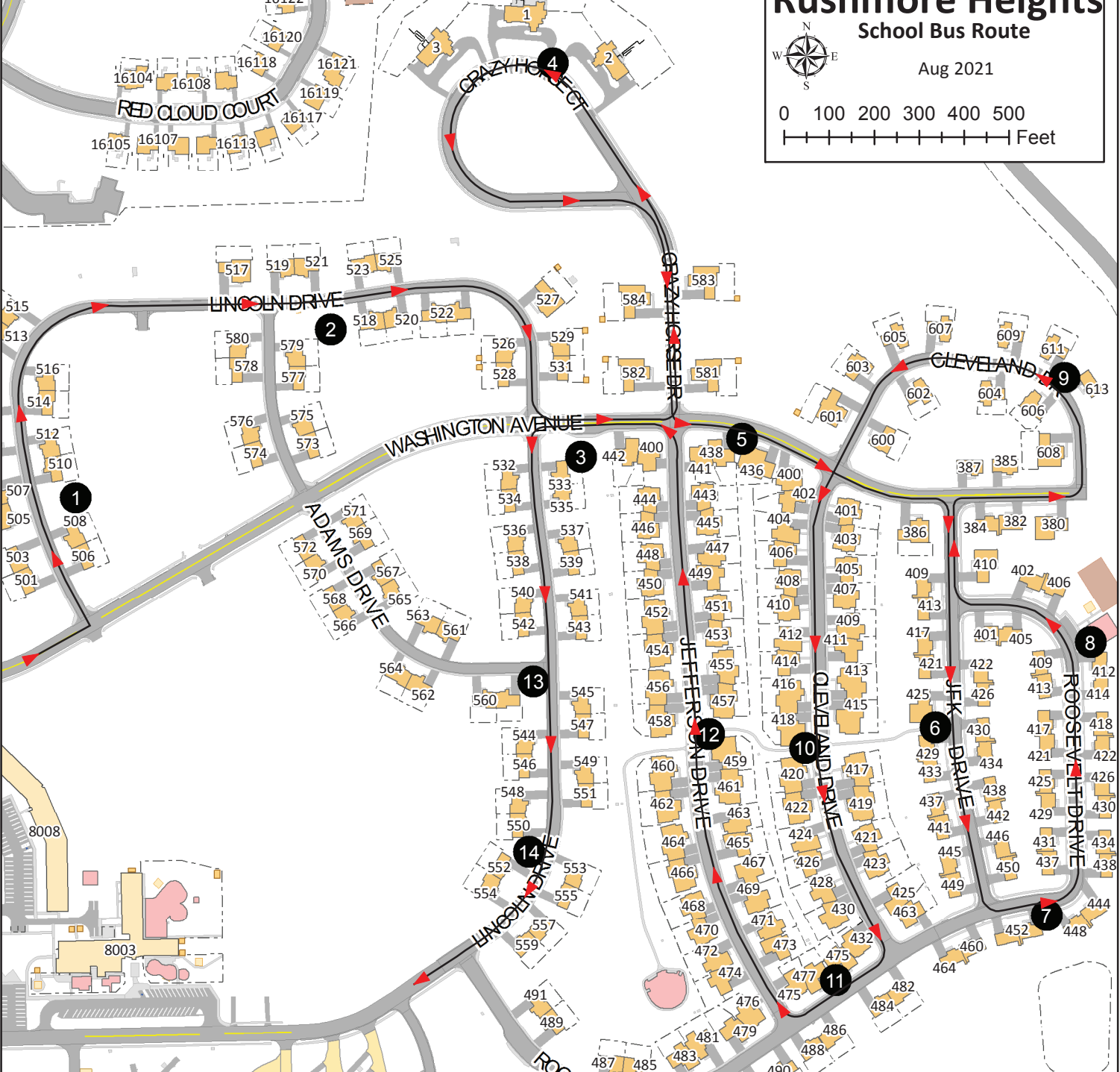
Rushmore Heights

School Bus Route

Aug 2021



0 100 200 300 400 500 Feet



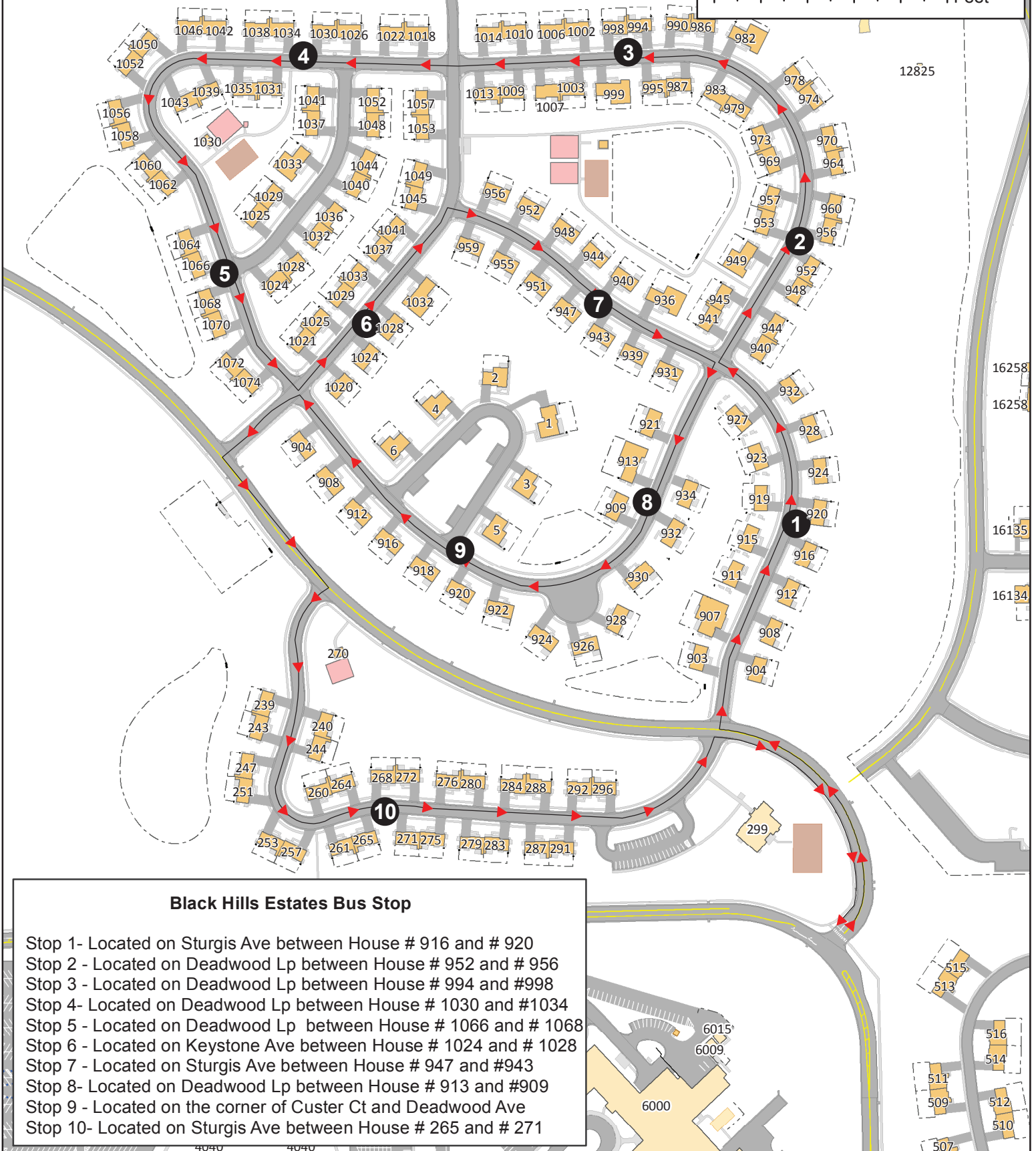
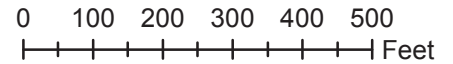
- ### Rushmore Heights Bus Route
- Stop 1-Located on Lincoln Dr. between houses #508 and #510
 - Stop 2-Located on corner of Lincoln Dr. and Adams Dr. near pavilion
 - Stop 3-Located on Washington Ave at the mailboxes
 - Stop 4-Located on Crazy Horse Dr between houses #1 and #2
 - Stop 5-Located on Washington Ave at the windshelter
 - Stop 6-Located on JFK Dr between houses #425 and #429
 - Stop 7-Located on Roosevelt Dr between houses #452 and #448
 - Stop 8- Located on Roosevelt Dr between #412 and #406
 - Stop 9- Located on Cleveland Dr between houses #613 and #611
 - Stop 10- Located on Cleveland Dr between houses #418 and #420
 - Stop 11- Located on Roosevelt Dr at the windshelter
 - Stop 12- Located on Jefferson Dr between houses #457 and #459
 - Stop 13- Located on corner of Adams D and Lincoln Dr at bus stop
 - Stop 14- Located on Lincoln Dr between houses #552 and #550

SOVEREIGNTY LANE

Blackhills Estates Layout School Bus Route



Aug 2021



Black Hills Estates Bus Stop

- Stop 1- Located on Sturgis Ave between House # 916 and # 920
- Stop 2 - Located on Deadwood Lp between House # 952 and # 956
- Stop 3 - Located on Deadwood Lp between House # 994 and #998
- Stop 4- Located on Deadwood Lp between House # 1030 and #1034
- Stop 5 - Located on Deadwood Lp between House # 1066 and # 1068
- Stop 6 - Located on Keystone Ave between House # 1024 and # 1028
- Stop 7 - Located on Sturgis Ave between House # 947 and #943
- Stop 8- Located on Deadwood Lp between House # 913 and #909
- Stop 9 - Located on the corner of Custer Ct and Deadwood Ave
- Stop 10- Located on Sturgis Ave between House # 265 and # 271



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

Frequently Asked Questions

1. Who is authorized to use this service?

DoD 4500.36-Enclosure 5, section 6., Department of Defense Manual, 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 two sides of the bus. The Bus Contractor, Yellowfin, is providing color label tabs to attach to Kindergarten and 3rd 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. Contact the Youth Center for information concerning school busing options from the Youth Center.

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, Yellowfin 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.SchoolBus.Contract@us.af.mil or by calling 385-2910.

14. Will my child be required to wear a mask?

Currently, per the new DoD mask mandate policy, all individuals will be required to wear a mask when social distancing cannot be maintained. Guidance is subject to change.