



PRINCETON

PUBLIC SCHOOLS

TRANSPORTATION PARENT GUIDE ~~2025-2026~~-2027

Princeton Public Schools partners with Palmer Bus Service to provide transportation to area students.

Princeton Public Schools Mission: Princeton is an innovative leader in instruction, developing in EVERY learner the ability to succeed in an ever-changing world.

Palmer Bus Service supports Princeton Public Schools in our mission by “Serving our community by safely transporting students to school and abiding by their 5 core values: Safety, Integrity, Dignity, Help, Community.”

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Palmer Bus Service Contact Information

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Please read through all of the information provided in this guide. If you have a question that is not answered in the Frequently Asked Questions section of this guide, please email us at palmer@isd477.org

Address: Facility Location: 103 24th Ave SW, Princeton, MN 55371
~~Mailing Address: PO Box 1002, Princeton, MN 55371~~

Website: <https://www.isd477.org/services/transportation>
www.palmerbusservice.com/princeton/

Title IX Statement

Princeton Public Schools does not engage in unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, membership or activity in a human rights commission, or age. The Director of Human Resources has been designated to respond to inquiries regarding the non-discrimination policies, including inquiries under Title IX.

Bus Enrollment Forms

Princeton Schools families are asked to review the guidelines in this document each year. Guidelines are available online at <https://www.isd477.org/services/transportation>.

BUS SAFETY FOR STUDENTS

Palmer Bus Service and ISD 477 are committed to safely transporting all students to and from school. All students are expected to show respect toward the bus driver, other students and their property. Harassment in any form will not be tolerated. Every student, regardless of age, is responsible for following the rules in board policy, student handbooks and in this guide. View our District's guidelines for [Student Transportation Expectations and Consequences](#).

Getting to the bus stop safely

When going to the bus stop, students are expected to:

- Use the sidewalk where one is provided.
- If there are no sidewalks, walk single file on the left side of the street or roadway facing traffic.
- Cross streets at corners.
- Use a direct route, avoid using alleys or crossing through private property to get to the bus stop.
- Arrive at the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Be aware of suspicious individuals on foot or in motor vehicles. Report such persons to your bus driver or school principal.
- EVEN IF YOU MISS THE BUS, DO NOT ACCEPT RIDES FROM STRANGERS.

Rules at the Bus Stop

When at the bus stop, students are expected to:

- Stay away from the street, road, or highway when waiting for the bus.
- Line up at least three feet away from the street in an orderly fashion and wait until the bus stops before boarding.
- Respect the property of others while waiting at your bus stop. Do not pick flowers or shrubs, throw stones, snowballs, litter, etc.
- Keep your arms, legs and belongings to yourself.
- Do not use offensive or foul language.
- Avoid standing in and blocking sidewalks and driveways.
- No pushing, fighting, harassment, intimidation, or horseplay.
- Do not run to the curb when the bus comes. Stay back until the bus is actually stopped.
- Older students should be helpful to younger ones.
- No use of alcohol, tobacco, e-cigs or drugs.
- No use of scented items: perfume, cologne, body spray, hand sanitizer, etc.
- Be aware of the danger zone around the bus. Children must never try to retrieve books or papers from around or underneath the bus. We suggest children keep all papers and articles in a backpack.

Boarding the bus safely

When boarding the bus, students are expected to:

- Wait until the bus has stopped and the door is open before walking toward the bus.

- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- Board the bus single file - do not push or shove, and no horseplay.
- Use the handrail to keep from slipping, falling, or tripping.
- Say “hello” to your bus driver.
- Move immediately to your seat without crowding, shoving, disturbing, or stopping to talk to others. Make room for others needing a seat.
- Put large items (book bags, packages, etc.) in the seat area or under the seat, but never in the aisle or in front of emergency exits.

Drivers, at their discretion, may assign seats throughout the entire bus in order to safely transport students to and from school.

Riding on the Bus

On the bus, students are expected to:

- Cooperate with the driver.
- Do not push, shove or horseplay for any reason.
- Absolutely no smoking, e-cigs, lighting of matches or lighters on the bus.
- No use of scented items: perfume, cologne, body spray, hand sanitizer, etc
- Keep arms and legs out of the aisle to prevent tripping others while they board or exit.
- Open windows half way only if the driver permits you to do so. Keep hands, arms and heads inside the bus.
- Do not stand or walk up and down the aisles while the bus is moving. The safest place for a student to be transported is seated in their seat.
- Absolutely no tampering with the bus radio, controls, or equipment.
- Keep conversation tones to a normal level. Too much noise by yelling, screaming, etc. can interfere with the bus driver’s duties and create a safety hazard.
- Do not distract the driver. A bus driver needs to keep his/her attention on driving.
- Be especially quiet at railroad crossings and other busy intersections.
- Eating or drinking is discouraged on the bus and should be kept to a minimum, while taking into consideration those that have food allergies. Water is allowed on all buses. All food and drinks are to be in your seat. **It is at the driver’s discretion on whether food and drinks are allowed.**
- Students who have trash must wait until their bus stop to dispose of the trash in the garbage at the front of the bus. Do not throw trash on the floor, out windows, or stuff in the seats.
- Encourage your friends to cooperate with the driver by using your Tiger Pride on the bus.
- Keep feet off the seats and the back of the seats. Do not write on the seats, create holes or damage them in any way.
- Avoid any kind of behavior that could cause damage to the bus. **Palmer may charge a fine if a student damages the bus in any way.**
- Show your TIGER PRIDE on the bus by following the Habits of a Tiger on and off the bus.

Leaving the bus safely

When leaving the bus, students are expected to:

- Remain seated until the bus has completely stopped and then exit without pushing, shoving, horseplay, hitting, tripping etc.
- Use the handrail when leaving the bus.
- Move away from the bus after stepping onto the curb.
- If students must cross the street, they should walk 10 feet ahead of the bus. Stop, look at the bus driver and wait until the driver gives a hand signal to cross; then look left, right and left again before proceeding. Walk quickly across the street without stopping, turning back or running. In your walk across the street, should you drop anything make sure the driver sees you point to the item before going to pick it up.

PARENT RESPONSIBILITIES

As a vital member of the “School Bus Safety Team”, the parent or guardian can help provide a safe and pleasant experience. One of the primary ways in which you may help is by reviewing safety training with your children on a regular basis.

What do I need to do as a parent of a student who uses transportation?

- Ensure family contact information is up to date in [Skyward Family Access](#), including the student’s name, home address, busing address (if different from home address), telephone number, current email address, emergency contact information for the parent/guardian, and day care contact information.
- Arrange for your student(s) to be at their bus stop **five minutes** before the scheduled pick-up time.
- Be aware that the bus will pick up and drop off students at the designated stop every day school is in session.
- Help your children learn their school name and bus number/animal. Students in grades K-5 must have a “bus tag” fastened to their backpack.
- Review with your children the bus safety rules and encourage Tiger Pride on the bus. Accompany younger children to the bus stop and meet the bus at the end of the day for the first few weeks of school, or arrange for an older child or child care provider to be at the bus stop.
- Understand that the bus pick-up and drop-off times are based on existing weather and road conditions. Traffic congestion, road construction, inclement weather and population changes may cause minor adjustments in pick-up times. Parents will be notified of any major changes in bus schedules that will affect their child.
- Remain alert to impending weather and have your child properly clothed for the current weather conditions. Also, consider in advance how long your child will be waiting at their bus stop possibly during conditions that may include extreme cold and wind chills.
- Provide the child with a backpack for books and loose papers, pencils, etc.

FREQUENTLY ASKED QUESTIONS

How will I know which bus my child takes?

Parents receive a school message before school starts each fall stating bus stop locations, bus numbers, bus animal name and your child's estimated pickup and dropoff times are available via Skyward Family Access online at [Skyward Family Access](#).

How are bus stop locations determined?

Our goal is to consistently identify bus stops in neighborhoods on the basis of safety, efficiency and distance between stops. Bus stops are located at an intersection in order for the driver to have a wide area to scan for traffic and students, to create efficient routes and to minimize buses backing up.

- School bus drivers do not have the authority to change bus routes or student pick-up/drop-off locations.
- City bus stops are located at a minimum of two blocks away from each other.
- Rural bus stops are based on location, safety, and proximity of other bus stops. Developments and neighborhoods within a cul-du-sac in rural areas may have only one stop at the end of the development. Parents are expected to help their children reach the bus stop safely.
- **We are not able to locate bus stops within the line of sight of each student's home or daycare.**

When do we consider adjusting bus stop locations?

Roads and streets sometimes intersect on areas of road that cause concern for school bus transportation and other drivers. We make every effort to select safe places to load and unload students given these varying factors of roads, streets, traffic speed and locations of residences. Adjustments to bus stops may be made when we believe a safer alternative is available.

Why do some children have to cross the street to board the bus?

We are not able to route buses so that all children can wait for the bus on the door side. We recommend that children wait on the side of the street where they reside. The bus will activate warning lights and bus stop arm to alert traffic in order to accommodate students that need to cross the street to board the bus.

Will the bus drive into a cul-de-sac or down a dead-end street?

Except in rare cases, buses are not routed down cul-de-sacs because of potential danger to children and property caused by the bus turning around and/or backing up in a small area with limited visibility.

My child is the only student using the bus stop. Can the stop be moved closer to our home?

Bus stops are strategically located for all students. Bus stops are not changed to accommodate one or more students because that may displace other students further from their home. Even though other students living along the route may not be actively riding the bus, we must keep bus stops as they have been published. A strategically located bus stop is

necessary because other students may begin riding the bus or new families may move into the neighborhood. It is the responsibility of the parent to ensure that their child arrives safely at the bus stop.

The bus drives right past my house. Why can't it stop at my house?

The higher frequency of stops makes other drivers impatient. This may result in drivers driving around the bus and causes greater safety concerns than the distance a student has to walk to the bus stop. It also delays the bus by increasing the number of stops, making overall student ride time longer.

What if my child occasionally needs to be dropped off at a different stop?

Students may be picked up or dropped off at a destination other than their normal bus stop only in case of an emergency. **An Emergency is not:** students working on a project together, work schedule changes, birthday parties, sleepovers, vacation etc.

Is there transportation for students outside Princeton's district boundaries?

Students will only be transported outside the district's boundaries if they have applied for transportation through the District's open enrollment process. The District and Palmer have established the following community stops where open enrolled students can access transportation:

- Milaca: Community stop at the corner of Central Ave and 2nd ST E
- Pease: Community stop at the corner of Central Ave and 105th ST
- Zimmerman: Community stop at 26233 2nd ST E Zimmerman
- Cambridge: Community stop at the intersection of Hwy 95 and County 47

Parent responsibilities for bus services outside district boundaries.

- Parent(s) must arrange for their student(s) to be at the community bus stop 5 minutes prior to pickup time in the morning.
- Parent(s) must arrange for their student(s) to be picked up at the community bus stop in the afternoon.
- The person(s) picking up your student(s) must be at the community stop 5 to 7 minutes prior to the scheduled bus drop off time.
- Student(s) will not be dropped off at a community stop without an adult present to receive them.
- Should there not be an adult to receive the student(s) on 1st tier in the afternoon they will remain on the bus until drop off at the community bus stop on 2nd tier.
 - Should there not be an adult to receive the student(s) on 2nd tier the student will return to the bus barn. Parents must pick up the student(s) by 4:45pm.
 - Repeated offenses will result in removal from the bus.

How do I Request Special Transportation for my Child?

In the case of students receiving special education services, the IEP team must establish that special transportation is required as a related service in order for the student to benefit from their special education services. Assistants will be assigned to supervise and assist students

in transit as deemed necessary by the IEP team. Drivers and assistants are required to have in-service training in first aid and in dealing with specific needs of the children on the route.

In the case of a medical condition special transportation may be provided after District counselors and/or social workers evaluate the need for an accommodation under Section 504.

Minnesota law provides for special transportation for a student placed in an approved Care and Treatment program for mental health or chemical dependency treatment.

Homeless students shall be provided with transportation services comparable to other students in the school district, and will be coordinated by District Homeless Liaison.

Are all Students Entitled to Transportation by the School District?

Minnesota Statute 121A.59 states Bus Transportation is a Privilege, Not a Right.

Transportation by school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under the Individuals with Disabilities Education Act, United States Code, title 20, section 1400 et seq., section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section 794, and the Americans with Disabilities Act, Public Law 101-336, are governed by these provisions.

All students, public, non-public and charter, are expected to behave in accordance with federal, state and local laws and rules, and with District and school policies and regulations, and in a way that respects the rights and safety of others. Corrective action to discipline a student and/or to modify a student's behavior will be taken by staff when a student's behavior does not fall within these parameters. A number of our buses are equipped with a video camera which records video and audio to monitor student behavior. We have found the cameras to be valuable for resolving student behavior issues.

WEATHER, DELAYS AND OTHER SAFETY CONSIDERATIONS

A message to motorists on the road:

Safety is everyone's responsibility, please know and obey school bus laws.

Motorists who fail to stop for a school bus with **Red Lights flashing and the Stop Arm Extended** may be charged with a gross misdemeanor punishable by a \$700 to \$3,000 fine and/or one year in jail. Flashing amber (yellow) lights are a warning that the bus is preparing to stop. Flashing red lights and extended stop arm mean that the bus is stopped to load or unload passengers.

Winter Safety

In the winter months, students should:

- Be dressed in warm winter clothing, hats, mittens and boots.
- Use the handrail when boarding or exiting the bus to prevent slipping on icy steps or road surfaces.
- Avoid standing or playing on snow piles at the bus stop; students playing on snow piles could slide into the street into the path of oncoming traffic.

Severe Weather

Severe weather conditions may result in:

- A two-hour delay in opening schools.
- Closing schools for the entire day.
- Closing schools before the end of the regular school day.

School Closings Information

When Princeton school schedules or activities change because of severe weather or other emergencies, the information is shared with the public in the following ways:

- Websites, district and school: www.isd477.org
- Social media sites: Facebook: www.facebook.com/isd477; Twitter: www.twitter.com/isd477
- Skylert automated telephone, email and SMS notifications
- News media notifications

Princeton & Palmer Bus FUN FACTS

- District buses travel more than **800,000** miles each year.
- All buses must pass rigorous DOT state inspections each year.
- All buses have two-way radios for constant contact with the dispatchers.
- All route buses have camera systems.
- Palmer Bus Service maintains **5068** vehicles and employs more than 70 employees who provide service to Princeton schools.
- The school district is 235 square miles.