

SCHOOL BUS TRANSPORTATION

1. Two student transportation offices (STO) service the Kaiserslautern Military Community (KMC). The Ramstein STO and the Kaiserslautern STO have administrative responsibility for school bus transportation in the KMC. Parents with school-age children who are new to the KMC must register at their schools STO for bus transportation in order to get bus passes and schedules for their children.
 - a. The Ramstein STO is located on Ramstein AB in building 904 at the Ramstein Elementary School. This office is primarily responsible for Ramstein and Landstuhl schools. Dedicated customer service hours are 0900-1200; however, we will provide customer service anytime we are in the office. Telephone numbers are DSN 480-BUSS(2877) or CIV 06371-47-2877. Please call if you have any questions regarding school bus transportation.
 - b. The Kaiserslautern STO is located on Kapaun Air Station in building 2786, second floor, room 216. This office is primarily responsible for Kaiserslautern and Sembach schools. Dedicated customer service hours are 0900-1200; however, we will provide customer service anytime we are in the office. Telephone numbers are DSN 489-7037 or CIV 0631-536-7037. Please call if you have any questions regarding school bus transportation.
2. The Air Force Dependent School Office has administrative responsibility *for discipline and student misconduct on the school bus*. They are located on Kapaun Air Station in building 2786, second floor, room 219. Office hours are from 0800-1700. The telephone numbers are DSN 489-6771 or CIV 0631-536-6771.
3. For safety purposes, parents/sponsors should:
 - a. Ensure an adult or responsible person is physically with kindergarten children during loading and unloading at their home stop.
 - b. Ensure students are at their bus stop a minimum of 5 minutes prior to bus departure time and that students always carry their bus pass with them when they ride the bus. Students must be registered with one of our offices to ride a school bus. Students are *only* authorized to ride the bus for which they are registered for, unless prior coordination and approval has been received from one of our offices.
 - c. Be aware that German Law does not require traffic to stop for school buses during loading/unloading. Students should exit the bus and wait on the sidewalk where the driver can see them. After the bus has departed, the student should proceed to the nearest pedestrian crossing, or if no crossing is available, cross the street only after ensuring it is safe to cross. Younger students should be taught and reminded regularly about proper road crossing procedures.
 - d. Develop alternate home/family plans in case school is dismissed early because of inclement weather, etc.
 - e. Check their child(ren)'s bus first for lost & found items. (Normally items found are kept on the bus for a couple of days to allow students to reclaim lost items.) If the item cannot be accounted for, please contact the appropriate STO at the numbers listed above.
4. Proper conduct of children is the responsibility of parent/sponsors.
 - a. Parent/Sponsor responsibility for proper student conduct includes student's enroute to/from the bus stop, at the bus stop, on the school bus, and at school.
 - b. Students reported for misconduct/safety violations on or around a school bus, may have corrective action taken, to include loss of riding privileges and notification being sent to the parent's/sponsor's commander. Additionally, parents/sponsors are liable for damages caused by their student(s).
 - c. Teach your student(s) how to properly conduct themselves.