



Transportation Policy

Twin Cities Academy relies on several modes of transportation for students including: school buses, public transportation, parent driving, student biking, walking, student driving etc. Unfortunately, we are unable to accommodate all requests for school bus transportation, especially for neighborhoods outside the city of St. Paul. If we are unable to route a school bus to your neighborhood, a Metro Transit Student Pass can be issued for your child upon request.

Parent Pick-up / Drop-off: Driving your child to or from school.

- You may drop off or pick up at the front of the building in the parking lot area. This is a one way area, please see the map. ***If you need to wait for your child longer than 5 minutes, please park in spots in the parking lot area or use other off-street parking. Waiting longer than 5 minutes will jeopardize the fire lane. You may stop, but you may not park in this area. You must remain in your car at all times when waiting for your student.***

Handicap Accessibility: We have designated handicap parking spaces in the front of the building.

Metro Transit Bus Passes: All high school students are eligible for a free Metro Transit bus pass if they would normally ride a school bus, and choose not to do so for the full year. Metro Transit bus passes can be used throughout the year and every day of the week. Please contact the Transportation Coordinator for more information about this option, instead of the school bus. This option works well for student athletes and students who participate in other after school activities on a regular basis. Middle school students may request a Metro Transit bus pass if we do not provide a school bus to their neighborhood.

Student Parking: Students with a license may drive to school. We require a parking permit application; see Ms. Amundson for that form. Once approved, students must park at the southwest end of the parking lot. A new application is required for each school year. Depending on the number of student drivers and spaces available, this will be a first come, first serve basis. Once the permits for the year are gone no additional permits will be issued.

School Busing: TCA contracts our busing services from The Academy of Holy Angels. The school provides bus transportation to students as a privilege. Misconduct on the bus may result in a suspension of bus riding privileges for a day or longer. Students are expected to comply with school and bus rules while on the bus. Uncooperative and inappropriate students will not be allowed to put other students and the driver at risk. Students riding our buses are subject to rules and regulations as set by the State of Minnesota, as well as the TCA Board. Any violation of the rules interferes with our driver's ability to provide safe transportation, which is their prime responsibility. Parents/Guardians share the responsibility for their child's conduct while on the bus. TCA reserves the right to modify consequences depending on the circumstances of the situation.

- Students who live more than a mile from school may request busing.
- The bus company makes their best attempts to locate stops no further than 1 mile from a home address.
- In order to ensure the safety of each child, the School Board has set bus behavior guidelines. See the Student Handbook on our website or request a Student Handbook from the office. Please review these guidelines with your children. Ignorance of the rules is not an excuse for non-enforcement. Students violating these rules may forfeit bus riding privileges.
- Students are assigned to a specific route and stop.
- **Students are not allowed to ride a route or use a stop to which they are not assigned.**
- Bus change requests: fill out and submit a Bus Stop Change form. All change requests must be approved by the school and the bus company. You will be notified of any changes to your stop. Most of our bus routes are full and have no space for additional riders
- Students who do not ride the bus for 10 consecutive days will be dropped from the bus route and the stop may be eliminated unless we have prior notice written notice regarding non ridership.

Bus Stop Procedures: Students should observe the following procedures at bus stops.

- Be at the assigned bus stop five minutes before the bus is scheduled to arrive, the bus driver will not wait for late students.
- Look for the bus with Academy of Holy Angels on the side.
- Stay off the road when waiting so the driver has room to stop.
- Do not wait inside a vehicle or a building until the last minute. Be outside waiting so you do not delay the entire route.
- Line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push.
- Use the handrail when getting on the bus. Walk up the steps one at a time.
- Have respect for people's property. Don't trample lawns, flowers, or shrubs.
- Students with bare feet will not be allowed to ride the bus.
- After getting off the bus, move away from the bus
- To cross the street, always cross in front of the bus where the driver can see you.
- No harassing, fighting, intimidation or horseplay.
- Use appropriate language.
- Students should not run after the bus if they miss it.
- Do not chase the bus with your vehicle or impede the progress of the bus if your student misses the bus.
- During the winter months, anticipate bus delays due to bad weather or road conditions.

The School District will assist in solving problems at the bus stops; however, it cannot legally assume responsibility for incidents that occur.

Seating Procedures:

- At all times follow the directions of the driver.
- Drivers may assign seats in the front of the bus to students with disabilities or to students who have a temporary physical impairment.
- Drivers, at their option, may also assign seats to avoid misconduct.
- Students entering the bus should go immediately to a seat without crowding, shoving or disturbing others.
- Students need to share seats with others.
- Be seated at all times when the bus is moving.
- Sit facing the front of the bus and remain seated until the bus comes to a complete stop and the driver opens the door.
- Do not seat hop.
- Keep all belongings, parts of the body (legs, arms, head, etc) to yourself, inside the bus and out of the aisle.
- Do not fight, harass, intimidate nor horseplay.
- Do not throw objects in the bus or out the window.
- Do not eat nor drink on the bus.
- Do not damage nor vandalize the school bus. Restitution will be sought for damages to the bus.

Bus Violations and Discipline Infractions:

The school provides bus transportation to students as a privilege. Misconduct on the bus may result in a suspension of bus riding privileges for a day or longer. Students are expected to comply with school and bus rules while on the bus. Uncooperative and inappropriate students will not be allowed to put other students and the driver at risk.

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