

Southwest Coaches, Inc  
1500 Travis Rd  
Marshall, MN. 56258  
507-532-4043, Fax 507-532-9398  
[www.swcoaches.com](http://www.swcoaches.com)  
OFFICE HOURS: M-F 7:00 AM TO 5:00 PM  
**TRANSPORTATION**

**Marshall Public School District #413** provides transportation for students in grade 5 thru 12, whose established residence is one mile or more from a student's school. Except Pre-K 4yr thru 4th grade which have no distance requirement.

**Rural Routes:** The routes and pickup times are listed on our website. Not all families are listed for each route. However, a sufficient number have been listed so you will know approximately when a bus will be at your pickup location. These times are subject to change. The pickup and drop off order of some of the rural routes is reversed at mid-point of the school year. Please contact Southwest Coaches at the number listed above if your child isn't planning to ride the bus on any given day. **Our office can inform the driver to save time and miles.**

**City Routes:** The routes and pickup times are listed on our website. Group pickups are used in the city areas because of the number of students involved. These times are subject to change. The student shall wait for the bus, not the bus waiting for the student.

**Rider Authorization:** Any student who would like to bring home one extra rider must have prior parent authorization from Southwest Coaches' office. A note from the parent or school will not be accepted nor the extra rider. Students are required to use their designated bus stop to and from school unless Southwest Coaches receives prior notification by phone from the parent.

**Discipline:** Riding the school bus is a privilege, not a right, as described in Article 12. Please take the time to read the policies defined by the State of Minnesota and adopted by District #413.

**Bus Loading Zones:** A reminder to everyone that each school has a designated bus loading/unloading zone implemented for your child's safety. All bus loading zone lanes are marked with signs and yellow striping. Please be aware of the crosswalks with the crossing guards at the designated locations whenever dropping off or picking up students at school.

Please observe the **BUS LOADING ZONES** to help reduce the potential for an accident or injury. This could be your child you're protecting. Your cooperation is appreciated by District #413 and Southwest Coaches. Inc.

SEE OTHER SIDE PLEASE

**BUSSING FOR NEW STUDENTS AND THOSE WHO MOVE AT ANYTIME – Notify Southwest Coaches Inc in advance of a change of address. Make sure your child remains eligible for transportation. If you live in a rural area give specific instructions to your home. It is difficult to track down box numbers and may take additional time. We ask for three working days to process a change in a route.**

**Daycare:**

Daycare forms must be filled out for each child needing transportation either to or from a daycare, **each year**. Daycare forms are due in our office by **August 1, 2022**. Requests received after that date may not be arranged until after school starts on **September 6, 2022**. It's requested that when a student's schedule is changed during the school year, may require **three working days** to process the change.

**Private Transportation:**

A family who isn't eligible for transportation may contact Southwest Coaches for special arrangements.

**Kindergarten Bussing:**

The Kindergarten routes should be completed by **August 16, 2022**. We will be able to give the pickup and drop off information at that time. Southwest Coaches' phone number is 507-532-4043. The office hours Monday through Friday are 7:00 am to 5:00 pm. We will be closed on Monday, **September 5, 2022**.

**Discipline:**

Parents are informed of their students' first transportation incident in written form and asked to discuss the safety importance with the student. The second report will result in a one-week removal of district transportation and the third for the remainder of the school year. This riding privilege includes field trips and/or extra-curricular activities. **The exceptions to this policy are language or fighting. These will not be tolerated in the first incident, resulting in a one-week removal.** The rules on the bus are as follows:

1. **Immediately follow directions of the driver.**
2. **Sit in your seat facing forward.**
3. **Talk quietly and use appropriate language.**
4. **Keep all parts of your body inside the bus.**
5. **Keep your arms, legs and belongings to yourself.**
6. **No fighting, harassing, intimidating or horseplay.**
7. **Do not throw any objects.**
8. **No eating, drinking or use of tobacco/drugs.**
9. **Do not bring pets or animals of any kind. This is a Minnesota State law.**
10. **Do not damage the school bus.**
11. **Do not bring any dangerous or sharp objects on the bus or weapons of any kind.**

Weapons, including "look alikes" are in violation of state laws and district policy. An exception to #8 is during extra-curricular activities. Food and beverages are permitted, but please, beverages in plastic screw top containers and no sunflower seeds.