



**DEPARTMENT OF THE AIR FORCE  
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 Renewal

1. The bus contract for Ellsworth Air Force Base housing residents has been approved for the 2024-2025 school year. Beginning on the 21st of August, school buses will be moving throughout base housing to pick up and return children from the Douglas District School.
2. This package includes the personal conduct policy memorandum, bus routes and schedules, as well as Frequently Asked Questions. Please review this information with your students as we will rely heavily upon their individual cooperation and adherence to these rules.
3. Our objective is to provide a safe and valuable service for our community and to be responsive to any of your needs or concerns that may arise. As we resume bus services, we will work with all of you to continuously improve our program.
4. Please direct any questions concerning the school bus program to my Contract Officer Representative by emailing [28lrs.schoolbus.contract@us.af.mil](mailto:28lrs.schoolbus.contract@us.af.mil) or by calling 605-385-2910.

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PAUL I. KOECHER, Colonel, USAF  
Commander

3 Attachments:

1. Personal Conduct Policy Memorandum
2. Bus Routes and Schedules
3. Bus Services Frequently Asked Questions



**DEPARTMENT OF THE AIR FORCE  
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 to 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 a 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 responsibility of parents/guardians 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/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 the conduct of a student, parent/guardian, or employee while on the bus and is thus intended to protect students and drivers alike. Recordings will not be released to the general public or any individual without written consent and authorization from the 28th Bomb Wing Commander or designated

officials.

3.2. Parents/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 personnel 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.

3.3.7. Students are not to bring toys and game balls to school. They tend to get lost or stolen. Students may bring items for show and tell if they are fit in a backpack or other container. Neither the school or the school bus service will be held responsible for stolen or lost items such as electronic devices, trading cards, game balls, or other personal property.

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 parents/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. Fourth offense: 5 SDRS, Five or more offenses: 10 SDRS.

3.4.2. Carrying dangerous/deadly weapons, illegal drugs, and/or committing actions which prohibit or endanger the safety or health of either the passengers or the 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 while the bus is in motion or 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, or 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 ranging 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 the parent/guardian of any child with a complaint against him or her. The 28th Mission Support Group Commander will provide the parents/guardians with 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 of the child 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 action imposed will remain in effect throughout the 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 the 28th Security Forces Squadron and/or Box Elder Police and 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. Parents/guardians 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 bus services in general, they may do so by contacting the COR, 28th Logistics Readiness Squadron, via email at [28lrs.schoolbus.contract@us.af.mil](mailto:28lrs.schoolbus.contract@us.af.mil). Questions regarding times and dates of school bus service should be directed to Yellowfin's Bus Service at 913-278-2056.

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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PAUL I. KOECHER, Colonel, USAF  
Commander

# Ellsworth AFB School Bus Schedule

Effective June 27 2024

## Morning Route

<u>High School (#1)</u>	<u>Middle School (#2)</u>	<u>Vandenberg (#4)</u>	<u>Badger/Francis Case (#5)</u>
<u>Red Route</u>	<u>Yellow Route</u>	<u>Blue Route</u>	<u>Green Route</u>
<u>(RH Stops 1-14)</u>	<u>(RH Stops 1-14)</u>	<u>(RH Stops 1-14)</u>	<u>(RH Stops 1-14)</u>

### Rushmore Heights

Stop 1	0647	0648	0649	0650
Stop 2	0648	0649	0650	0651
Stop 3	0649	0650	0651	0652
Stop 4	0650	0651	0652	0653
Stop 5	0651	0652	0653	0654
Stop 6	0652	0653	0654	0655
Stop 7	0653	0654	0655	0656
Stop 8	0654	0655	0656	0657
Stop 9	0655	0656	0657	0658
Stop 10	0656	0657	0658	0659
Stop 11	0657	0658	0659	0701
Stop 12	0659	0700	0701	0703
Stop 13	0701	0702	0703	0705
Stop 14	0703	0704	0706	0707

- 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 houses # 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	0705	0707	0708	0709
Stop 2	0706	0708	0709	0711
Stop 3	0707	0710	0711	0712
Stop 4	0708	0711	0712	0713
Stop 5	0709	0713	0714	0715
Stop 6	0710	0714	0715	0716
Stop 7	0711	0716	0717	0718
Stop 8	0712	0717	0718	0719
Stop 9	0713	0718	0719	0720
Stop 10	0714	0720	0721	0722

- 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	0715	0722	0723	0724
Stop 2	0716	0723	0724	0725
Stop 3	0717	0724	0725	0727
Stop 4	0718	0725	0726	0729

- 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

## Afternoon Route

*Effective June 27 2024*

<b>High School (#1)</b>	<b>Middle School (#2)</b>	<b>Vandenberg (#4)</b>	<b>Badge/Francis Case (#5)</b>
<b>Red Route</b>	<b>Yellow Route</b>	<b>Blue Route</b>	<b>Green Route</b>
<b>(RH Stops 1-14)</b>	<b>(RH 1-14)</b>	<b>(RH 1-14)</b>	<b>(RH 1-14)</b>
School Release 1510	School Release 1505	School Release 1445	School Release 1500
Bus Departs School 1513	Bus Departs School 1510	Bus Departs School 1450	Bus Departs School 1510

### Rushmore Heights

Stop 1 1521	Stop 1 1518	Stop 1 1456	Stop 1 1518
Stop 2 1522	Stop 2 1519	Stop 2 1457	Stop 2 1519
Stop 3 152	Stop 3 1520	Stop 3 1458	Stop 3 1521
Stop 4 1524	Stop 4 1521	Stop 4 1459	Stop 4 1522
Stop 5 1525	Stop 5 1522	Stop 5 1500	Stop 5 1523
Stop 6 1526	Stop 6 1523	Stop 6 1501	Stop 6 1525
Stop 7 1527	Stop 7 1524	Stop 7 1502	Stop 7 1526
Stop 8 1528	Stop 8 1525	Stop 8 1503	Stop 8 1527
Stop 9 1529	Stop 9 1526	Stop 9 1504	Stop 9 1529
Stop 10 1530	Stop 10 1527	Stop 10 1505	Stop 10 1531
Stop 11 1531	Stop 11 1528	Stop 11 1506	Stop 11 1532
Stop 12 1532	Stop 12 1529	Stop 12 1507	Stop 12 1533
Stop 13 1533	Stop 13 1530	Stop 13 1508	Stop 13 1534
Stop 14 1534	Stop 14 1531	Stop 14 1509	Stop 14 1535

- 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 the 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 Estates

Stop 1 1537	Stop 1 1534	Stop 1 1513	Stop 1 1538
Stop 2 1538	Stop 2 1535	Stop 2 1514	Stop 2 1539
Stop 3 1539	Stop 3 1536	Stop 3 1515	Stop 3 1540
Stop 4 1540	Stop 4 1537	Stop 4 1516	Stop 4 1541
Stop 6 1542	Stop 6 1539	Stop 6 1518	Stop 6 1543
Stop 7 1543	Stop 7 1540	Stop 7 1519	Stop 7 1544
Stop 8 1544	Stop 8 1541	Stop 8 1520	Stop 8 1545
Stop 9 1545	Stop 9 1542	Stop 9 1521	Stop 9 1546
Stop 10 1546	Stop 10 1543	Stop 10 1522	Stop 10 1547

- BE Stop 1 Located on Sturgis Ave between house #916 and 920
- BE Stop 2 Located on Deadwood Ave 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 Ct.
- BE Stop 10 Located on Sturgis Ave between house #265 and #271

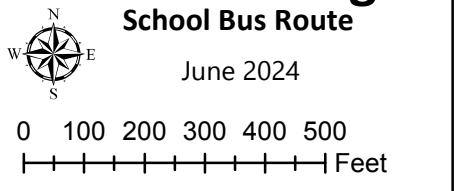
### Prairie View

Stop 1 1549	Stop 1 1546	Stop 1 1525	Stop 1 1550
Stop 2 1550	Stop 2 1547	Stop 2 1526	Stop 2 1551
Stop 3 1551	Stop 3 1548	Stop 3 1527	Stop 3 1552
Stop 4 1552	Stop 4 1549	Stop 4 1528	Stop 4 1553

- 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

June 2024



0 100 200 300 400 500 Feet

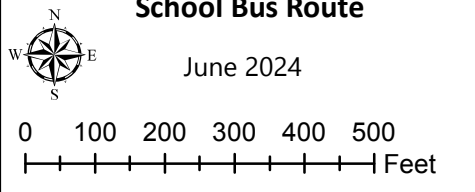


- ### Rushmore Heights Bus Route
- Stop 1-Located on Lincoln Dr. between houses #508 and #510
  - Stop 2-Located on corner of Lincoln Dr. and Adams Dr. near pavilion
  - Stop 3-Located on Washington Ave at the mailboxes
  - Stop 4-Located on Crazy Horse Dr between houses #1 and #2
  - Stop 5-Located 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



### Blackhills Estates Layout School Bus Route

June 2024



0 100 200 300 400 500 Feet

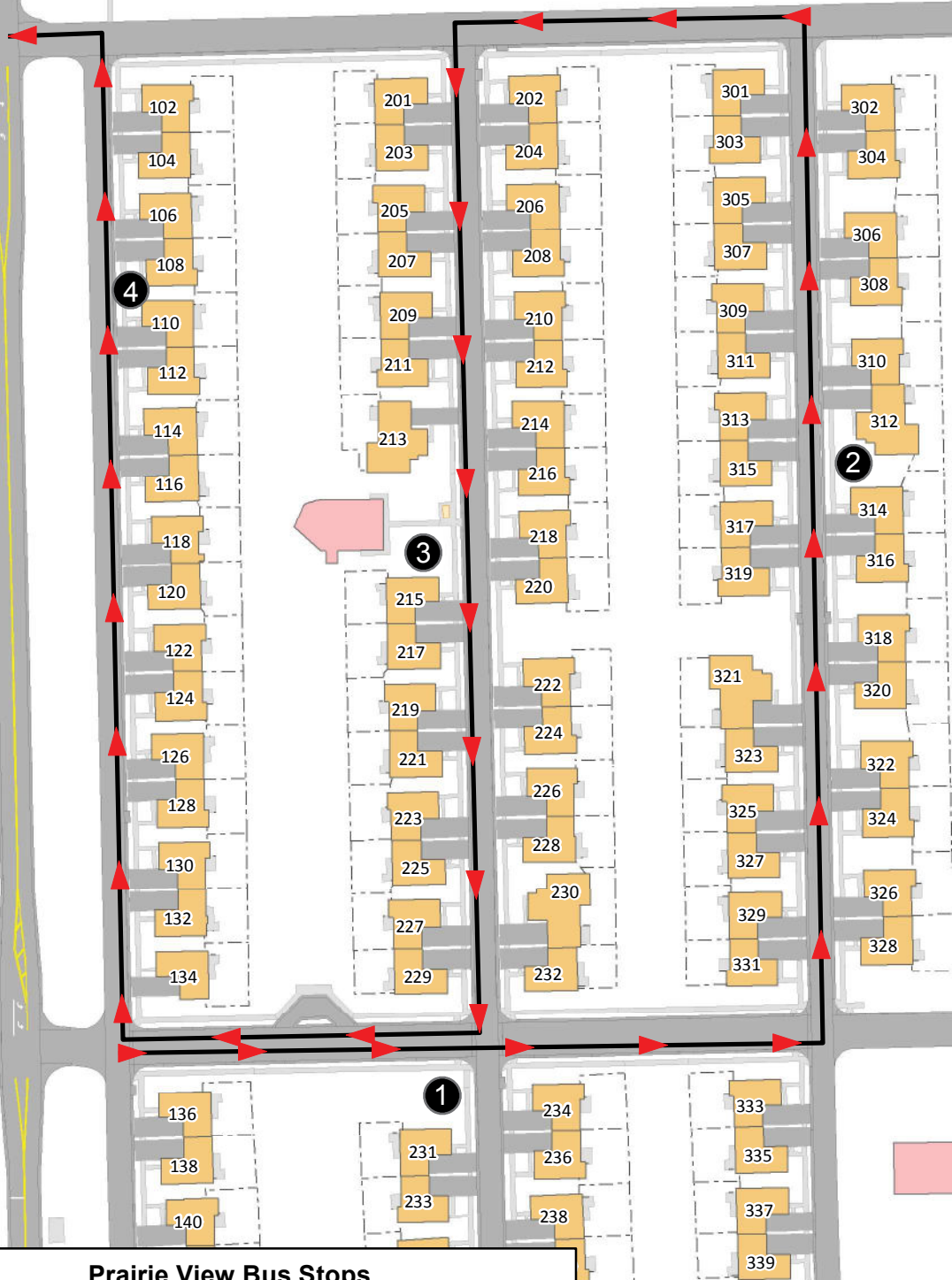
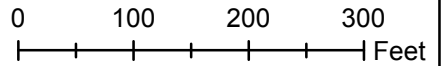


- #### Black Hills Estates Bus Stop
- Stop 1- Located on Sturgis Ave between House # 916 and # 920
  - Stop 2 - Located on Deadwood Lp between House # 952 and # 956
  - Stop 3 - Located on Deadwood Lp between House # 994 and #998
  - Stop 4- Located on Deadwood Lp between House # 1030 and #1034
  - Stop 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

# Prairie View

## School Bus Route

June 2024



### Prairie View Bus Stops

Stop 1- Located at intersection of Ohio Ave and Vine St.

Stop 2- Located on Birch St around House #314

Stop 3- Located on Vine St around house #215

Stop 4- Located on Maple around house #110



**DEPARTMENT OF THE AIR FORCE  
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 through 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.schoolbuscontract@us.af.mil](mailto:28lrs.schoolbuscontract@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, masks are not required while riding the bus. Guidance is subject to change.