

TRANSPORTATION GUIDELINES FOR ALL STUDENTS

Safe transportation for your child is our primary concern. Safe transportation means getting your child on the right bus and letting the child off at the proper stop.

If transportation is given incorrect information or if parents expect a change in routing, your child could be put off at an incorrect bus stop.

Whenever possible, emergency situations will be met, but parents should have an alternate plan.

1. Babysitting arrangements during the school year will be met if:

(a) The babysitter is on an existing route.

(b) Bus capacity allows it.

2. After the start of the school year, you must allow three (3) days for any changes to be implemented. Requirements for transportation changes are:

(a) Parent/Guardian must submit written request for a change to the school office for approval.

(b) When approval is received, both the parent/guardian and transportation are to notify the school.

3. Any transportation arrangements made for your child are in effect every day without any variation. A variation in schedules can become confusing to a driver transporting many children with different schedules. A child could be dropped off at an incorrect address on an incorrect day. *Customized bus service is not allowed.*

4. No child may get off his/her bus at a place other than his/her designated stop. Any child boarding a bus in the a.m. at any other stop than his or her designated stop will be reported to the school administration.

5. No child may ride a bus other than his/her own except in an emergency.

6. When loading the bus:

(a) If it is necessary to cross the road, wait for the driver's signal to cross. Look both ways after the signal and cross in front of the bus at a distance adequate for the driver to see you over the hood.

(b) Enter the bus, move quickly, and go to your assigned seat.

(c) Always walk (do not run) when crossing the road.

7. When unloading the bus:

(a) When leaving, go directly to the shoulder of the road.

(b) Go directly home after leaving the bus.

(c) If it is necessary to cross the road after getting off the bus, walk on the shoulder toward the front of the bus far enough to enable you to see the driver and for the driver to see you. Wait for the driver's signal and then cross in front of the bus. Never cross behind the bus.

8. While at the bus stop, students should line up in single file on the shoulder of the road:

(a) There is to be no pushing, hitting, or throwing of objects (rocks, snowballs, clothing, books, etc.).

(b) Students should respect the property of individuals around the bus stop.

BUS RIDER RULES

(These rules apply to students, staff members, and chaperones.)

1. Do not arrive at bus stops later than five minutes before the designated pick-up time.

2. Stay completely off the road while waiting for the bus.

3. Always wait for the bus to come to a complete stop before attempting to get on or off.

4. Do not leave your seat while the bus is in motion.

5. Be alert to a danger signal from the driver.

6. Remain in the bus in the event of a road emergency until instructions are given by the bus driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus.
8. Do not throw anything out the bus window.
9. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
10. Be absolutely quiet when approaching a railroad-crossing stop.
11. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment. Parents will be liable for the vandalism of their children.
12. Assist in keeping the bus safe and sanitary at all times. NO EATING, DRINKING, OR GUM CHEWING IS ALLOWED ON THE BUS.
13. Alcoholic beverages, drugs, artificial drugs, tobacco products, lighters, and matches are prohibited from possession or use on or around the bus.
14. There is to be no glass of any type allowed on the bus.
15. No knives or guns of any kind are to be taken on the bus (this includes water pistols).
16. Profane language or fighting is unacceptable behavior.
17. Put all waste paper in the waste container as you enter or leave the bus. Buses are to be kept clean at all times.
18. Raising and lowering of the bus windows is only allowed with the permission of the driver.
19. Place musical instruments where the driver instructs them to be placed. Large instruments may be required to be picked up by a parent due to the crowding on a bus.
20. For the safety of all, parents are requested not to drive or park in the bus lineup or exit area. This also assists in keeping the bus arrivals and departures on schedule.
21. Only assigned riders may ride the bus.

22. Parents must transport children to and from parties, everyday visits, organizational meetings, etc.
23. Carry no animals on the bus; this includes reptiles and insects (dead or alive).
24. Keep books, packages, coats, and all other objects out of the aisles.
25. Leave no books, lunches, or other articles on the bus.
26. Be courteous to fellow pupils and the bus driver.
27. Help look after the safety and comfort of smaller children.
28. Do not ask the driver to stop at places other than the regular bus stop; the driver is not permitted to do this except by proper authorization from the school office. Once a child boards a bus, he/she will not be permitted to leave the bus without school authority.
29. Radios, cassettes, tape recorders, MP3 players, iPods, or any electronic device are not allowed to be played on any bus at any time.
30. Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
31. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
32. All students will have seats assigned by the driver and will be responsible for the condition of that seat.
33. No students of the opposite sex will be allowed to sit together without the driver's permission.
34. Items such as key chains and toys that hang from book bags are not permitted. These items have a tendency to swing uncontrollably striking others, damaging seats, and catching on other items.

35. Skateboards, roller blades, and roller skates brought to school for special events must be bagged.

****Buses are equipped with video cameras for the purpose of monitoring student behavior.**

The student's parents are notified about their child's misconduct and about the possible disciplinary action to follow. If a rider is reported by the driver for disobeying these rules, the following action may be taken:

1. Written warning.
2. First Bus Violation may require an after-school detention.
3. Second Bus Violation may require a bus suspension.
4. Third Bus Violation may require five-day bus suspension.
5. Fourth Bus Violation may require permanently losing the privilege of riding the bus.

Please note: Absence from school will not constitute a bus suspension.

If a rider is reported by the driver for engaging in any of the following acts, the rider may be suspended from riding the bus for two (2) weeks:

1. Swearing at or threatening a bus driver
2. Throwing any object(s) on the bus (we consider age appropriateness)
3. Fighting on the bus
4. Possession of guns/knives

A second offense of any of the behaviors listed above will result in permanently losing the privilege of riding the bus.

Any gross offense may result in permanent removal of the rider for the remainder of the year.

Parents will be responsible for getting their child to and from school during the disciplinary period.

RESPONSIBILITIES OF PARENTS:

The responsibilities of parents whose children are transported on school buses include:

1. Ensure that their children arrive at the bus stop on time for pick-up.
2. Provide necessary protection and supervision of their children when going to and from the bus stop.
3. Accept joint responsibility with the school for the review of the bus safety rules with their children to ensure proper conduct for the safe transportation of all involved.
4. Make reasonable efforts to understand and cooperate with those responsible for pupil transportation.
5. The report observed violations of bus safety rules to the Transportation Director.
6. Responsible for transporting students to and/or from extra-curricular activities, scouts, parties, everyday visiting, and any other personal activity. (No change of bus is permitted for such activities.)
7. At drop off time, kindergarten students must be met at the stop by a parent.

RESPONSIBILITIES OF STUDENTS:

1. To occupy the seat chosen by the bus driver and refrain at all times from moving around on the bus once a student is seated.
2. To be respectful and courteous to drivers and fellow students at all times.
3. To behave in a responsible manner similar to what is expected in a classroom situation. Normal conversation is allowable.
4. To be at the designated bus stop at the time given on the bus schedule. The driver is responsible for maintaining the schedule and should not be expected to wait for tardy pupils.