



# KELSO SCHOOL DISTRICT

## TRANSPORTATION DEPARTMENT

*Doing our part for the Education of Kelso Students*



Dear Parents/Guardians,

Transportation by school bus is the safest form of transportation in the world. The paramount goal of the Kelso School District transportation department is your child's safety.

That being said, the purpose of this letter is to make you aware of the procedure we are implementing regarding the notification of Parents/Guardians when their child's school bus has been involved in an accident.

Due to the complexity of an accident scene, we are unable to notify parents from the scene if your student is on the bus. The district/driver at the scene is required to provide a seating chart to the responding law enforcement agency including each student's full name, date of birth, and address. Depending on the age of the students, number of students riding and extra riders this can become a lengthy task. We try to expedite this requirement as quickly and accurately as possible.

Parents will be contacted via phone as soon as possible by district administration and/or staff if anyone on the bus has sustained injuries. **In order to ensure that the district has current phone numbers and emergency contact information for your child, please complete the attached form and return it to your child's driver.** If there are no injuries we will notify you by letter the next day with information regarding the accident. The letter will include contact information for you if you wish more detailed information.

After the requirements of the police and/or state patrol have been met, a replacement bus is brought in and students will be transported home. Please note that students may only be released from the scene by the investigating officer. (We ask that parents not approach an accident scene. The less traffic at the scene, the faster we can get students released.)

If your child is late getting home, please contact your student's school of attendance. If you do not get an answer at the school, please call the KSD Business Office at 501-1903, the Transportation Department at 501-1352, or the Superintendent's Office at 501-1927.

All school buses involved in an accident are inspected either at the scene, or directly after by the Washington State Patrol Commercial Vehicle Task Force. After the bus has been repaired it is inspected again prior to transporting students.

Thank you,

David McDaniel  
Supervisor  
Transportation & Operations



### STUDENT CONDUCT ON SCHOOL BUSES

Student conduct on riding school buses:

1. The driver is in full charge of the bus and students. The students must obey the driver.
2. Students shall ride their regularly-assigned bus at all times, unless permission has been granted by parent/guardian and school authority. Choice or non-regular students may not be allowed to ride if an overcrowding condition could exist. Unless by written permission of school authorities, a student shall not depart from the bus except at his/her regular stop.
3. Students are to maintain orderly conduct at all times. The driver has the right to assign a seat.
4. Students are to assist in maintaining clean buses by keeping waste off the floor.
5. For the safety of the students, eating is not allowed unless prior authority has been granted by the driver.
6. Students will not use any tobacco products on the school bus or at the school bus stop. Lighters and matches are not allowed.
7. Students will not possess, use, or be under the influence of, or sell illegal substances.
8. Bus windows will be kept closed on all school grounds and thereafter opened only when permission has been granted by the driver. Students shall not at any time extend head, hands, or arms out the windows whether the school bus is in motion or parked.
9. Students shall have nothing in their possession which may cause injury to another, such as sticks, breakable containers, any type of firearms, lasers, straps or pins extending from their clothing. Also, animals, other than "seeing eye" dogs, will not be permitted on the bus.
10. Each student is responsible for keeping their backpacks, books, instruments and personal belongings out of the aisle. Special permission must be granted in advance by school authorities to transport large items. Items transported with permission must be secured.
11. Students will not be allowed to talk to the driver more than is necessary.
12. Students shall not sit in the driver's seat nor shall any student be to the immediate left or right of the driver.
13. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a complete stop.
14. Students must board and disembark the bus in an orderly manner. Students must not cross the roadway until consent by the driver. Students should be in view of the driver at all times. Students must cross in front of the bus ONLY, never behind it.
15. Students cannot stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive five minutes before the bus is due. Students need to exercise safety at the bus loading area.
16. Students will not use cell phones while riding the bus if the driver determines the use of a cell phone and other electronic devices is causing a safety issue or disruption. The student will be required to immediately comply with the driver's instructions.



### SCHOOL BUS RIDER AGREEMENT

Parents and Students please read the attached **RULES AND REGULATIONS**. Signatures on this form indicate understanding of the Rules and the agreement to obey them. School districts are not required to provide transportation and failure to obey the attached rules may result in the loss of bus riding privileges.

**PLEASE FILL OUT THIS INFORMATION FOR EMERGENCY CONTACT. If an emergency or incident arises, this form would help us in delivering your student.**

Please SIGN AND RETURN THIS FORM TO THE DRIVER as soon possible.

Student Name (print) \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Route # \_\_\_\_\_

Bus Stop Location \_\_\_\_\_

School Attending \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_

House Address (not P.O. Box #)

City \_\_\_\_\_ Phone (home) \_\_\_\_\_

Parent's/Guardian's name \_\_\_\_\_

Work/Business phone \_\_\_\_\_

Emergency contact:

1. \_\_\_\_\_

Name

Relationship

Phone

2. \_\_\_\_\_

Name

Relationship

Phone