

TIPTON COMMUNITY SCHOOL CORPORATION

The Ride-Guide



Information for Parents and Students
about School Transportation



Who to call . . .

For routing and general information:

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| Transportation Facility | 765-675-2147 Ext 324 |
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For discipline concerns or questions:

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| Tipton Elementary Grades K-5 | 765-675-7397 |
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| Tipton Middle School | 765-675-7521 |
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| Tipton High School | 765-675-7431 |
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TRANSPORTATION

The Tipton Community School Corporation offers bus transportation to students in all grade levels. The goal is to deliver your child to the destination safely every trip. To achieve this task cooperation and communication from everyone is needed.

Students and parents are reminded that bus transportation is a **privilege and not a right**. Improper conduct on buses or at bus stops could result in this privilege being revoked. Rules have been developed to promote safe, orderly, efficient and enjoyable bus rides for everyone. At the beginning of each school year, each student receives a copy of this Ride Guide. The bus driver has the same relationship to the students as a teacher in the classroom. Failure to follow the rules/directions of the bus driver is sufficient grounds for disciplinary action by the bus driver and/or administration. Disciplinary action could include denial of bus riding privileges. If riding privileges are denied, parents/guardians are responsible for getting their child to and from school. We sincerely hope this step is not necessary.

Under no circumstances, should a parent/guardian ever confront a bus driver on a bus or at a bus stop to discuss or resolve a discipline issue. Parents'/guardians' questions regarding disciplinary actions are to be referred to the student's school. A parent/guardian, bus driver or school administrator may call for a conference to discuss and resolve any issues regarding student conduct. Parent/guardian questions on bus schedules and/or procedures should be referred to the driver or the child's school.

If for some reason your child misses the bus, please do not chase the bus down and let your child out of your vehicle from behind the bus. This is a dangerous situation and you are placing your child and the driver at risk. If you cannot get your student to the school and need to get your child on the bus, please get safely to a stop in front of the bus, so the driver can see your child and is aware of what will provide the safest stop for your child.

SCHOOL BUS DISCIPLINE GUIDELINES

School bus drivers are to maintain discipline and safety of all students transported on the bus. The driver shall treat all students in a civil manner, shall see that no student is imposed upon or mistreated while in the driver's charge, and shall use every care for the safety of the students under his/her care.

Students shall be subject to the discipline of the bus driver and the school administration. The school bus is an extension of the school, and all regular school rules shall apply. Failure of a student to behave in an appropriate manner may result in the denial of the privilege to ride any Tipton Community school bus at any time.

SCHOOL BUS CONDUCT AND SAFETY RULES

Since the safety of all students is our goal, these rules are designed to promote safety on the buses at all times. When students are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver. Students are subject to the disciplinary measures of the bus driver and the governing body of the school corporation. All student rules in the student handbook will apply on the bus and at the bus stop. The school bus driver may also establish reasonable rules in support of those rules outlined in the ride guide and student handbook as a means of maintaining safety and cleanliness of the bus.

AT THE BUS STOP:

1. Be at the bus stop five (5) minutes before your scheduled pick-up time.
2. Board only at the regularly assigned stop.
3. Stay back at least ten (10) feet from the roadway while waiting for the bus.
4. Respect surrounding property.
5. Respect fellow students and adults.
6. After the bus comes to a complete stop, wait until you see the driver signal you to cross the road or board the bus.
7. Take your turn and do not push when entering.

ON THE BUS:

1. Obey the driver promptly and respectfully.
2. Be seated promptly and face forward. Stay in the seat assigned by the driver.
3. Keep all books and materials on your lap.
4. Be courteous and speak in a low voice.
5. Keep all belongings, as well as head, hands, and feet inside the bus, out of the aisle, and to yourself.
6. Students are responsible for their own belongings.
7. Cell phones are not to be used by students while the bus is in operation. Electronic equipment may only be used with headphones. Cell phones can only be used for emergency purposes and under the supervision or with permission from the bus driver.
8. The discharge of perfumes, aerosols, or other sprays while on the bus is prohibited.
9. Never throw objects inside or outside the bus.
10. Never eat, drink, or chew gum on the bus.
11. Treat the bus and equipment with care and respect.
12. You must be quiet when the bus approaches a railroad crossing.
13. Keep the bus clean and orderly.
14. The corporation reserves the right to use bus cameras, without notification, to video tape students, also without notification.

LEAVING THE BUS:

1. You are to get off only at your assigned stop.
2. Remain in your seat until the bus comes to a full stop, the door has been opened by the driver, and the driver releases you. Take your turn and do not push when leaving the bus.
3. When it is necessary for you to cross the road, you **MUST** cross in front of the bus. You are to proceed across only after the driver has signaled you to cross.
4. Never walk along the side of, or behind, the bus.

STUDENT DISCIPLINE PROCEDURES

Tipton Community School Corporation bus drivers find that some students create unnecessary problems that cause the driver's attention to be distracted from the road. We want the driver to be able to give maximum attention to driving and less to student discipline. The following student discipline procedure will be followed for those students who do not conduct themselves properly on the bus.

If minor misconduct occurs, the driver may wish to attempt to handle the problem without passing it along to the building administrator. The drivers may give the student(s) a verbal warning, conference with the student(s), contact the parents, and/or inform the administrator(s) by issuing a bus incident report noted "For Records Only." If the behavior does not improve, the driver will fill out a bus incident report and submit it to the building administrator for disciplinary action.

FIRST INCIDENT REPORT – WARNING

If problems continue, the bus driver will issue to the student an incident report. The driver will submit the Incident Report to a building administrator. Depending on the seriousness of the offense, the building administrator will assign the discipline. The parent/guardian will be contacted by the administrator either by e-mail, phone call, or mail about the incident.

SECOND INCIDENT REPORT – 2 DAY BUS SUSPENSION

The driver will complete an Incident Report and give to a building administrator. The administrator will notify the parent/guardian of the suspension from all buses.

THIRD INCIDENT REPORT – 3-to-5 DAY BUS SUSPENSION

The driver will complete an Incident Report and give to a building administrator. The administrator will notify the parent/guardian of the suspension from all buses.

FOURTH INCIDENT REPORT – 5-TO-10 DAY BUS SUSPENSION

The driver will complete an Incident Report and give to a building administrator. The administrator will notify the parent/guardian of the suspension from all buses.

ANY FURTHER INCIDENT REPORTS – ADDITIONAL SUSPENSION

Any further incident reports after a fourth will result in the student's being removed from the bus until a meeting with the student, parent/guardian, driver, building administrator and the assistant superintendent can be conducted. After this meeting consequences will be assigned which may include; the student not being allowed to ride the bus for an extended period of time including through the remainder of the year.

SEVERE CLAUSE

When a school administrator, after consulting with the bus driver, feels that a violation is severe and warrants immediate suspension from bus and/or school, any/or all the above steps may be bypassed. The student may be denied bus privileges up to 10 days and/or possible expulsion from the bus and/or school. The school administrator will notify the parent/guardian of the suspension/expulsion verbally. If an expulsion is merited, the guardian will also receive a certified letter.

PROCEDURES FOR RIDING A DIFFERENT BUS

Tipton Community School Corporation supports and encourages transporting students for the purpose related to their educational development. However, certain transportation activities may not be essential to the educational development of students and hence they ARE NOT permitted.

If a student must ride home on a different bus for emergency reasons or get off the bus at a different stop, he/she shall have a written note signed by a parent/guardian. Students must present the written note to the driver upon entering the bus, who will keep the note. If the driver has suspicion about the note, the driver may seek assistance from the building of the student to verify or ask the student to call the parent on the student's cell phone to verify. A student not having a note will be sent home on his/her assigned bus.

School transportation has been organized to first accommodate students who live along the established bus routes. Students staying with baby-sitters may be accommodated within the limits of bus capacity. If bus capacity has been reached, students staying with baby-sitters/daycare providers will need to find another means of transportation.

THE RIDE-GUIDE

By signing this page you are acknowledging that you and your child have read The Ride-Guide handbook. In addition you agree to abide by and follow the procedures outlined in the Ride-Guide to provide the safest transportation possible for the children of Tipton Community School Corporation. Failure of you and your child to sign this page, and turn it in to the bus driver of your child by September 1st of each year, means you will not utilize the transportation provided by Tipton Community School Corporation. Please tear off the bottom of this page and return it to your bus driver before September 1st, to ensure your child can ride the bus.

Student Name _____ Grade _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Bus # _____

Updated 6/7/2012