

Student Transportation Rules and Discipline Actions

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Dear Parents/Guardians and Students,

For the 2023/2024 school year, we are asking that all students have completed the online (no paper forms) School Bus Authorization/Rules form. Please complete the form even if your child will not ride the bus to or from school as this addresses activity trips as well. Please read the bus rules form and then confirm that you have read and understand the rules. By confirming, you are in agreement with said rules and instructions.

An online bus authorization form must be completed before students can ride the bus.

Please be aware, your child/children's pick up/drop off locations must be consistent Monday through Thursday. If it is necessary for you to change locations because of change of address, job change or a new childcare provider, please complete a new School Bus Authorization Form at least five school days in advance. We will no longer accept temporary transportation requests or route changes. Same day changes are hard to implement. In the event of an emergency please contact the Transportation Department by email or phone call. Email transportation@rangelyk12.org

Our commitment to School Bus Safety is important to us.

Our bus drivers have at minimum:

- 6 hours of annual training supervised by a State Certified Trainer. This training includes the topics presented below and more.
 - training to obtain a CDL, if one is required
 - pre-trip safety inspections and completion of a Bus/vehicle inspection report
 - loading and unloading procedures
 - railroad track crossing procedures

- emergency procedures and accident management and evacuation
- the location, contents, and use of the school bus first aid kit
- seasonal safety problems affecting driving, loading, and unloading procedures
- student management
- emergency procedures including first aid and universal precautions
- updates of laws, regulations, and policies

The safety of the district's students and staff is our priority!

The following are the safety and discipline rules for the school bus. Please Review these rules with your child. Transportation by school bus is a privilege not a right.

- The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.
- Students shall arrive **5 minutes** before the school bus is scheduled to arrive (the bus will stop briefly at a stop with no students present, then move on to the next, to try to stay on schedule.)
- Behavior at the bus stop must not threaten life, limb or property of an individual.
- Students shall ride their regularly assigned bus at all times, unless permission has been granted by the Transportation Department.
- Students will:
 - Sit properly in their seats.(Assigned Seating)
 - Be at the bus stop 5 minutes early. **DO NOT CHASE THE BUS**
 - Not throw objects in or out of the bus.
 - Keep their hands to themselves.
 - Be courteous to their fellow passengers.
 - Use appropriate language.
 - Keep the bus clean of refuse.
 - Speak in a quiet/inside tone of voice.
- No consumption of food or dairy products,do it before or after you ride the bus. Some exceptions will be allowed with PRIOR approval.
- Students must not use tobacco or have drugs or alcohol in their possession.
- Students shall keep their heads, hands and body inside the bus at all times.
- Students shall keep the exit and isles clear and remain seated at all times.
- Parents may not enter the bus without authorization.
- No animals, balloons, bugs, sharp items, glass or weapons on the bus.
- No student will be allowed to talk to the driver more than is necessary.

- No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
- Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop and signaled by the driver.
- **DO NOT CHASE THE BUS**
- Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, the students should be in view of the driver at all times.
- Students must cross the highway only in front of the school bus, never behind it.
- The school district will hold the student or parent/guardian responsible for damage to school buses caused by the student. (Restitution)
- Students may not use cell phones, radios or stereo equipment while on the school bus unless the device is being used with headphones.
- No taking of pictures/videos allowed on school buses without authorization or consent.
- Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.

Pre-K and Kindergarten need to have a parent or authorized adult at the bus stop. If no one is present your child will remain on the bus and will need to be picked up at the bus garage after route. (Bus privileges may be revoked after too many absences of an authorized adult.)

Discipline Issues

When, in the opinion of the driver, a serious rule violation occurs, or when the driver's effort to deal with less severe violations were unsuccessful, or when a pattern seems to have developed, a school bus report will be initiated. The intent is to maintain good order and a safe environment for students riding buses to and from school, or school sponsored activities, as well as to notify parents of the misconduct of their children. The following are standard actions that will be generally applied uniformly in response to documented incidents.

- A few verbal warnings and instructions will be given at first for Pk-1st.
- 1st offense- Student counseled, meeting with transportation/principal.
- 2nd offense- Student counseled, meeting with principal. 2 days lunch/recess detention. Possible emailed note to parents.
- 3rd offense- Suspension of bus privileges for 4 school days including loss of field trip bus privileges.

- 4th offense- Suspension of bus privileges for the rest of the current school year.

The Transportation Department may discontinue bus privileges at any time. Transportation by school bus is a privilege not a right.

Serious offenses such as Parent/Guardian/Adult entering the bus without authorization, fighting, flagrant displays of disrespect toward the driver, possession of drugs, alcohol/tobacco will result in immediate loss of bus privileges for a minimum of 4 school days.

Our primary goal is the safe transportation of your child/children. We understand that you may have questions or concerns, so please feel free to email us at transportation@rangelyk12.org

Signature required if digital bus request form has not been filled out.

Parent/Guardian Signature _____ **Date** _____

Student Signature _____ **Date** _____
