



Guidelines Governing Student Conduct

2018/2019

Apple Bus Company, Inc.

The Apple Bus Company is pleased to be your transportation provider for the 2018-2019 school year. Transportation of students in the safest possible manner is the highest priority of our company. It is our hope that we can partner with parents and students in accomplishing our goal. We believe communication is a key factor. Thus, we are providing you with an information bus riders' handbook for you to read and discuss with your son or daughter. We hope that with this information available to you and a continuing safety program for our drivers, we will have a safe school year. Your support and assistance will be greatly appreciated.

Parents and Bus Riders

The goal of the bus riders' handbook is to help provide safe transportation for your sons/daughters who ride the school buses as regular or occasional (field trips, etc.) riders. It is important that parents take an active roll in promoting safe bus practices. Please instruct your sons/daughters about following simple bus safety guidelines as outlined in this handbook. We want all riders to be aware of the basic student conduct safety rules. All regular route buses are equipped with video surveillance equipment. **All kindergartners and first graders must have a responsible party at the stop to be released off of the school bus; otherwise they will be retained on the bus.** Riding the school bus is a privilege provided by the school district, and should be treated as such. To ignore the following guidelines may result in disciplinary action or suspension of the privilege to ride the school bus.

General Rules

Obey the instructions of the bus driver at all times.

1. Board and leave the bus at **designated stops** only.
2. Ride only the bus to which you are assigned.
3. Any student attempting to ride a bus to which he/she is not assigned **MUST have a note from parent and/or a Gold Note from the teacher or office.** This is only approved in the case of an emergency. A student may get off at another stop on their own bus route as long as the driver has permission from the parent.

4. Only students enrolled in the Trenton R-IX School District are permitted to ride on the school buses.
5. Parents or other individuals who are not students are not permitted to board a school bus, according to MO Statute Chapter 569, Section 569.155, unless expressly approved by the school district.

Preparing for Bus Arrival

1. **Be at the bus stop at least five (5) minutes before scheduled pick up time.**
2. Stand on the sidewalk or back from the roadway while waiting for the school bus. Form a single line and be prepared to load immediately when the bus approaches.
3. Watch for the drivers' signal that it is okay to cross if needed.
4. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way to and from the bus stop.
5. Caution: Be alert for vehicles that do not stop when the bus is loading and unloading.

Bus Driver's Responsibilities

1. To operate the bus safely and efficiently.
2. Be on the bus to supervise the daily boarding and de-boarding of students.
3. During orientation or within the first two weeks of school discuss safety, evacuation procedures, and guidelines governing student conduct on the school bus.
4. After the first verbal warning to a student for minor infractions, the driver may write a conduct for any subsequent violations and give the conduct to the building principal. No verbal warning will be given for major infractions that endanger the comfort and/or safety of others. . .
5. **Every driver will assign seats, maintain a current seating chart and give a copy to the terminal manager to keep on file.**
6. Will call the dispatcher for any needed guidance.
7. The student code of conduct as described by the Trenton R-IX School District will apply on the school bus. The buses are an extension of the classroom; therefore, **classroom behavior is expected** from students.

School Bus Rules

1. **Obey drivers' instructions promptly.**
2. Remain seated at all times on the bus and be courteous and respectful to others.
3. Scuffling, fighting, the use of obscene, vulgar, or profane language/gestures will not be tolerated.
4. All possessions, as well as arms, head or any other parts of the body are to be kept inside the bus at all times. Do not throw objects inside or out of the bus.
5. Do not mark, cut, or scratch any part of the bus. **Vandalism costs will be paid by the persons responsible for the damage.**
6. Students should not use the emergency door and exit controls except during supervised drills or actual emergency.
7. Students will not attempt to operate the passenger door or other driver controls except in case of an emergency.
8. **Students will face forward for the duration of the trip and will keep their feet on the floor and out of the aisle.**
9. **Eating and drinking on the regular bus route is prohibited.** Extra curricular trips will be allowed to eat and drink on the bus at the sponsor and/or driver's discretion. Water in plastic containers may be used only on hot days.
10. Place all trash in the trash can.
11. Any objects (musical instrument, class projects, etc.) deemed too large to be held in the student's lap at all times, are not allowable due to interference to other riders and safety concerns. The following items are a partial list of what is allowed on the bus if held in the lap: piccolo, oboe, soprano clarinet, bassoon, snare drum, alto saxophone, French horn, trumpet, violin, and viola. The following items are a partial list of what is not allowed on the bus. These include but are not limited to: alto clarinet, bass clarinet, trombone, baritone saxophone, cello, guitar, tuba, large school projects, balloons, glass, skateboards and bikes.
12. Normal conversation is permitted; any loudness that may cause the driver to be distracted is not permitted.

If you have any questions or concerns, feel free to call the office at 660-339-7227. Thank you and we are looking forward to a great school year!



Pre-School Guidelines Governing Student Conduct

2018/2019

Trenton R-IX and Apple Bus Company, Inc.

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Parents and Bus Riders

The goal of the bus riders' handbook is to help provide safe transportation for your sons/daughters who ride the school buses as regular or occasional riders. It is important that parents take an active roll in promoting safe bus practices. Please instruct your sons/daughters about following simple bus safety guidelines as outlined in this handbook. We want all riders to be aware of the basic student conduct safety rules. All regular route buses are equipped with video surveillance equipment. **All Pre-School students must have a responsible party at the stop to be released off of the school bus; otherwise they will be retained on the bus.** Riding the school bus is a privilege provided by the school district, and should be treated as such. To ignore the following guidelines may result in disciplinary action or suspension of the privilege to ride the school bus.

General Rules

Obey the instructions of the bus driver at all times.

1. Board and leave the bus at **designated stops** only.
2. Ride only the bus to which you are assigned.
3. Any student attempting to ride a bus to which he/she is not assigned **MUST have a Gold Note from the teacher or office.** This is only approved in the case of an emergency.
4. Only students enrolled in the Trenton R-IX School District are permitted to ride on the school buses.

5. Parents or other individuals who are not students are not permitted to board a school bus, according to MO Statute Chapter 569, Section 569.155, unless expressly approved by the school district.

Preparing for Bus Arrival

1. **Be ready to board at least five (5) minutes before scheduled pick up time.**
2. Student **AND** accompanying adult please stand on the sidewalk or back from the roadway while waiting for the school bus.
3. Watch for the drivers' signal that it is okay to cross if needed.
4. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way to and from the bus stop.
5. Caution: Be alert for vehicles that do not stop when the bus is loading and unloading.

Bus Driver's Responsibilities

1. To operate the bus safely and efficiently.
2. Be on the bus to supervise the daily boarding and de-boarding of students.
3. During orientation or within the first two weeks of school discuss safety, evacuation procedures, and guidelines governing student conduct on the school bus.
4. After the first verbal warning to a student for minor infractions, the driver may write a conduct for any subsequent violations and give the conduct to the building principal. No verbal warning will be given for major infractions that endanger the comfort and/or safety of others. . .
5. **Every driver will assign seats, maintain a current seating chart and give a copy to the terminal manager to keep on file.**
6. Will call the dispatcher for any needed guidance.
7. The student code of conduct as described by the Trenton R-IX School District will apply on the school bus. The buses are an extension of the classroom; therefore, **classroom behavior** is expected from students.

School Bus Rules

1. **Obey drivers' instructions promptly.**
2. Remain seated at all times on the bus and be courteous and respectful to others.
3. Scuffling, fighting, the use of obscene, vulgar, or profane language/gestures will not be tolerated.
4. All possessions, as well as arms, head or any other parts of the body are to be kept inside the bus at all times. Do not throw objects inside or out of the bus.
5. Do not mark, cut, or scratch any part of the bus. **Vandalism costs will be paid by the persons responsible for the damage.**
6. Students should not use the emergency door and exit controls except during supervised drills or actual emergency.
7. Students will not attempt to operate the passenger door or other driver controls except in case of an emergency.
8. **Students will face forward for the duration of the trip and will keep their feet on the floor and out of the aisle.**
9. **Eating and drinking on the regular bus route is prohibited.** Water in plastic containers may be used only on hot days.
10. Place all trash in the trash can.
11. Normal conversation is permitted; any loudness that may cause the driver to be distracted is not permitted.

If you have any questions or concerns, feel free to call the office at 660-339-7227. Thank you and we are looking forward to a great school year!

Responsibilities of Parents With Bus Riding Children

- Be familiar with and follow school board policies for school bus transportation.
- Have your bus riders ready and at the bus stop 5 minutes early.
- If your student is Pre-K to 1st grade YOU MUST be at the stop for both pick up AND drop off.
- Cooperate with the school and the bus driver in teaching bus safety procedures, good manners and habits for school bus passengers. The best way to stay safe on the bus is to stay seated and always follow your bus driver's instructions.
- Assist with the disciplinary problems that involve your bus riders.
- Avoid detaining the driver in route.
- Avoid contacting drivers for changes, please call the office at Trenton's Bus lot 339-7227
- Please remind your students to stay out of the danger zone around a school bus, which is 10 ft. Wait until the bus has stopped completely before approaching the school bus. Cross in front of the bus at the bus stop at least 3 ft. in front of the crossing gate.
- Assist in monitoring safe bus stops; help keep them free of parked vehicles, trash, debris, and the vegetation trimmed.
- Be watchful, and report those running the buses red lights and stop sign, (those that do not stop for a bus loading or unloading one of your children).
- Thank you for your assistance and co-operation

Bus Rider Expectations

- Be at your stop **5 Minuets Before** arrival time. These are Bus Stops **NOT** Bus Waits.
- Know what your bus number is and what your drivers name is.
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- Give the driver your gold notes when you get on the bus. (Rissler students)
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- Know the bus stop of where you are going.
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- Know your parents name, grandparents or sitters name where you are going.
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- **Always follow the bus driver's instructions.**
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- Use inside voices—feet to the floor, seats to the seat, & stay seated.
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- Keep your hands and feet to yourself.
- Keep aisle clear of all items(including yourself)
- Save your food items, treats/snacks, or toys for the lunch room, or until you are off the bus.
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- Keep everything **IN** your back pack until you are off the bus.
- Put trash in the trash container,(when **exiting** the Bus) help keep your bus clean.
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- Be ready to leave the bus at your bus stop.

Welcome to Riding the School Bus

A B C's Always Be Careful

Waiting for the bus:

Wait patiently, no playing, line up single file; take turns being the first on the bus. Remember your ABC's

Bus will turn on yellow lights,

Come to a stop

When red lights are flashing and the stop gate is out, and driver signals you its ok, you WALK to the bus.

Approaching the bus:

Wait for the bus to completely stop, wait for the driver to signal you, look both ways if you have to cross the street. Cross 5 big steps in front of the crossing gate. Remember your ABC's

Loading Procedure:

Single file, use handrails, say good morning to your bus driver, and find your seat quickly

Stay seated on the bus

Put bag in your lap or on the floor under the seat

Use quiet voices

Keep Hands to yourself

Save your playing for recess and when you get home.

Put trash in a trashcan or your book bags.

Emergency on the bus:

Bus is stuck in the snow in a dangerous place, or broke down in an unsafe place

Listen to your driver's instructions. Person closest to the door goes first. Stay together, 30 big steps away from the bus, leave your stuff, remember your ABC's

Unloading Procedure:

**Seat closest to the door goes first; let person in front of you go first
(Same as when do an emergency evacuation)**

Single file

Use handrails

Watch your step

Single file on sidewalk to front door of the school

Go inside, out gym doors

Go over bus rules

After School:

Walk to the bus, stay in line, walk 5 big steps in front of the crossing gate, so the driver can see you.

Leaving the bus:

Move away from the bus, look both ways if you have to cross in front of the bus, 5 big steps, wait for the driver to give you ok signal, Remember your ABC's

**If you drop something at any time around a school bus 1st tell the bus driver. Or wait til the bus moves away.
Keep your things in your book bags!!!**

Bus will turn on yellow lights,

Come to a stop

When red lights are flashing and the stop gate is out, and driver signals you its ok, you WALK to the bus.

Remember that this is a "Bus Stop" NOT a "Bus Wait" . The bus will be there at a designated time and cannot wait too long because of the other students that need a ride.

Thank you,

The Apple Bus Team