

Palmyra R-I School District

School Bus Transportation Handbook



GENERAL RULES

1. Obey the instruction of the bus driver. At no time will a student act toward or address comments to the bus driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Board and leave the bus at designated stops only. The majority of designated stops are at the nearest corner. (Provided there is a way for the bus to get out without backing-up).
3. RAILROAD CROSSINGS. Students are to be quiet upon approaching the tracks and remain quiet until bus has cleared the tracks.
4. Balloons: Children will not be allowed to take inflated balloons onto the bus. They present obvious safety hazard. If you have a balloon sent to your child make sure he/she is not planning to ride the bus home that day. Please notify family and friends of the policy. Your help with this will be greatly appreciated!
5. Pets are not allowed.
6. No toys allowed on the bus. If they are taking a toy for share day it needs to stay in their bag when they are on the bus.
6. Ride only the bus you are assigned.
7. Students will not be allowed to ride a different bus other than the one to which he/she has been assigned without a written request from the parent and school approval. If there is a change in your child's dismissal plan, you need to contact the bus barn at 573-769-2963.
8. Families that live less than one mile from the school will be assessed a fee to ride on the bus. If you want more information about this please call the Central Office at 573-769-2066 or the Transportation Director at 573-769-2963.

PROCEDURES FOR WAITING ON THE BUS

1. Be at your bus stop (10) ten minutes before pickup time.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop, and until red loading lights come on.
5. Parents should instruct their children on what procedures to follow if the bus is missed.
6. Students should never chase the bus if it has already left their stop.

LOADING THE BUS

1. Do not push or shove.
2. Use the hand rails and steps.
3. Go to your assigned seat, or the first seat you come to. The bus will not move until all students are seated.
4. Students will sit in seats assigned by the bus driver.
5. All **BAGGAGE/BAND INSTRUMENTS**- Any items brought on the bus must be able to sit in the student's lap. Students must be able to hold baggage at all times. No band instruments larger than trombone will be allowed on the bus route.
6. Students will be responsible for the items they bring onto the bus.

CONDUCT ON THE BUS

1. Remain seated at all times while the bus is moving. Each student will be expected to remain seated for the duration of the trip, and remain seated until released by the driver.
2. Do not change seats. The driver will assign seats.
3. A student shall not refuse to sit in an assigned seat or deny another place to sit.
4. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
5. Scuffling, fighting, and the use of obscene, vulgar or profane language or gestures are forbidden.
6. Do not throw objects inside or out of the bus. Keep all pens and pencils put away at all times.
7. Do not mark, cut, or scratch any part of the bus. Restitution for vandalism costs will be paid by the person(s) responsible.
8. Students are not to use emergency exits unless during a drill or actual emergency.
9. Students shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle. Keep all body parts inside the bus and to yourself.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by the students while riding the bus except for ordinary conversation.
12. Student discipline code will apply to students using school transportation.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or the other authorized personnel shall report all misbehavior or dangerous situations to the transportation director as soon as possible

ACCIDENTS AND EMERGENCIES

1. Follow the driver's instruction.
2. If you must leave the bus, stay in one group.
 - A. The students nearest the door will open the door and leave the bus in a single file line as quietly as possible. Evacuation will start with the seat closest to the door.
 - B. Once outside of the bus, follow the driver's instruction completely.

EXTRA-CURRICULAR TRIPS

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building and trip sponsor.
3. The bus shall be returned clean each trip.
4. Rule #8 under prohibited items does not apply to extra-curricular trips.

PROHIBITED ITEMS

1. Food or beverages of any kind. (eating and drinking is not permitted on the bus.)
2. Tobacco and alcohol.
3. Glass containers.
4. Live animals or insects.
5. Chewing Gum
6. Weapons, explosive devices, matches or cigarette lighters, harmful drugs or chemicals.
7. Any object (musical instrument, shop project) too large to be placed in student's lap or on the floor between knees.
8. Cell phones, CD players, radios, ipods, mp3's, pagers, beeper, video games, laser lights, or any other electronic devices cannot be used while on the bus. Any such items used while on the bus will be confiscated by the bus driver and returned only to the parent by request.

**Palmyra R-I
School Bus Rider Contract**

I have been given and have read the Bus Rider's Safety Handbook and agree to abide by these rules.

Student's Name (Please Print)

Parent's Signature

Bus Pick-Up—Street Address
(Please Print)

Bus Drop Off -Street Address
(Please Print)

City, Zip

City, Zip

Work Telephone

Home Telephone

School

Child Date of Birth

Grade

Child's Age

AM Route# PM Route#

This is your child's official registration card for transportation to and from school. This must be returned within five (5) school days after it is received, or transportation will be discontinued.

If you have any questions regarding Palmyra RI bus routes, schedules, or drivers please call us at 573-769-2963. Actual location of student's bus stop will be determined by the Transportation Department.