

## SECTION V – TRANSPORTATION

### Bus Transportation to School

Please contact Bill Schoolcraft , Bus Supervisor, at 238-6868 ext. 5, for transportation schedule and routes and any other questions or concerns. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

### Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

#### Previous to loading (on the road and at school)

Each student shall:

1. be on time at the designated loading zone;
2. stay off the road at all times while walking to and waiting for the school transportation;
3. line up single file off the roadway to enter;
4. wait until the school transportation is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the driver signals it is safe to cross;
6. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

1. remain seated while the school transportation is in motion;
2. keep head, hands, arms, and legs to him/herself and inside the school vehicle at all times;
3. not litter in the school vehicle or throw anything from the vehicle;
4. keep books, packages, coats, and all other objects out of the aisle;
5. be courteous to the driver and to other riders;
6. not eat or play games, cards, etc.;
7. not bring any glass containers on board;
8. not tamper with the school vehicle or any of its equipment.

## Leaving the bus

Each student shall:

1. remain seated until the vehicle has stopped;
2. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

## Extra Trips

The rules of conduct apply to all extra trips.

On long trips, drink and food will be allowed if the driver agrees and students clean up before they exit the bus

## Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

## Penalties for Infractions

1. A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. The disciplinary steps are as follows:

2. The bus driver will give a student a verbal warning.
3. If a student's conduct has not improved after the verbal warning, he/she will be reported to the bus supervisor.
4. When student is referred to the bus supervisor or his assistant, one or more of the following actions will be taken: Verbal warning, Probation, The parent will be called
5. Suspension of student's bus privileges from three days up to the entire school year
6. The usual sequence of suspension of bus privileges for misbehavior is three days, one week, two weeks, one month, and one year. However, the supervisor and the principal will use their judgment where circumstances merit a variance from this sequence.
7. Dangerous or extreme misbehavior may result in more serious consequences at the first offense or any time thereafter.
8. If a student has a bus suspension, he/she will not ride any bus until suspension is fulfilled, this includes extracurricular activities.
9. Behavior referrals from the last marking period will be carried over to the new school year.

Additional issues related to bus discipline:

No student will be put off a bus and left alone at a place other than their regular stop.

If a parent refuses to transport the student, referral to courts may be appropriate.

Self Transportation

1. Pick up and discharge of students will be at the west entrance (public parking area) to avoid interference with buses which will load and unload on the east entrance of the school.

2. THERE IS NO PARKING IN THE BUS AREA OR IN THE FIRE LANE NEXT TO THE SIDEWALKS.

PLEASE READ THE FOLLOWING SECTION CAREFULLY

PARENTS PLEASE:

Your child will be sent to your home on the bus unless previous arrangements are made in writing. We STRONGLY DISCOURAGE PHONE CALLS for the safety of your child, as we cannot properly identify callers.

All notes sent to the school must include the following.

1. Your child's first and last name
2. Your child's teacher name
3. Your signature
4. The date

If you are sending a note to go somewhere other than home, you must also include:

1. Name and address where the child will be dropped off.
2. (if daycare) Daycare providers name and address.

PLEASE DO NOT ASSUME THAT THE BUS DRIVER WILL KNOW YOUR CHILD.