

School Bus Rider's Safety Handbook



Ensuring our students arrive safe,
on time and ready to learn . . . every day!

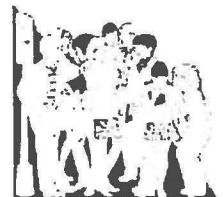


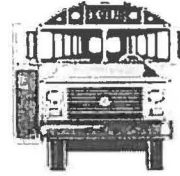
GENERAL RULES

1. Obey the instructions 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. RAILROAD CROSSINGS — Students are to be quiet upon approaching the tracks and remain quiet until bus has cleared tracks.
3. Only students eligible to ride may be transported. Students must ride their assigned bus.
4. Do not ask to ride home on another bus with a friend without a note from home and approved by transportation.
5. It is the responsibility of the parents to provide transportation to school if a child misses the bus.

PROCEDURES FOR WAITING FOR THE BUS

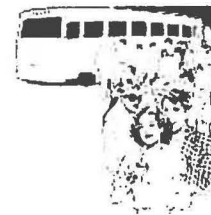
1. Be at your bus stop (5) five minutes before scheduled pickup time. The driver will not wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.



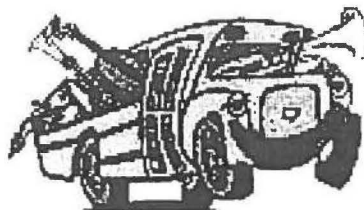


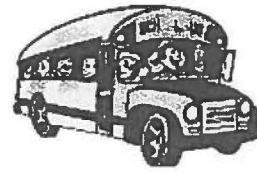
3. When the bus approaches form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop, and until red loading lights come on.
5. Parents should instruct their children on what procedures to follow if the bus is missed.

LOADING THE BUS



1. Do not push or shove.
2. Use the handrail 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 or principal.**
5. **ALL BAGGAGE/BAND INSTRUMENTS** – Any items brought on the bus must be able to sit in students lap, students must be able to hold baggage at all times. **NO** band instruments larger than a trombone will be allowed on the route bus. (French horns and larger can become flying projectiles.)





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.
3. A student shall not refuse to sit in an assigned seat or deny another a 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 and 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. Vandalism costs will be paid by the person(s) responsible.
8. Students should only use emergency door and exit controls during supervised drill or actual emergency.
9. Students will never attempt to sit in the driver's seat or operate the passenger door or other driver controls except in cases of extreme emergency.
10. 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.

GETTING OFF THE BUS



1. Stay seated until the bus is completely stopped and the driver releases you.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
4. You shall use your assigned stop at all time, (A.M. and P.M. routes)
5. Stay clear of the bus when unloading. Do not chase, touch, or hang on the bus at any time.
6. Never cross behind the bus.
7. If an article is dropped or rolls near or under the bus, do not try to get it. Make certain the driver sees you, go to the door of the bus and ask the driver for help.

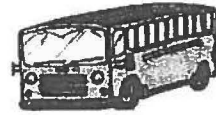
CROSSING THE STREET OR HIGHWAY



1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 15 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. NEVER cross BEHIND the bus.
4. CAUTION! Be alert for the vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections. Obey all traffic signs on your way home.



ACCIDENTS OR EMERGENCIES



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



EXTRA-CURRICULAR TRIPS

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. The bus shall return clean when returning from the trip.

DISCIPLINE

The SCHOOL BUS is an EXTENSION of the CLASSROOM, and the principal will administer discipline. ALL school board policies that apply to student conduct and other student related activities apply also to the SCHOOL BUS.

The following is an outline of the Bus Discipline Procedure:

CATEGORY I

First Offense

The driver will inform the student of the discipline program. The student will be given a verbal warning for misconduct. Every effort will be made to solve the problem prior to reporting the student to the principal.

Second Offense

The student will be given another verbal warning for misconduct.

Third Offense

The driver will assign a seat.

Fourth Offense

The student's parents/guardians will be contacted and a driver's discipline report will be sent home for the parent to sign and return.

The following disciplinary action will be administered by the Principal:

First disciplinary referral — Bus privileges suspended for 3 days.

Second disciplinary referral — Bus privileges suspended for 5 days.

Third disciplinary referral — Bus privileges suspended for 10 days.

Fourth disciplinary referral — Bus privileges suspended for the remainder of the semester.

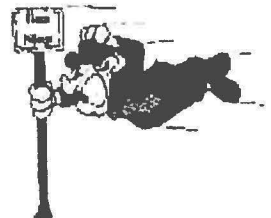
The building administrator has the authority to skip steps for serious violations, or to repeat them if the misconduct is not a serious safety violation.



CATEGORY I Minor Infractions

Include, but are not limited to the following:

1. Using profanity or making offensive remarks or gestures.
(automatic discipline referral)
2. Talking loudly or yelling.
3. Throwing objects (items that distract-non harmful)
4. Bothering (poking, pushing, etc.) other bus riders.
5. Not following the bus driver's directions.
6. Failure to sit in assigned seat will result in parent contact.

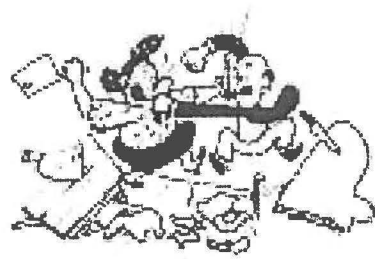


CATEGORY II Major Infractions

Include, but are not limited to the following:

1. Accumulating (3) three minor infractions.
2. Being defiant or disrespectful to the bus driver.

3. Deliberately disregarding the safety of passengers or others.
4. Vandalizing the bus.
5. Throwing harmful objects (paper, rocks, books, etc.).
6. Fighting (contact with others).
7. Using profanity or making offensive remarks or gestures.
8. Making threatening remarks.
9. Refusal to sit in assigned seat.





DETACH & RETURN

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School Bus Rider's Contract

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

Student's Name (Please Print)

Parent's Signature

Address (Please Print)

Home Telephone

Work Telephone

Child's Date of Birth

Grade

Child's Age

School Bus Letter/Number