

Bus Rider's Safety Handbook

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for the children and adults who ride the school buses. Parents should take time to read and discuss the materials in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such. Special Needs Student information cards are to be completed and turned into the driver within three days.

General Safety Rules

- Obey the instructions of the bus driver. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with the driver.
- Board and leave the bus at designated stops only.
- Only the students who are eligible to ride may be transported and must ride their assigned bus.
- Do not ask to ride home on another bus with a friend.
- It is the responsibility of the parent to provide transportation to school if a child misses the bus.
- Students will abide by the individual schools' rules and regulations concerning bus students, including conduct and dress code.

Bus Schedules

Buses will run as close as possible to the published schedule. However, the first several weeks of school are a period of adjustment. Routes will not run early, but may occasionally run late until revisions are made. Please keep this in mind when arranging personal schedules.



Parents should discuss with their children a plan of action if the morning bus is missed. Students should know if their parents expect them to return home, go to a neighbor, walk to school, etc. (When mechanical or other problems cause a bus to run late, the schools will be notified, and the bus will make every stop, regardless of how late it is.)

Procedures for Waiting for the Bus

- Be at your bus stop five minutes before schedule pick up time.
- Driver will not pick up a student unless they are at their designated stop.
- Stand on the sidewalk or back from the roadway while waiting for the bus.
- When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop.
- If a student misses the bus, the bus will not return. The student is to go home immediately and call their parents if they are not home. .

Loading the Bus

- Do not push or shove.
- Use the handrail and steps.
- Go to your seat. The bus will not move until all students are seated.
- Students from the first stop may be assigned in the back of the bus, until the last students picked up are seated in the front.
- Once the bus door is shut and preparing to depart, a student may not be admitted to ride.

Conduct on the Bus

- Remain seated while the bus is moving.
- Do not change seats.
- A student shall not refuse to sit in an assigned seat or deny another place to sit.
- Each student will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens.
- Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
- Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.
- Do not throw objects inside or out of the bus.
- Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
- The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
- Student shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
- 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.
- Video recordings are made of student activity on the bus for disciplinary and training purposes.

Getting off the Bus

- Stay seated until the bus is completely stopped.
- Use the handrail to take one step at a time when leaving the bus.
- Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
- Student will be released from the bus only at their designated bus stop or attending campus.
- If an emergency situation arises, you must have written permission to get off the bus at a stop other than your own. Present a written request to your campus administrator. The campus will then notify the Transportation office and the Transportation office will issue a rider pass directly to the bus driver.
- Stay clear of the bus when the engine is started. Do not chase or hang on the bus at any time.
- If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

Crossing the Street or a Highway

- All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
- Check in both directions and walk directly across the road.
- Never cross the road behind the bus.
- CAUTION! Be alert for the vehicles that do not stop when the bus is loading or unloading students.
- Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Prohibited Items

- Tobacco
- Live animals or insects.
- Glass containers.
- Alcoholic beverages.
- Weapons, explosives (such as fireworks), knives, water guns, or unsheathed pointed articles or any other object that could be considered dangerous or conflict with the safety of the students and the driver.
- Students will keep aisles clear. Any article (projects, band instruments, etc.) too large to be held in the student's lap or which they impose on other riders will not be allowed on the bus.
- Matches or cigarette lighters.
- Students will not eat on any school bus. Plastic water bottles filled with water only will be allowed on any school bus.
- Radios or tape/CD players, ipods.

Accidents or Emergencies

- Follow the driver's instructions.
- If you must leave the bus, stay in a group.
- The following procedures will be used for evacuation in an emergency situation:
 - A. The student nearest the door will open the door and hold it open.
 - B. Leave the bus in a single file as quickly and quietly as possible.
 - C. Evacuation will start with the seat closest to the door.
 - D. Once outside the bus, follow the driver's instructions completely.

Extracurricular Trips

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

Discipline

- The school bus is an extension of the classroom. All the rules that apply in the classroom carry over on the bus. The Principal or Director of Transportation will administer discipline

procedures with assistance from the bus driver. All school board policies that apply to a student conduct the other student related activities apply on the school bus.

STEPS OF CONSEQUENCES FOR SAFETY INFRACTIONS

- 1st Consequence- Probation with possible suspension of riding privileges depending on the severity of the offense.
- 2nd Consequence- May constitute a parent conference with severity of punishment to be determined by the principal. Student may not ride until conference is held.
- 3rd Consequence- Conference with parent and suspended riding privileges for the remainder of the year.

Note: Students are responsible for notifying their parents or guardian of disciplinary action.