

Please go over the following information with your child. It is required by law that the drivers follow these procedures and rules. The enforcement of these rules is required for the safe transportation of all students.

BUS RULES

1. Pupils shall arrive at the bus stop (designed place of safety) before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping the aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver or bus monitor promptly and respectfully.
7. Pupils must not use profane language or make obscene gestures, or harass other students.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco products or paraphernalia.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Pupils will not vandalize the bus or any personal property.
16. Pupils will not fight or strike another person, not even horseplay on the bus.
17. Pupils will not use or have in their possession knives, firearms while on the bus.
18. No animals or pets are allowed on the bus.
19. Electronic devices can be used at the discretion of the bus driver or bus monitor.
20. No gang related paraphernalia allowed or to be displayed on the bus.
21. All belongings are to be kept in the backpack/book bag.

PICK-UP PROCEDURES FOR CROSSING STUDENTS

1. Students are to wait for the bus at the designed safety stop location assigned by the driver. When the bus is stopped at the pick-up point, the driver must raise hand palm up to be visible to

the students outside the bus. When safe to cross, make eye contact with driver and signal students by slowly dropping hand straight down.

2. The students should check for traffic before crossing the roadway and must cross straight across the roadway, approximately ten feet in front of the bus.
3. Students board the bus quickly and safely and proceed to a seat or assigned seat.

DROP OFF PROCEDURES FOR CROSSING STUDENTS

1. Once the bus is stopped, students may begin to leave their seats.
2. As the students safely and quickly exit the bus, the driver must raise his or her hand palm up to be visible to the students outside the bus.
3. Students are to walk ten steps along side of roadway away from the front of the bus where the driver can see the students and the students can see the driver's hand. Students must wait for eye contact and signal from driver before crossing.
4. When safe to cross, the driver will signal students to cross by dropping hand slowly and straight down, after making eye contact with students.
5. Students are to cross directly toward other side of roadway, stopping halfway to check for traffic in both directions. When safe, they must continue to cross to residence side.
6. Once on residence side, students are to gather at a designated place of safety where they must remain until the bus leaves the stop. After the bus leaves the stop location, the students may continue to their residence.
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PICK-UP PROCEDURES FOR RESIDENCE SIDE STUDENTS

1. Students are to remain clear of the danger zone by waiting at their designated place of safety ten feet or more from the bus.
2. Driver is to make eye contact with students and signal them to board the bus.
3. Driver will remind the students to board quickly and safely and proceed to a seat or assigned seat.
4. Driver will move the bus after all students are seated.

DROP OFF PROCEDURES FOR RESIDENCE SIDE STUDENTS

1. Once the bus comes to a complete stop, the students may begin to leave their seat to exit the bus.
2. Students are to exit the bus quickly and safely and walk ten steps clear of the danger zone and wait at the designated place of safety on the residence side.
3. The driver will wait until the students are at their designated place of safety on the residence side where they must remain until the bus leaves the stop. After the bus leaves the stop location the students may continue to their residence.

PROCEDURE FOR CHANGING BUS STOP LOCATION/BABYSITTER

Parents/custodial guardians may change the location of a child's bus stop for the am and pm if the change is for five days minimum. UNDER NO CIRCUMSTANCES WILL A CHANGE BE MADE THAT IS NOT FOR AT LEAST FIVE CONTINUOUS DAYS. Students must board and unload at the same location for at least five continuous days.

No change can be implemented unless there is a twenty four-hour notification. DO NOT send notes with your child. All changes must go through the transportation office.

HOW TO REQUEST A STOP CHANGE

In order to change an existing bus stop all of the following criteria must be met:

1. Many students in the neighborhood are better served by the new stop.
2. The stop is along an established bus route the bus must follow anyway.
3. The additional stop will not strain a tight schedule.
4. The stop is not solely for the convenience of the student or parent.

Stop changes are not made before the second week in October. This period is used to adjust the bus routes and to make sure all qualified students have a bus route assignment. All request changes must be in writing. The request must state the following: Students Name: School they attend: Current stop location: Proposed new location: The reason the stop does not meet the above criteria: Parent name, address and phone number.