



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 must go directly to an available or assigned seat.
- 2 Pupils must remain seated keeping aisles and exits clear.
- 3 Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- 4 Pupils must not use profane language or make obscene gestures, or harass other students.
- 5 Pupils will not vandalize the bus or any personal property.
- 6 Pupils must not use or have tobacco products or paraphernalia.
- 7 Pupils must not use or have alcohol or drugs and paraphernalia.
- 8 Pupils will not fight or strike another person, not even horseplay on the bus.
- 9 Pupils will not use or have in their possession knives, firearms while on the bus.
- 10 Pupils must not throw or pass objects on, from, or into the bus.
- 11 Pupils will not place their arm, head or any other parts of their body outside the bus windows.
- 12 Pupils shall arrive at the bus stop 10 minutes before the bus is scheduled to arrive.
- 13 Pupils must wait in a designated location clear of traffic and away from the bus stops.
- 14 Pupils will not eat or drink on the bus.
- 15 Pupils must carry on the bus only objects that can be held in their laps.
- 16 Pupils must leave or board the bus at the assigned bus stop.
- 17 No animals or pets are allowed in the bus.
- 18 Pupils will follow directions of the bus driver or bus monitor at all times.
- 19 No electronic devices may be out during regular bus runs.
- 20 All belongings are to be kept in the backpack/bookbag.
- 21 No gang related paraphernalia is allowed or to be displayed on the bus.

### PICK UP PROCEDURES FOR CROSSING STUDENTS

- 1 Students are to wait for the bus at the designated stop location. When the bus is stopped at the pick up point, the driver must raise hand palm up and out toward the windshield.
- 2 Students are to maintain eye contact with the driver. When it is safe to cross the driver will drop their hand straight down. This is the time for the students to start crossing the road.
- 3 Students should always check for traffic before crossing the roadway. Students are to cross straight across the roadway, approximately ten feet in front of the bus.
- 4 Students are to board the bus quickly and safely. They are to be seated before the bus can move.

### 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 will raise hand palm up and out toward the windshield.
- 3 Students are to walk ten steps away along the side of the 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 the driver before crossing.
- 4 When safe to cross, the driver will signal students to cross by dropping the hand slowly and straight down, after making eye contact with students.
- 5 Students are to cross directly toward the 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.

### 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 Students are to maintain eye contact with the driver and wait for the driver to signal them to board the bus.
- 3 Students are to board the bus quickly and safely. They are to be seated before the bus can move.

### DROP OFF PROCEDURES FOR RESIDENCE SIDE STUDENTS

- 1 Once the bus is stopped, students may begin to leave their seats to exit the bus.
- 2 As the students safely and quickly exit the bus, walk ten steps clear of the danger zone and wait at the designated place of safety on the residence side.
- 3 The driver must count the students as they exit the bus and see them to their designated place of safety on the residence side where they are to remain until the bus leaves the stop. Only after counting the students may the driver begin to leave the bus stop. After the bus leaves the stop location, the students may continue to their residence.

