

## TRANSPORTAION



### School Bus Safety Program

#### Regulations

#### ARRIVING AT PICKUP POINT

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

-Be on time. Leave home in good time so that you will arrive at the pickup point **5 minutes before the school bus.**

-If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.

-Walk on the shoulder of the road where possible, and not on the traveled portion.

-If any other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

#### BOARD THE BUS

-Line up in single file, with the younger students in front so they can board first.

-Wait until the bus comes to a complete stop before attempting to get on board.

-Board the bus quickly but without crowding or pushing.

-Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.

-Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold on to the handrail at the same time.

#### CONDUCT ON THE BUS

1. Pupils shall arrive at the bus stop before the bus arrives.
2. Wait in a safe place, clear of traffic, until the bus arrives.
3. When bus is observed arriving, form an orderly line and avoid "horseplay."
4. Go directly to your assigned seat after entering the bus.
5. No part of your body is to extend through the window.

6. No object is to be extended through the window.
7. Musical instruments must be given to the bus driver for storage.
8. Remain seated, keep aisles and exits clear, keep head and arms inside the bus, feet on the floor, and keep your hands to yourself.
9. Obey the driver promptly and respectfully.
10. Profane language, obscene remarks or gestures, or shouting will not be tolerated.
11. Use of tobacco, alcohol, drugs or other controlled substances is prohibited.
12. Weapons of any sort, explosives, fireworks, smoke or stink bombs, or other dangerous objects will not be transported.
13. Animals, insects, reptiles, any objects larger than can be held on the lap, or any glass items will not be transported on the bus.
14. Horseplay (pushing, shoving, or striking other students), throwing articles either in, around or out of the bus will not be tolerated.
15. Remain seated when the bus stops and until the door is opened.
16. Cross the street 10 feet in front of the bus (embarking or disembarking) and only on a signal from the driver.
17. Assist in emergency evacuation drills, as instructed, to insure compliance with state safety requirements.

#### EXIT FROM THE BUS

Remain seated until the bus has reached its destination and comes to a complete stop. Do not push or crowd when leaving the bus.

#### CROSSING THE HIGHWAY

- a. If you must cross the road, walk to a point about 10 feet in front of the bus, but don't cross until you can see the driver has indicated that it is safe to do so.
- b. As you cross the road, look continuously to the right and left.
- c. At an intersection, look in all directions.
- d. Walk quickly across the road, but don't run.
- e. Never cross the road behind the bus.

#### ACCIDENT OR OTHER EMERGENCY

-In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.

-Stay in the bus unless otherwise directed by the driver.

- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

#### PROCEDURES FOLLOWED UPON STUDENT MISBEHAVIOR ON SCHOOL BUS

- When a student misbehaves on a bus the first time, the driver will explain to the offender the necessity for good behavior.
- If the bus driver has to give a second talk, this will be considered as a first warning, name, date and nature of offence should be noted and written by bus driver.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that this will be reported to the office. This written report will be sent to the parents/guardians of the student and a copy placed in the student's personal file. The parents/guardians will be notified that the student will be put off the bus if misbehavior occurs again.
- If poor conduct continues, the driver will again report the incident and a board decision will be made as to whether to take the bus riding privilege away from the student, and if so, how long.
- When a student is not allowed transportation by the school bus, the parents/guardians of the student will be notified of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents/guardians are responsible for seeing that their child gets to and from school safely.