

SCHOOL BUS RULES AND REGULATIONS

School Transportation Facts:

School transportation is provided free of charge as a courtesy to all eligible students. The District is **not** required by law to provide transportation services to all students. Only those students assigned to a bus may ride. The Board of Education is the governing body for school transportation.

To provide safe transportation, it is imperative that all students riding in district vehicles conduct themselves in an appropriate manner. The following guidelines have been established to assist students to fully use available services as well as provide a safe atmosphere for all.

Safety Rules - Waiting for/Departing the Bus

Be on time at your designated bus stop – Students shall be at their assigned bus stops FIVE (5) minutes before the bus is scheduled to depart. The bus cannot wait for those who are tardy.

Do not play in the street or on private property – Wait for your bus in a safe place, well off the roadway. Respect other's property: do not play in yards near the bus stop.

Wait until the bus comes to a complete stop before walking up to the bus to board. Once the bus has come to a complete stop and the door is opened, enter in an orderly manner, scan your Bus ID and take your assigned seat immediately.

When loading the bus at school, all students must be on their bus by departure time. *For safety reasons, once the driver has closed the door and the buses have started to move, students **will not** be allowed to get on their bus.* Do not run after the bus.

Be alert to traffic when leaving the bus – Students will need to remain seated until the bus has stopped and the park brake is set. Exiting from the bus will be from the front door unless directed by the driver to do otherwise. Scan your Bus ID as you exit the bus. Cross ten (10) feet in front of the bus. Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location. With motorists' increased distractions while driving, the need to pay attention to the bus driver and follow their instructions is critical to student safety. **Do not cross behind the bus at any time.**

While on the bus:

Follow the instructions of your school bus driver – Treat everyone with courtesy and respect. INAPPROPRIATE CONDUCT, USE OF OBJECTIONABLE LANGUAGE, OR ABUSE OF OTHERS WILL NOT BE TOLERATED.

Do not extend objects, hands or head out of the bus window. Serious injury could result.

Due to allergies, health, and safety concerns, there will be **NO EATING OR DRINKING ALLOWED ON THE BUS.**

Remain quiet and orderly. Students will be assigned to a specific seat. Stay seated; seat to seat, back to back. Do not distract the driver. Keep the aisle clear. Talk quietly while on the bus. Be **totally silent** at all railroad crossings.

No electronic equipment with a video display may be operated while on the bus – this includes but is not limited to notebook computers, portable DVD players, cameras, cellular phones, and handheld game devices. If students must bring this equipment to school, it must be secured inside the student's backpack while on the bus. Students may use MP3 type music devices for personal use, provided they are used with headphones (one head phone only, keep one ear open) and the device is in a backpack or pocket and the device does not become a distraction on the bus. The student needs to clearly hear driver instructions.

Keep belongings in your backpack. *Items **Not** allowed on the bus* – Glass, balloons, pets, knives, firearms or explosive items, any tobacco products, matches, lighters or any item that is a health or safety hazard. No sharp instruments shall

be carried where they might cause damage to the bus or injury to others. Skateboards and portable scooters may only be brought on-board if they are completely enclosed or secured to a fabric bag, i.e. backpack. The driver has the authority to require objects that may be unsafe or a hazard to be placed in a safe area or secured in the student's backpack.

Additional Information: Violations of school bus rules will be handled on an individual basis between rider and driver. If a problem continues, parents will be contacted and progressive action will be taken by the Transportation Department and/or school officials. (See **below** for consequences.) Immediate loss of transportation may occur depending on the severity of the violation. Remember, school bus transportation **is a privilege, not a right**; school bus transportation can be suspended for willful misconduct or endangering the overall safety of the school bus, its occupants, or others. Bus ID usage is required of all students.

General Statements:

Willful damage to the bus or equipment will have the cost of repair assessed to the offender.

Please call the Transportation Office for additional information, or when making comments, concerns, or requests. The phone number is (719) 382-1335.

If the school bus safety rules are not followed, the following will happen:

1. First Incident. The driver will counsel the student. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Bus Misconduct Report" will be emailed to the parent and the school's transportation point of contact (Principal/Assistant Principal).
2. Second Incident. The driver will counsel the student. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Bus Misconduct Report" will be emailed or mailed to the parent and the school's transportation point of contact (Principal/Assistant Principal).
3. Third Incident. The driver will counsel the student. A supervisor from the Transportation Department will contact the parent and request assistance in correcting the student's misconduct. On this, the third reported incident, the student **could lose all district provided transportation privileges for a period of time to be determined by a transportation supervisor**. Parents are responsible for their child's transportation to and from school during this time. A copy of the "Bus Misconduct Report" will be emailed to the parent and the school's transportation point of contact (Principal/Assistant Principal).
4. Fourth Incident. The driver will counsel the student. A supervisor from the Transportation Department will contact their parent and request assistance correcting the student's misconduct. On this, the fourth reported incident, the student **could lose all district provided transportation and privileges for a period of time to be determined by a transportation supervisor**. Parents are responsible for their child's transportation to and from school during this time. A copy of the "Bus Misconduct Report" will be emailed to the parent and the school's transportation point of contact (Principal/Assistant Principal). A conference will be conducted by the Transportation Supervisor to determine continued eligibility, **prior to reinstatement of the bus riding privileges.** The following individuals shall be in attendance: the parent/guardian, the student and the bus driver.
5. Additional Incidents. Additional incidents will result in removal from the bus for the **remainder of the semester or school year.** End of year violations/disciplinary actions may carry over to the beginning of the following school year. Parents are then responsible for their child's transportation to and from school.

NOTE: Immediate loss of transportation privileges may occur depending on the severity of the violation. (Violations may include, but **are** not limited to: weapons on the bus, drugs, smoking, physical violence, vandalism, actions that may adversely impact the safety of others, etc.) Violations may be subject to additional school/district administrative and/or disciplinary action.