

## BUS TRANSPORTATION

Handley Transportation and Clinton Elementary School wish to provide and maintain a safe, efficient and economical school transportation program for our students. To assist the school in this endeavor please observe the following:

1. Assist your student in planning a route to and from the bus stop, what the student should do at the bus stop until the bus arrives and what to do if the bus does not arrive.
2. Inform the school personnel with written authorization if you plan to pick up your student at school or wish to have your student leave the bus at a point other than the regular stop.
3. Be sure that your student is at the bus stop on time and appropriately dressed for weather conditions. Consider severe weather conditions if the bus is stalled or delayed.
4. Encourage your student to go directly to the bus stop and come home immediately after getting off the bus. Any unusual delay should be immediately investigated with a phone call to the school.
5. Please understand that school transportation is a PRIVILEGE - not a right. Students who do not obey the bus rules may risk suspension from this service. Also note that the school transportation program is not a taxi service for students, parents, or unauthorized persons.

When overtaking and passing a school bus, the driver of a vehicle upon any highway when approaching from either direction a school bus which has stopped to pick up or discharge students must stop before reaching the bus when there are visible flashing red lights in operation on the bus.

### WHAT EVERY BUS RIDER SHOULD KNOW

Your compliance with the following regulations without it being necessary for the driver to call your attention to them will reduce transportation hazards and will be appreciated by your driver.

1. Stay seated.
2. Keep the bus clean.
3. Stand at your stop.
4. Treat others with respect.
5. Respect bus property.
6. Obey the person driving your bus.

# RULES AND REGULATIONS FOR STUDENTS RIDING THE SCHOOL BUS

## RESPECT THE DRIVER'S RIGHT TO DRIVE SAFELY

Students MUST:

- A. Obey the driver promptly and willingly. The driver is in charge of the bus and pupils at all times.

Students MUST NOT:

- A. Sit in the driver's seat or be to the left or right of the driver.
- B. Talk to the driver more than is necessary.
- C. Bring video games, music boxes or toys of any kind.
- D. Bring any type of animal on the school bus with the exception of seeing eye dogs.
- E. Sell or offer for sale on the bus any item.

## RESPECT YOUR OWN AND OTHERS RIGHT TO SAFELY RIDE THE BUS

Students MUST:

- A. Remain seated while the bus is in motion.
- B. Board and leave the bus in an orderly manner.
- C. In the event of an actual or simulated emergency follow the emergency procedures as established by the Emergency Exit Drill Guidelines.
- D. Talk quietly.

Students MUST NOT:

- A. Extend their head, hands, arms, or any other part of their body out of a window whether the bus is moving or parked.
- B. Shout at persons inside or outside of the bus.
- C. Bring on the bus or have in their possession objects which may cause injury to themselves or others. Items specifically prohibited: firearms, knives, firecrackers, matches, glass items or containers and large bulky items.

## RESPECT YOUR OWN AND OTHERS LIFE SPACE

Students MUST:

- A. If assigned a seat by a driver or the bus contractor, remain seated in that seat unless permission to change is given by the driver.
- B. Sit properly in their seats: upright facing forward and out of the aisle.
- C. Keep their hands and feet to themselves.
- D. Keep books and personal belongings out of the aisle.

Students **MUST NOT**:

- A. Throw objects on the school bus.
- B. Fight or intimidate others.
- C. Make sexual remarks or gestures.

### **RESPECT HANDLEY TRANSPORTATION PROPERTY**

Students **MUST**:

- A. assist in keeping the interior of the bus clean by using the garbage containers and not depositing waste paper or other material on the floor or interior of the bus.

Students **MUST NOT**:

- A. Damage a school bus in any manner. Handley Transportation shall be reimbursed by the student or their guardian(s) for damage done to a bus by that student.
- B. Light matches, smoke or chew tobacco on the school bus.
- C. Eat food or drink beverages on the school bus. Exceptions will be made on extra-curricular or special trips upon permission from the coach or driver.

### **RESPECT OWN AND OTHERS RIGHTS AT THE BUS STOP OR LOADING AREA**

Students **MUST**:

- A. Cross the road in front of the bus only, walk straight across the road when crossing, and cross the road only when signaled to by the driver.
- B. Line up and be courteous to others at the bus stop.loading area.
- C. Where practical, when walking to or from the bus stop, walk on the left hand side of the road facing oncoming traffic.
- D. Exit the bus at their regular stop only, unless a bus pass has been obtained from the school office specifying differently. this applies to all grade levels.
- E. Be waiting at the bus stop 5 to 10 minutes prior to the normal arrival time of the bus.

Students **MUST NOT**:

- A. Stand or play in the roadway.
- B. Push or shove each other.
- C. Throw rocks or snowballs.
- D. Run in the area around a school bus.

## BUS DISCIPLINE LADDER

There are five steps of levels on the bus discipline ladder that a student may be assigned to. LEVEL 1 involves a bus driver/student conference, contact of the parent by the driver, and completion of a BUS BEHAVIOR REPORT. Copies of the report will be sent to the student's school. One copy will be kept by the school and the other will be mailed to the parent or guardian. LEVEL 2 involves a 1-4 day suspension at the driver's discretion. A conference will take place with the student, bus driver, and bus contractor. Parent involvement in the conference is optional. A BUS BEHAVIOR REPORT will be completed and a copy will be mailed or given to the parent. LEVEL 3 involves a suspension of bus riding privileges for five (5) school days by the bus contractor. A copy of the report will be mailed to the parent. LEVEL 4 involves a suspension of bus riding privileges for twenty (20) school days by the bus contractor. A copy of the report will be mailed to the parent. LEVEL 5 involves a suspension of bus riding privileges by the bus contractor for the remainder of the school year. A copy of the report will be mailed to the parent.

Drivers will attempt to work out behavior problems with students and their parents before requesting the assistance of the bus contractor. However, certain behaviors, fighting for example, will result in an automatic placement on the discipline ladder at a level appropriate to the nature of the offense.

Examples of placement on the discipline ladder are:

Fighting (1st offense)	Step 3
Verbal Physical Intimidation	Step 3
Sexual Remarks & Gestures	Step 3
Damage to the bus (minor damage)	Step 2 and pay repair costs
Damage to the bus (major damage)	Step 3 and pay repair costs

Students may be assigned seats at any time by the driver and/or bus contractor. For example, a student may be assigned a seat in response to minor unacceptable behavior that does not warrant placement on the discipline ladder. Another example, a student may be assigned a seat as a condition for their reinstatement to bus riding privileges after a step 3 or 4 suspension.

**Please note:** Bus infractions may result in further action by the Clinton School in accordance with the Clinton School policies.

STEP 5. Suspension of bus riding privileges for the remainder of the school year. Parent notification by bus contractor.

STEP 4. Suspension of bus riding privileges for ten (10) school days. Parent notification by bus contractor.

STEP 3. Suspension of bus riding privileges for five (5) school days. Parent notification by bus contractor.

STEP 2. Conference with student, bus driver and bus contractor. Parent involvement optional. Parent notification by bus contractor. Suspension of bus riding privileges for one (1) to four (4) days at discretion of bus driver.

STEP 1. Bus driver conference with student and notification to parent.

**PARENTS/GUARDIANS: PLEASE KEEP THIS FOR FUTURE REFERENCE.**

**\*\*\*\*\* AS DEFINED BY STATE LAW, SCHOOL DISTRICTS ARE NOT REQUIRED TO PROVIDE TRANSPORTATION. RIDING THE BUS IS A PRIVILEGE. FAILURE TO OBEY THESE RULES CAN RESULT IN THE LOSS OF THE PRIVILEGE.**

**\*\*\*\*\* THE ATTACHED SCHOOL BUS RIDER AGREEMENT FORM MUST BE SIGNED AND RETURNED TO THE BUS DRIVER WITHIN FIVE (5) SCHOOL DAYS. FAILURE TO RETURN THE SIGNED AGREEMENT FORM MAY RESULT IN THE LOSS OF THE BUS RIDING PRIVILEGE UNTIL THE FORM IS RECEIVED BY HANDLEY TRANSPORTATION.**

## **BUS SEATING RULES**

- 1. The following seating policy and rules are being implemented to enhance the safety of the child, prevent vandalism and reduce confusion while getting on/off and riding the school bus.**
- 2. The bus driver will assign everyone a seat as soon as possible. Seating assignments may be changed as needed by the bus driver.**
- 3. Everyone will stay in their seats at all times, except when getting on and off the bus or moving into the aisle to let your seatmate into his/her seat.**
- 4. Pushing or shoving to get into or out of your seat will not be tolerated.**
- 5. Failure to let your seatmate into or out of his/her seat will not be tolerated.**
- 6. A seat that is empty because of an absence or the person hasn't boarded yet, will remain empty.**
- 7. There will be no seat swapping.**
- 8. There will be only two persons to a seat except with the bus driver's permission.**
- 9. Feet, legs and other objects will be kept out of the aisle.**
- 10. Large band instruments will be placed in an area designated by the bus driver.**

**HANDLEY TRANSPORTATION  
SCHOOL BUS RIDER AGREEMENT**

**I HAVE READ AND DISCUSSED THESE BUS RULES WITH  
MY CHILD(REN) AND UNDERSTAND THE CONSEQUENCES  
OF NOT FOLLOWING THESE REGULATIONS.**

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**SIGNATURE OF  
PARENT/GUARDIAN**

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**DATE**

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**CHILD'S NAME**