

Transportation Safety Guidelines and Conduct Rules

1. **Plan to arrive ahead of your regular pick up time** so that you are not rushing to the stop. Where possible, stop locations will be set at street corners. Wait at your assigned stop location on the sidewalk or curbside away from the road. Drivers will not wait for students who are not **visibly standing and waiting** at their assigned stop locations. Drivers are not allowed to make any changes to stop locations. **It is the parent’s responsibility to transport the student if a student misses the bus/van** before or after school.
2. **Parents are responsible for the safety and supervision of their children at the stop.** Students should respect property at the stop locations and display manners that indicate consideration and safety for others. Except as otherwise explicitly provided in the Board’s Transportation Policy, parents are not allowed to board the bus/van for any reason.
3. **Dress properly for the weather.** Make sure all drawstrings, ties and straps on all clothing, backpacks and other items are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
4. **Stay 10 feet away from the bus/van before entering or after exiting the vehicle. Wait until the bus/van has come to a complete stop before entering or exiting.** Before crossing the street, check for traffic, wait until the crossing arm is out, the SOS lights are flashing, and the driver signals you. **Cross in front of the crossing arm,** never behind the bus.
5. **Enter and exit in a single file without pushing.** Always use the handrail when entering or exiting. Use the front door only unless otherwise instructed by the driver.
6. **Take a seat right away and remain seated** facing forward. **Keep your hands, arms and head inside the vehicle. Wait until it comes to a complete stop before standing up.**
7. **Always follow the driver’s instructions. Be courteous to the driver and other students.** Sit with your hands to yourself and avoid noises or actions that would distract the driver or bother other passengers. Bullying, fighting and profanity are prohibited.
8. **Help keep the bus/van safe, neat and clean.** Keep belongings out of the aisle and away from emergency exits. Eating, drinking, live animals and harmful materials (drugs, tobacco, alcohol, weapons, etc.) are not allowed. Students must never open, close, or tamper with any part of the vehicle or its equipment, unless specifically instructed to do so by the driver. Do not throw objects within or out of the vehicle. Objects that are too large to fit comfortably in your lap, such as bulky musical instruments or school projects, are not allowed. Do not remove items from your backpack while riding the bus/van.
9. **All students will be dropped off at their assigned stop only. Kindergarten students will not be dropped off without a designated parent or guardian waiting at the stop location.** If a student needs to be brought back to the school, it is the parent’s responsibility to pick the child up.
10. **Students may not leave the bus/van except at their designated stops** without permission from proper school authorities. **Emergency** changes may be requested by phone and followed up in writing through the Board of Education. Students may not use other buses/stops for play dates, after school activities, or employment.
11. **The bus contractor will not be held responsible for items left on the vehicles.** Students are responsible for the care of their items while using transportation. Do not run back to the vehicle to retrieve an item.
12. **Parents must notify the bus contractor by 6:30 a.m. if van transportation will not be needed to/from school on any given day.**

Students who violate the safety and conduct rules may be excluded from transportation services in accordance with the Board’s disciplinary policies and procedures. Consequences for violations include, but are not limited to, the following: verbal warning, return to school, assigned seat, written conduct report, and transportation suspension/expulsion.