

STUDENT GUIDE TO RIDING SCHOOL BUSES

BEFORE LOADING:

1. Be on time. The bus will not stop or wait for students who are not visible at the designated bus stop.
2. Stay off the road while waiting for the bus - wait for a complete stop before attempting to board the bus.

WHILE RIDING:

1. All riders must remain seated while the bus is in motion - do NOT change seats.
2. No more than three (3) riders to a seat. When necessary, riders will be expected to sit three to a seat.
3. Keep hands and heads inside the bus at all times.
4. Assist in keeping the bus safe and sanitary at all times; no eating, drinking, smoking or other use of tobacco on the bus. No student shall use, possess, distribute, sell or be under the influence of any illegal drug or intoxicant. Riders should not litter the bus with food or debris.
5. Animals shall not be allowed on the bus.
6. Do NOT throw anything out of the bus window.
7. Scuffling, fighting, obscene language, or general disturbances are STRICTLY forbidden on a school bus. Unnecessary confusion diverts the driver's attention and may cause an accident.
8. Treat bus equipment as you would your own possessions. Any damage must be paid for by the one responsible. Failure to do so may mean revocation of bus riding privileges.
9. Help look after the safety and comfort of the smaller children.
10. "Horseplay" or pushing is not allowed on or around the bus. The driver is in complete charge and must report any misconduct. Parents will be notified if misconduct occurs and the rider may be deprived the privilege of riding.
11. Bus riders are expected to be courteous and respectful at all times to fellow pupils, bus driver, or any other persons on the bus route.
12. ABSOLUTE QUIET when approaching a railroad crossing/stop is required.

LEAVING THE BUS:

1. When necessary to cross the roadway, walk at least ten feet in front of the bus after looking both ways for traffic and watching for the bus driver's signal to cross.
2. The driver will not discharge pupils at any other place than the regular bus stop unless s/he has authorization to do so from the school administration.

DISCIPLINE:

1. The school bus driver is in complete authority at all times.
2. The driver has authority to assign school bus seats.
3. Riding privileges may be revoked for the violation of school bus rules.
4. All reports of rules violations will be reported to the rider's parents and to the school principal. Suspension or revocation of riding privileges may result from misconduct.

SPECIAL REQUESTS:

Parents who would like their children either picked up or dropped off at a point/location other than their residence along the established bus route, must have the written consent of the School Superintendent. In order to obtain consent, parents must complete a *Request for Transportation Change* form and submit it to the District Office. The Superintendent will either approve or deny the request. If denied, the parents may appeal the decision to the School Board. Requests will be automatically denied if a bus is filled to capacity, or if the request would cause the bus to deviate from the established route.

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