

These rules and regulations have been established for the safety and well-being of students and staff.

**Bus Driver**

- a) The driver is in full charge of the bus and riders at all times including while boarding, riding or leaving the bus.

**Bus Stop**

- a) Be at the bus stop five (5) minutes before the scheduled bus time.
- b) While waiting for the bus students are to stay off the traveled portion of the roadway. Stand on sidewalk if there is one.
- c) Students are not to engage in horseplay and are to respect the property of the homeowners in the area.
- d) Cross when the driver signals it is safe to do so and always cross at least ten (12) feet in front of the bus.
- e) When loading, be courteous and remain in line. Wait until the bus has come to a complete stop and the doors are open before moving toward it.
- f) When loading, students are to go directly to a seat, sit down and remain seated.

**Respecting each other and property**

- a) Students are expected to be kind and respectful to fellow students and the driver.
- b) Any student who damages the bus will be held responsible and may be charged for the cost of repair.
- c) The use or possession of tobacco (including chewing tobacco and all other tobacco products), alcohol, drugs, e-cigarettes (or any other vaping product), or any other illegal substance is prohibited.
- d) The driver may assign seats. If assigned to a seat, students may change seats only with the driver's permission. The Transportation Department will assign seats in all Elementary School routes.

**Safe positive Bus environment**

- a) Students are to ride their assigned bus and leave the bus at their assigned bus stop. Any changes in bus route or stop **REQUIRES** the permission of a parent/guardian and **MUST** be in the form of a bus pass from the school office. For more information, please contact your child's school.
- b) Students are not to sit in the driver's seat. Students are to remain seated, facing forward while the bus is in operation with their feet, body and all possessions out of the aisle.
- c) It is important to not distract the driver while the bus is in operation, except in emergencies.
- d) The use of profanity and/or vulgar gestures is prohibited.
- e) Unsafe behavior will not be tolerated.
- f) Throwing objects of any kind on, out, in or near the bus is prohibited.
- g) The possession of dangerous weapons, including but not limited to knives and firearms, matches, lighters or fireworks of any kind is strictly prohibited.
- h) School projects (e.g. rockets, dioramas, kites) and all sports equipment (e.g. balls, bats, skateboards, roller blades, hockey sticks) must be safely secured. The driver may ask to secure items in a backpack, bag or box.
- i) The following items are not allowed on the bus:
  - i. Breakable containers (e.g. glass bottles, aquariums)
  - ii. All forms of animal life, with the exception of service animals
  - iii. Other articles (such as balloons) which could adversely affect the safety of the bus and passengers (i.e. things that cannot be safely secured or causes a distraction to the driver).
- j) Absolute quiet is necessary while the bus is approaching, at and crossing railroad tracks so the driver can listen for approaching trains.



- k) Bus windows are only opened with the driver's permission and are limited to 2 notches. Hands, arms, heads and legs are to be kept inside the bus at all times.
- l) Aisle, front door and door well, and back deck are to be kept clear of objects at all times.
- m) Eating, drinking and/or chewing gum is prohibited.
- n) Remain seated until the bus has come to a complete stop and doors are open before loading and unloading bus.
- o) Fire extinguisher, first aid kit and emergency doors are only to be utilized with permission of the driver or another authorized person.
- p) In an emergency follow the procedures practiced in Emergency Exit drills. Follow the instructions of the driver or other authorized person.