

**STUDENT TRANSPORTATION SERVICES****REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES**

1. The driver is in full charge of the bus and the students. Students shall obey the driver promptly.
2. Students shall occupy the seat designated for them by the driver.
3. Students shall be on time at the point of pickup. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parent's responsibility to transport the student to school.
4. Students living outside the walking limits to school are granted the privilege of riding the school buses to and from school.
5. In an effort to make the school day on the bus both enjoyable and safe, it will be necessary for bus students and parents to cooperate with the bus driver and the school in adhering to the rules and regulations given below.
  - a. While waiting for the bus to arrive at the bus stop, please stand 6 (six) feet from the road edge. All youngsters shall line up at the bus stop with the oldest children in the front of the line. As you load the bus, go to the appropriate seats.
  - b. Approach the bus only after it has come to a complete stop and the red lights are flashing.
  - c. Walk onto the bus with care and sit down. There shall be no more than 2 - 3 persons to a seat, depending on the size of the student.
  - d. Feet shall be on the floor and out of the aisle.
  - e. Hands and arms shall be kept out of the aisle and inside the windows.
  - f. Musical instrument cases must be placed in the area designated by the bus driver.
  - g. Standing in aisles or jumping on seat areas is prohibited at all times.
  - h. Students are to remain seated until the bus reaches school, your home or other designated area and the bus comes to a complete stop.
  - i. Physical abuse and/or use of abusive language to others or bus drivers will not be tolerated.
  - j. Talking should be limited to those in your seat. Please refrain from loud talking, whistling, shouting or singing. Remember - unnecessary noise is distracting to the driver, and his/her concern is your safety.
  - k. Once the bus is stopped, please depart in an orderly and polite manner.

**THE ROLE OF STUDENTS AND PARENTS IN TRANSPORTATION**

The following guidelines suggest the role for students and parents as they relate to pupil transportation:

1. Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operations of the school bus or the safety of the children riding this bus.

2. Parents are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the school bus departs the loading/unloading area and the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the school Administrator.
3. Students should leave home early enough so that they arrive at the designated school bus stop point five (5) minutes before the scheduled arrival time of the school bus.
4. Parents should be aware of their responsibility not only for their child's behavior while on the school bus, but also their responsibility for damage caused by their child(ren) to the property of others, including the school bus. When a child walks to and from the bus stop, and while he/she waits at the school bus stop, and when he/she walks home from the school bus stop at the end of the school day, he must show consideration and respect for the property of those citizens whose homes and places of business are located along these routes.
5. Parents, together with the child, should develop a route to and from the school bus stop, or school, which minimizes the exposure of the child to vehicular traffic. Shortcuts through isolated fields and woods or across streams or railroad tracks can often be dangerous. Entering of abandoned houses or deserted buildings by children on their way to or from school should not be condoned. Injuries incurred as a result of deviation from the normal route of travel may not be covered by school insurance companies. The route should be direct and uninterrupted.
6. Parents should walk with younger children to and from the school bus stop, using this opportunity to teach the child(ren) proper pedestrian practice. If the parents cannot accompany their child(ren), arrangements should be made, if possible, for older children (brother, sister, or neighbor) to escort the younger children to and from the school bus stop or school.
7. Parents should develop in their child(ren) an awareness of the molestation (personal harassment) problem. Encourage children not to accept candy, soft drinks, money, toys or rides from strangers or to associate with anyone they do not know. If your child is confronted with these problems on his way to or from school, he should tell you or his teacher as soon as possible. This is a situation that should be referred to the police.
8. Parents should realize that weather determines how a child is to be dressed. Encourage your child to wear the type clothing that will not only keep him/her warm and enable him/her to see where he/she is going, but also permit him/her to be seen. If the child(ren) cannot be seen by the drivers of vehicles, they are in danger. For example, white clothing is difficult to see in snow, but makes one clearly visible at night. If the weather is inclement, the child should be dressed for the occasion and leave a few minutes earlier than his/her normal starting time in order to reach the school bus stop or school safely and on time.
9. In inclement weather announcements regarding the closing of schools or school or delayed opening begin at approximately 6:00 a.m. During severe weather conditions, pertinent information concerning the transportation program will be announced on the radio.
10. The application of common sense is the best method of determining the role of the parents regarding the safety of children traveling to and from school, either as a passenger on a school bus or as a pedestrian.

## **OPERATION OF THE SCHOOL BUS SYSTEM**

A. Bus routes/stops shall be established by the Transportation Coordinator in conjunction with school and the SAU administration and be subject to approval by the School Board. Routes will be over the most direct roads practicable for bus travel to serve those entitled to transportation service. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of pupils more directly. Routes will be designed to employ as nearly as practicable the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

B. Bus schedules shall be established by the Transportation Coordinator and school administration under the direction of the Superintendent and be subject to Board approval. The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering reasonably equal service to all patrons. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes will minimize and balance the time students spend on buses.

C. Bus stops shall be established by the Transportation Coordinator and school administration under the direction of the Superintendent and subject to Board approval. The operator may not permit drivers to load or unload pupils at other than authorized bus stops. Priority in distance to stops will be given to younger children to the greatest extent possible.

D. Authorized bus stops shall be located at convenient intervals in places where pupils can be loaded or unloaded, cross highways and await arrival of buses with the utmost safety permitted based upon highway conditions, terrain, and visibility. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.

E. The process of establishing routes/stops is as follows:

1. Bus coordinator obtains student enrollment list - early July.
2. Coordinator and drivers meet, evaluate past year's routes and stops, find houses of new students, and draft a route/stop proposal.
3. Proposal is reviewed with Superintendent and/or Principal.
4. In August, final draft is reviewed at the School Board Meeting, recommended by Coordinator, Superintendent and Principal. Action to approve a roster of Routes/Stops is taken by the School Board.
5. Routes and stops are published in local newspapers.
6. Late regulations and other factors may necessitate alteration of newly established and publicized routes and stops.
7. The Coordinator reviews routes/stops and requests with the Principal. Approval of any changes requested is reviewed at the September or October Board meeting.

F. Students entitled to transportation service will be assigned to a school bus and will be expected to adhere to the assignment. Parent requests for changes in a child's regular bus assignment should be sent to the bus coordinator. Bus assignment changes will be made based on the following criteria:

1. Request must be written by parent or guardian.

2. Space must be available.
3. Change in a student's regular bus assignment may be approved for the year, the half year or the quarter. Changes for shorter periods will not be honored by the coordinator.
4. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principal. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principal will coordinate the change directly.

#### G. Conflict Resolution Process

1. Conflict, requests, and questions are presented to the Coordinator for review.
2. If the Coordinator perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Coordinator will immediately make the change on a temporary basis. Changes will be brought to the Board for confirmation at its next scheduled meeting through communication with the Superintendent.
3. If the Coordinator does not approve the request, and the petitioner wishes to appeal this decision:
  - a. The Coordinator compiles all appropriate data from his/her investigation for Board review.
    1. The Coordinator may request a meeting with the petitioner and the Principal to seek resolution.
    2. The Coordinator may seek the advice/review of state officials.
  - b. The petitioner writes an appeal to the School Board, submitted to the Superintendent.
  - c. The Board hears the appeal as part of its next available agenda.
  - d. The Board makes a decision on the route/stop question after hearing all appropriate information.

#### **Legal References:**

*189:6, Transportation of Students*  
*189:8, Limitations and Additions*  
*189:9, Pupils in Private Schools*  
*See Policies EEA, EEACC & JICC*  
*See Appendix: JICC-R*

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