

# STANDARDS FOR SCHOOL BUS OPERATION

## Parent/Guardian Responsibilities

For safe riding on a school bus by their child, parent/guardian responsibilities include the following:

- Parents should be at assigned bus stop for Pre-K -2<sup>nd</sup> grade pick-up their child otherwise the student will be sent back to their assigned school.
- Parents are fully responsible for the conduct and safety of their child before the school bus arrives, and after it departs.
- Insure your child arrives at the designated bus stop (10) minutes prior to the arrival of the school bus.
- Provide protection or supervision for the child when unusual conditions arise beyond ordinary circumstances. (Such as late buses due to unforeseen circumstances).
- Parents should make sure that their child is wearing proper clothing for the season.
- Actively cooperate with school officials and school bus operators regarding appropriate conduct of your child at bus stop and while walking to and from bus stop.
- Parents/guardians will be held responsible for any observed acts of vandalism for private property by their children while on the bus or at the bus stop location and restitution may be pursued. Students will be suspended from riding the bus until damages are paid in full.

## Bus Driver Responsibility

**School bus drivers will:**

- Maintain a student roster and student seating chart for each school bus route under contract
- Student's rosters will contain the following information:
  - First and last name of each student on the bus
  - Each student's address and phone number
  - Two emergency contact names and numbers
- Information contained on student roster sheets will remain confidential and in the school bus.
- Student's rosters and seating charts will be made available to school officials and law enforcement officers upon request.
- Establish and inform students of proper behavior on the school bus.
- Enforce rules consistently and fairly.
- Notify and provide Principal with bus write-ups and suspensions as soon as possible after the incident.

## Student Responsibilities

For safe riding on school buses the following are students' responsibilities:

- Students who are required to walk a distance to meet the bus should walk on the side of the road to their left facing traffic, except on divided or multi-lane roadways.
- Students must be at their regular bus stop 10 minutes prior to scheduled stop times. The bus driver will not wait for students who are not making an effort to reach the bus. Students receiving modified transportation services will be ready at the assigned pick-up time.
- In the p.m. the buses will depart from the school seven minutes after the bell has rung
- Bullying will not be tolerated, on or at the bus stop, by any student.

- Students will exhibit safe and appropriate behavior when waiting for and boarding the bus.
- Without the advance permission of the Principal, students will not be permitted get off at any stop on the way to or from school except at their regular assigned stop or school.
- Students will not get on or off the bus while it is in motion. Students must remain seated and keep the aisle and exits clear.
- Students will occupy the seat assigned to them by the driver. If the bus is equipped with seat belts, students must wear them.
- Students will not be permitted in the driver's compartment while the bus is in motion.
- Students will not use profane language or make obscene gestures while on the bus.
- Rough or boisterous conduct will not be permitted in the bus.
- Students will be absolutely quiet when the bus is approaching a railroad crossing and will remain quite until the bus is safely across the tracks.
- Weapons, explosives, breakable glass, or other dangerous objects are not permitted on the bus.
- Animals, except those animals authorized by IEP or a 504 Accommodation Plan, are not permitted on the bus.
- Students will not eat any food or drink any beverage while being transported to or from school (with the possible exception of special needs students with an IEP)
- Students will not extend their hands, arms, heads, or any object out of the bus.
- Students will respect, act responsibly, be trustworthy, practice fairness, have a caring attitude, and display good citizenship while on the school bus.

## Disciplinary Plan

When a principal/designee receives a school bus incident report, the administrator **may** use the following disciplinary plan:

- **1<sup>st</sup> Offense:** A warning to the students with a report to the parent/guardian will be issued. It is expected the parent/guardian will work with the student to help prevent a recurrence.
- **2<sup>nd</sup> Offense:** Disciplinary action will be taken at the discretion of the principal, depending on the seriousness of the infraction. A report to the parents/guardian will be made.
- **3<sup>rd</sup> Offense:** Suspension of riding privileges will result. The length of suspension will depend on the seriousness of the infraction. A report to the parents/guardian will be made.

A different sequence in handling an incident may be selected.

**The driver has the authority to suspend a student from the bus for a maximum of one trip after the student has arrived at the assigned stop or school for inappropriate and dangerous behavior.**

**Sever Disruption and Dangerous Behavior** will result in immediate suspension of transportation privileges. This may include, but is not limited to the following:

1. Physical harm to any student.
2. Physical harm to the driver/attendant.
3. Physical harm to the bus.
4. Possession of a weapon.

In addition to the suspension of transportation privileges, legal action against the student and/or parents/guardian may be taken.

## Bus Stop and Route Policy

1. Notes from parent/guardian designees authorizing the bus driver to drop off a student at a point other than his/her regular stop will not be permitted. Only the Principal can authorize this.

2. Students will not be required to walk a greater distance to a bus stop than the walking distance for each grade level as specified by the State Statute. Parents of students that live further away from the bus stop than the walking distance under State Statute Parents will be eligible for the Feeder Route. Parents can contact the GMCS Transportation Department for applications and information.
3. Complaints regarding route schedules or school bus stop will be addressed to either [the transportation department](#) or [principal](#). Complaints regarding discipline on board school buses will be addressed to the principal.

## Inclement Weather Schedule

The most common use of the abbreviated day schedule occurs when severe weather causes street conditions which would endanger the safety of students going to school. The abbreviated day schedule is a shortened school day which begins **two hours later** than the regular schedule and ends at the regular time. Morning pick-up times will also be **two hours later**. Some schools may have different bell schedules. Please refer to your school for bell schedule information.

On days where inclement weather causes a morning delay, there will be no morning class for the Developmental Delay Program (Pre-K), but afternoon classes will be on their regular schedule.

The decision to institute an abbreviated schedule will be made and announced through the news media no later than 5:30 a.m. Following the decision to implement an abbreviated schedule, weather conditions occasionally worsen to the point that it is necessary to close the schools. This announcement will be made no later than 7:00 a.m.

If you have any questions, please feel free to call Transportation: 721-2252

Thank you in advance for your attention to these details and your cooperation in helping the GMCS Transportation Department provide safe transportation for your child. Please return this portion **signed within 10 school days to your bus driver**.

-----**CUT**-----

I have read the GMCS rules and responsibilities for bus safety and agree to follow them for the 2014/2015 school year.

Parents Name Printed: \_\_\_\_\_ Parents Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Students Name Printed: \_\_\_\_\_ Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

