

## BUSING/TRANSPORTATION

### Arrival Procedure

Students should not arrive to campus prior to 7:30 a.m. as there is no supervision until this time. School begins at **8:00 a.m.** Students who arrive after this time will be marked tardy.

### Dismissal Procedure

**Students being picked up will be dismissed at 3:00.** Should your child have a change in routine, the office must be contacted (preferably by 2:00 p.m.) or your child will follow his/her normal routine. Parent pick-up follows bus transportation. Students may also be picked up in the foyer.

### Parent drop off & pick up

Students may be dropped off and picked up at the front door. After school, students who are picked up will be dismissed after bus students. Please travel in a northerly pattern in the drive. Cell phone use is not allowed in school zones. Cars may not pass busses parked in front of the school.

### Safety/Laws

**Passing buses with the stop sign out is ILLEGAL. Using cellular phones in a school zone (including in our school parking lot and drive) is ILLEGAL. To ensure the safety of our students, school personnel is REQUIRED to notify police when individuals use cell phones in our parking lot and drive OR pass buses with the stop sign out.**

### Bus Procedures

**Students riding the bus will be dismissed at 2:55.** Students who ride the bus should ride only their assigned bus. Students should arrive at the bus stop five minutes prior to pick up. Parents/guardians are responsible to see that a child is at the scheduled bus stop in time to board the school bus to go to school and be at the bus stop upon the child's return at the end of the school day.

### Parent Guidelines for Transporting Your Child to School

Please do not leave a vehicle unattended in the fire and loading zone. If entering the building you must pull into a designated parking spot.

### Parent Guidelines for Picking Up Your Child from School

It is illegal to pass buses while they are loading or unloading. When picking your child up after school, wait in line behind buses, pull up after buses leave and your child will be brought out to you.

### Bus Rider

Your child's safety is our first priority; therefore, a note or phone call must be made if after school arrangements have changed. If there is no note or phone call, the student will be sent home on the bus as required by law.

A student may not ride a bus other than his/her regular route (to visit another student's home, to be transported to temporary baby-sitter's, meetings of organizations, and sports, etc.). Space is limited on buses during normal routes.

Students must use extreme caution around buses and other traffic; using sidewalks where provided.

### Permanent Change

To receive a permanent change in designation of a bus stop a request must be made in writing to the Director of Transportation, Angie Wischart.

A student will be permitted to ride a route to a new permanent bus stop after approval of the Director of Transportation. This will become the bus stop at which the student will utilize for the entire year or the remainder thereof.

### Bus Behavior

At all times when riding on school buses, students are expected to conform to all school and safety rules set out by the bus driver, chaperone, or staff member. Failure to comply with this policy may result in disciplinary action.

### Snow Emergency Road Conditions

When hazardous road conditions are present, buses will run on solid roads that have been plowed and made safe. The bus driver will notify the school and the school will then contact the parent(s)/guardian(s) of students they could not pick up. If conditions still persist at the end of the day, parents will need to pick their child up at school.

### Procedures for Students Riding Buses

Only those students who are picked up on the regular bus routes may ride the bus. The bus driver is instructed not to permit non-riders to board the bus, except by written permission of the principal.

Parents/guardians are responsible to see that the child is at the scheduled bus stop in time to board the school bus to go to school and be at the bus stop upon the child's return at the end of the school day. A parent is responsible between the bus stop and the home.

- All students are to be picked up at their loading point in the morning and dropped off there after school, unless the driver has been notified otherwise in writing by the Principal.
- **Students will be expected to be ready when the bus arrives.** The driver is instructed not to wait for students, but must stop at each scheduled stop, unless notified in advance that a stop is not needed.
- Students will enter the bus in an orderly manner. Running or pushing to get a seat will not be permitted. Upon entering the bus, the student shall not be permitted to get off without the driver's permission. The bus will not move until all students are seated.
- While seated on the bus, students will face forward with back against the seat and keeping the inside seat boundary, not out in the aisle.
- All students must remain quiet when the bus comes to railroad crossings.
- Guns or any kind of weapons will not be allowed inside the bus.
- Eating or drinking shall not be permitted on the school bus on regular bus routes.
- Students are not permitted to lean out of the windows or extend their arms out the windows.
- Animals of any kind will not be transported.
- Students will remain seated at all times while the bus is in motion.
- Students are not to throw paper or other trash on the floor or out bus windows. Students are expected to demonstrate appropriate behavior on the bus and at the bus stop. See page 19 for potential consequences of poor bus behavior.

**If you have any questions or concerns please contact Angie Wischart, Transportation Director at 217-852-3204 opt 1.**