

BRITTON DEERFIELD SCHOOLS



SCHOOL BUS TRANSPORTATION HANDBOOK

Parents Responsibilities

Listed below are responsibilities which parents should assume in order to reach the goal of a safe ride for everyone:

1. Make sure your children are at the bus stop (5) minutes before their schedules pick up time. Please do not attempt to catch up to the bus or have your child run after the bus if they have missed it.
2. Students will ride to and from school on their assigned bus only. If you need your child to be picked up or dropped off at a different location you must send a written notice to the school office for approval, the written notes will no longer be accepted by the Bus Driver.
3. If your child will not be riding for more than 3 days you will need to contact the school office to resume pick up.
4. Please go over this handbook with your child and have them sign the acknowledgement form also and return the form to your bus driver.

Student Responsibilities (School Bus Rules)

Before the Bus arrives at your stop:

1. Arrive at the bus stop five (5) minutes before the bus is due. Dress appropriately for the weather, you may have to wait in the rain or cold.
2. Wait for the bus in a safe place, stand ten (10) feet back from the road way and wait until the bus comes to a complete stop, the red lights are on and the door is open before approaching.
3. Always cross in front of the bus. You must wait for the bus driver signal before you cross the road.
4. When entering or exiting the bus, use the handrail
5. Carry belongings in a backpack or book bag and if something falls under the bus, tell the bus driver. **NEVER TRY TO GET IT YOURSELF**
6. Once you have entered the bus please find a seat quickly.
7. Expect to be seated 3 in a seat when needed.

While on the Bus:

1. All rules from the classroom apply to the bus. No loud talking or yelling permitted.
2. Always cooperate with the bus driver.
3. Remain seated and face forward at all times; do not change seats, and keep feet out of the aisle. Bus seats are designed to protect you in an accident and can only do so if you are sitting properly.
4. Throwing objects on or off the bus is strictly prohibited, including spitting. Students and their parents may be held responsible for damage to the bus or property outside the bus. Vandalism, including writing on the seats, will not be tolerated.

5. The aisle must be clear at all times. Do not put your backpack, purse, sports bags, etc. in the aisle. They must be on your lap or under the seat (see Items not allowed on School Bus)
6. Clean up after yourself. There is a trash can on every bus. Littering will not be tolerated.
7. Keep **ALL** parts of your body inside the bus windows at all times. This includes hair.
8. Keep your hands and legs to yourself.
9. No food or beverages are permitted on the bus. This includes candy, gum and slushes.
10. Harmful items, such as drugs tobacco, alcohol, knives, weapons, etc. are strictly prohibited.
11. Use of profane language or gestures will not be tolerated.
12. At no time are you allowed on the bus when the bus driver is not present.
13. There will be **NO** talking when the bus comes to a stop at railroad crossings.

When Leaving the Bus:

1. Wait until the bus has come to a complete stop before leaving your seat. Exit in an orderly fashion (no pushing or shoving)
2. If it is not your stop, do not get out of your seat and approach the bus driver for any reason.
3. If you must cross the street, walk away from the bus and go forward 10 feet until you can see the drivers face. Cross only after the driver motions for you to cross, and check traffic as you cross the street.
4. If something falls under the bus, tell the driver. Never pick it up yourself.
5. Never cross behind the bus
6. Ten (10) feet all around the bus is known as the Danger Zone. The driver can not see you when you are within this area. When exiting move quickly from the bus, do not attempt to grab the bus or run after it.
7. You will only be dropped off at your designated bus stop. If you need to be dropped off at another location your parent or guardian must send a written notice to the school office for approval. Notes will no longer be accepted by the bus driver.
8. All written notes must be turned into the office for approval if you wish to ride home with a friend or have them ride home with you. Notes will no longer be accepted by the bus driver.
9. Go directly home after leaving the bus.

Items not allowed on School Buses

Students are not permitted to bring large items on the bus that cannot be held in their lap or stored under their seat. This includes large band instruments (with the exception of school band trips), boxes or projects. Students are not allowed to store items in the front of the bus, in the aisle, under the dash or next to the driver. If you must have an oversized project for school, you will need to give the bus driver prior notice so seating arrangements can be made on the bus.

Roller blades and skateboards are strictly prohibited.

To ensure a safe and enjoyable ride to and from school, the following rules must be followed:

- 1.) Follow directions the first time they are given.
- 2.) No inappropriate language or loud talking.
- 3.) Stay in your seat, keep hands, feet and objects to yourself.
- 4.) Keep all parts of your body – and all objects – inside the bus.
- 5.) Do not litter, write on, tear seats or damage the bus in any way.
- 6.) No food or drinks allowed to be consumed on the bus (at the discretion of the bus driver).
- 7.) All other behaviors addressed in the Student Code of Conduct apply.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization note from parents & or school officials.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason and the duration of the requested change.

Bus Conduct:

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

It is the parents responsibility to inform the bus driver when their child will not be aboard school transportation. The bus still will not wait. Drivers will not wait for students who are not at their designated stops on time.

Videotapes on School Buses:

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and **may lose the privilege of riding on the bus.** If the infraction consists of damage done to the school bus parents/ students will be ask to pay for the repairs.

Self-Transportation to School

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Students Driving to School

Students must have written parental permission prior to driving to school
Students shall complete the Student Vehicle Form 5515 F! and provide evidence of:

- Driver's License
- Insurance certificate
- Vehicle registration

The student must obtain a permit from the Student Service Office in order to park on school property.

Limited parking space is available and therefore it is important to park accordingly. Students are only to park in the Student Parking Lot, at all times.

You will not have access to your car or be able to drive your car during regular school hours without special permission (such as Dual Enrollment, Co-op arrangements). We maintain a closed campus.