



Safety Procedures

While Waiting for the Bus

- Bus drivers have been instructed to approach regularly scheduled pickup points utilizing amber warning lights (AWL). If the student is not visible at the pickup point at the regularly scheduled time, the driver may then turn off the AWL and proceed to the next pickup point without coming to a full stop. Therefore, it is important that students are at the pickup point at least 15 minutes early.
- If a student misses their bus, they are to go home immediately or go back into the school to contact their parent or guardian.
- Parents should instruct their children on the proper procedures to follow if they miss their bus.
- Students are to stand on the sidewalk or back from the roadway at all times while waiting for the bus.
- When the bus approaches, students are to form one line and be prepared to load immediately.
- The bus will stop 10 (ten) feet before the students.
- Stand clear of the bus until it comes to a complete stop.
- Parents are responsible for providing transportation to/from school when a child misses the bus.

Loading the Bus

- Do not push or shove when entering the bus.
- Use the handrail and step up one step at a time.
- Go directly to your assigned seat. The bus is not allowed to move until all students are seated.

Conduct on the Bus

The rules of conduct on the school bus include, but are not limited to, the following:

- Seats are assigned by the driver.

- Students must remain seated in their assigned seat at all times. For safety reasons, students are considered safely seated when they are facing the front, feet out of the aisle, their back to the seat (not backpack), and not sitting on anything, including their legs, books, etc. Student must secure their seatbelts.
- Keep your hands to yourself.
- A normal conversation between students in the same seat is permitted, but any loud talking or noises may distract the driver and create an unsafe condition. Drivers may switch on interior lights (or other means) as a signal for students to remain quiet.
- All students will remain quiet when the bus is approaching and while crossing a railroad crossing.
- Excessive or malicious teasing will not be tolerated.
- Using profane or vulgar language will not be tolerated while on the bus.
- Arms, head, and other body parts are to be kept inside the bus at all times.
- Do not throw objects inside or out of the bus.
- Do not mark, cut, scratch (or enlarge a cut/scratch) or dismantle any part of the bus or its contents. The student/parents are responsible for the cost of repairs. Transportation privileges may be suspended until payment arrangement is made and the conduct is addressed.
- Keep books, packages, coats, and all other personal items out of the aisle.
- All personal items must remain in students' bags or purses, including footballs, basketballs, writing devices, skateboards, etc., while on the bus. They are not to be played with or passed around to others.
- All carry-on items will be held in the student's lap. Nothing will be allowed in the aisle or blocking the exits. Items that block the view of the Driver are not permitted.
- Students who allow their electronic devices, including cell phones, MP3 players, I-Pods, hand-held game systems, etc., to become a distraction/disruption to the driver will be directed to put item(s) away until they exit the bus. Failure to do so may result in a conduct report being written. Students are to have the sound "off" or use headphones that do not distract driver. If a student cannot hear the driver because of the volume of the device, and the Driver has to repeat directions, this will be viewed as a distraction to the driver.

Prohibited Items

- All tobacco-related products, including lighters, matches, and E-Cigarettes.
- All alcoholic beverages.
- Glass containers.
- Weapons, such as guns, knives, brass knuckles, etc., or any object resembling a weapon.

- Explosive devices or any object resembling an explosive device.
- Harmful or flammable chemicals (alcohol, stink bombs, perfume, or aerosol)
- Laser lights or laser pointers.
- Rubber bands, water balloons, paintballs
- Any object (musical instrument, shop/science/history project, etc.), which is too large to be held safely in the student's lap and not take the seat of another student.
- All food and drinks, gum, etc.
- Other items deemed by the driver as unsafe to transport on the bus.

Departing the Bus

- Stay seated until the bus is completely stopped.
- Use handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus.
- Stay clear of the bus when the engine is started. Do not chase or hang onto the bus as it pulls away.
- If any article drops or rolls under the bus, do not go after it. Ask the driver for help. If the driver is leaving the site, wait until the bus is gone to retrieve the item.

Crossing a Street

Every attempt has been made to establish bus routes that prevent students from crossing streets. If a road crossing is inevitable, the following procedures must be followed:

- All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
- Students are to check in both directions and walk directly across the road.
- NEVER CROSS THE ROAD BEHIND THE BUS.
- Students should be alert for vehicles that do not stop when the bus is loading or unloading students.
- Cross all streets at intersections when possible and obey all traffic signals and signs on your way home.

Accidents or Emergencies

- Follow the driver's instructions completely.
- If you must leave the bus, stay in a group.
- The following procedures will be used for evacuation in an emergency situation:
 1. The student nearest the door will be directed to open the door and hold it open.
 2. Evacuation will start with the seat closest to the door.
 3. Leave the bus in a single file, as quietly as possible.

