

**STUDENT BUS RIDERSHIP RESPONSIBILITES**

1. The driver is in full charge of the bus and riders. Students must obey the driver and be respectful at all times.
2. Students will conduct themselves in an orderly manner consistent with classroom behavior standards.
3. Drivers may complete a seating plan. Students shall remain in their assigned seat. Students are to **remain seated while the bus is in motion.**
4. Students will observe driver directions for: approaching or exiting the bus; Railroad crossing conduct and Emergency procedures. Bus exit/entry will be in an orderly manner.
5. Students will not extend head or arms out the bus windows.
6. Students must be at their designated stop on time. Busses cannot wait for students (or parents) to arrive.
7. Students will take care not to leave trash on the bus. **EATING** on the bus is prohibited.
8. Throwing items out the bus window is prohibited.
9. For safety reasons, items larger than regular school bags are not permitted on the bus. Arrangements for larger musical instruments or sports gear must be made with the driver.
10. There is a **ZERO TOLERANCE** policy toward:
  - a. Bad Language or Obscene gestures
  - b. Excessive or distracting noise
  - c. Fighting or Harassing others
  - d. Throwing things
  - e. Possession or use of illegal substances
  - f. Possession of lighters or matches
  - g. Possession of any type of weapon
11. Students and/or parents will be financially responsible for any willful damage to the bus.
12. **BUS RIDERSHIP:** Only current LC K-12 student riders are permitted. P4 may ride when accompanied by older sibling. **Bus Stop Changes: Same route, different stop:** Written permission is required from teacher or parent. **Different Bus ROUTE:** Bus change form must be completed & approved by Driver prior to arranging for extra riders on a route.
13. Behavior corrective actions: Students may be reported to their building Principal if they fail to conform to bus ridership rules. Corrective action may include suspension from riding the bus. More information can be found in the student handbook. In an emergency, transportation can be refused to a student. "On board" behavior modification will include the following:
  - a. **FIRST** offense – student will ride in the front seat until driver gives permission to return to their regular seat.
  - b. **SECOND** offense - student will ride in the front seat until the driver receives a written note of apology and gives permission to return to the regular seat.
  - c. **THIRD** offense – Student will be suspended from the bus until a note of apology by the student is given to the driver by the student’s Parent or Guardian.
  - d. **FURTHER** Offense: Student will be suspended from the bus until resolution with the Student’s Principal, the School Board and Parent is reached.

**PARENT BUS RIDERSHIP RESPONSIBILITES**

1. Instruct their children in the rules for riding the school bus.
2. Insure students are at their designated stop on time. Busses cannot wait for students (or parents) to arrive.
3. Complete “call when riding” calls before 6:45am the day a stop is required. Drivers **CANNOT** accept phone calls on the road.
4. Insure their child’s safety getting to and from the bus stops.
5. Appropriately prepare students for weather conditions.
6. Work with driver and administrators to resolve discipline concerns.
7. Report route or safety concerns to the Driver. If concerns are not adequately addressed communication should be directed in the following order: Transportation Manager, Administration, School Board Transportation Committee Liaison.

Your Bus #

Driver: *label will be affixed with info*

Driver contact:

**School Bus Driver Responsibilities**

The driver is in complete charge of the bus and their directives must be obeyed. Drivers will:

1. Orientate and Advise students on bus procedure and safety.
2. Develop appropriate seating plans as necessary.
3. Follow designated route and schedule provided by Administration
4. Treat students and others with respect and dignity.
5. Maintain discipline among students on the bus according to Ridership Guidelines.
6. Report student behavior as necessary according to Ridership Guidelines.
7. Maintain a clean and sanitary bus.

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Parents,

Please complete the bottom section of this card (both sides). Remove and return to the Bus Driver during the first week of school.

Thank you,

*The Transportation Committee*

Please list name and grade of each student who will be riding the bus.

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Parent Name:

Address:

Emergency Contact phone:

I have reviewed the attached busing responsibilities and will encourage my children to uphold these standards to the best of their ability.

Signed: \_\_\_\_\_ date \_\_\_\_\_