

STUDENT TRANSPORTATION HANDBOOK INFORMATION

## **Eastern Greene Schools Bloomfield, Indiana**

This handbook for students and parents was developed to provide an outline of transportation policies, procedures, rules and regulations as they apply to students riding school buses to and from school in Eastern Greene Schools.

Safety is the main emphasis of this handbook. Safety is directly related to attitudes and practices. We hope to promote better attitudes and practices through a cooperative effort with students, parents, and school personnel.

Ted Baechtold  
Superintendent

### **Mission Statement for the Transportation Department**

The Board of Trustees shall operate a school transportation program for the purpose of transporting children to and from school under terms and conditions as set forth in the Acts of the General Assembly of 1965, Chapter 760, and subsequent amendments. Each school bus driver shall be familiar with and follow the rules for school bus drivers as established by the superintendent. Pupils transported to and from school shall be subjected to the rules and regulations of the building principal of the school involved.

### **Policies Relating To Students Riding School Buses**

The State of Indiana does not require schools to provide transportation for its students; however, the state will help pay for this service if the school chooses to provide such a service. The School Board of Eastern Greene Schools has chosen to provide school bus transportation services for its students. **Since the service is not mandatory, riding the bus is a privilege and not a right. Eastern Greene Schools will make every effort to transport all students, but Eastern Greene Schools reserves the right to have assigned bus stops and suspend students from transportation on our buses. The Superintendent will do his best to have all**

**assigned stops no more than .5 miles from their residence when necessary. In the event a road is determined to be no longer safe, the school may decide to no longer run that road until the road is properly repaired. The school will work with parents to negotiate an acceptable alternative. If a parent has a question concerning the bus stop they should contact the Superintendent at 825-5722.**

## **EASTERN GREENE SCHOOLS**

### **Student School Bus Conduct Guidelines**

1. The Bus Driver is responsible for a just, fair, and impartial enforcement of all rules and regulations. Upon recommendation of the Bus Driver, school administrators may deny the privilege of riding the school bus to any student who refuses to conduct himself/herself appropriately.
2. The Bus Driver is working for student safety; obey him/her promptly. He/she has a big responsibility and needs the help of each student.
3. Loading and unloading:
  - a. Observe all safety precautions at the loading and unloading point.
  - b. Be at the assigned bus stop on time to help keep the bus on schedule.
  - c. Use extreme caution in getting to and from your assigned bus stop.
  - d. Look in both directions before stepping from behind parked cars.
  - e. Stay away from the roadway until the bus comes to a complete stop and the Bus Driver indicates that it is safe to board.
  - f. Do not play on or near the road while waiting for the bus to arrive.
  - g. Look in both directions before crossing any roadway.
  - h. Never walk on the road when there is a sidewalk or pathway.
  - i. Always walk on the left side of the road facing on-coming traffic and step off the road when a vehicle approaches.
  - j. Wait until the bus comes to a complete stop before trying to load or unload.
  - k. Always use the handrail when getting on and off the bus.
  - l. If possible, wear white or light colored clothing or carry a flashlight when you walk on the roadway when it is dark in order that the motoring public might be aware of the student's presence.
  - m. When a student must cross the road to enter the bus, or after leaving the bus, always wait until the bus stops and then **cross in front of the bus.**
4. Each student must proceed immediately to the seat assigned by the Bus Driver. Do not leave the seat while the bus is in motion. Wait until the bus has come to a complete stop and the door is opened, before leaving the seat.
5. Be alert to a danger signal from the Bus Driver. Remain in the bus in the event of a road emergency until the Bus Driver gives instructions.

6. Keep hands and head inside the bus at all times. The window may be lowered to the first stop only. Do not throw anything out of the bus window.
7. Remember that loud talking, laughing, or unnecessary confusion diverts the Bus Driver's attention and could result in a serious accident. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
8. **Smoking or use of other tobacco products is prohibited.**
9. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any objectionable manner.
10. Remember that students are subject to the same behavioral expectations on the bus as at school.
11. Be as quiet as absolutely possible when approaching a railroad-crossing stop.
12. Treat bus equipment respectfully. Never tamper with the bus or any of its equipment.
13. Assist in keeping the bus safe and sanitary at all times. No eating, drinking, or gum chewing is allowed on the bus. Books, packages, lunches, or other articles must be kept out of the aisles. Do not leave books, packages, coats, lunches, or any articles on the bus.
14. Be courteous to fellow students and the Bus Driver. Help look after the safety and comfort of smaller children.
15. Do not ask the Bus Driver to stop at places other than the regular bus stops; he/she is not permitted to do this except with proper authorization from a school official. All students are to get off at their regular stop unless they have a note or call from the parents/guardians and the approval of the Building Principal. Permission to ride a bus other than the assigned bus must be made in advance and approved by the Building Principal. This is based on seat availability.
16. Students are to ride their assigned bus only, and the Bus Driver has the right to assign seats.
17. No animals are allowed on the bus without permission of the Principal and the Bus Driver.
18. Malicious damage done to the bus will be paid for by the student and/or parents or guardians.

19. Do not cross the road to get on the bus in the mornings or afternoon until the Bus Driver signals to cross the road.
20. Once students board the school bus at their stops in the mornings, they are to stay on the bus to the school drop off point or to the shuttle bus exchange point. The same is true for the return trip to their stop in the afternoons.
21. If a student misses the bus, please contact the Central Office at 812-825-5722 immediately to see if an alternative pick up point can be arranged.
22. Students violating the bus conduct rules or any other school rules on the bus may be referred to the administration and be subject to disciplinary action up to and including being suspended from the bus for the remainder of the year, as well as additional school penalties.

**Students failing to comply with the rules and regulations may be disciplined using the following guidelines:**

- 1st Offense:** Verbal Warning by Bus Driver telling the student what he/she did wrong and what the consequences will be if repeated.
- 2nd Offense:** Written Warning given to student signed by Parent/Guardian, a copy is sent to the Building Principal.
- 3rd Offense:** Suspended from the bus for one (1) day.\*
- 4th Offense:** Suspended from the bus up to three (3) days by the administration.\*
- 5th Offense:** Can be expelled from the bus for the remainder of the school year.

*Administrators reserve the right to waive any step, accelerate the discipline plan, or devise an alternative consequence based upon the severity of the misconduct.*

**\*A student suspended/expelled from riding their bus is suspended/expelled from all Eastern Greene school buses.**

## **At the Bus Stop and on the Road**

1. The Bus Driver, at the beginning of the school year, will designate the stops for students. All routes will start approximately one (1) hour before school begins.
2. All students should be at their designated stop prior to the scheduled arrival time. **Bus Drivers will make an attempt to transport all students by stopping at each bus stop and sound the horn.** It is important for students to be at their stop before the bus arrives, so they will not cause other students to be late for school. Also, when a school bus is stopped for any length of time, the wait may cause unsafe traffic conditions behind the bus. Weather can cause a slight variance in this procedure.

3. **Students should be waiting in an orderly manner at least ten (10) feet away from the road. Students should be prepared for a ten (10) minute variation in pick-up and drop-off times. There should never be any horseplay at the bus stop! Horseplay at the bus stop could result in suspension from the bus.**
4. All students must ride their assigned bus to and from school. Riding another bus is permitted only in emergency situations. Most buses are loaded to capacity with students assigned a specific seat. Any additional students could cause an overloaded condition on the bus, which could make transporting students unsafe. Again, our purpose is only to provide transportation service from the home to school and the return trip home. In an emergency situation, the parent must write or call the school explaining the emergency. If the school approves, the Building Principal will issue a signed permission slip to the student who in turn will present it to the Bus Driver.
5. Students may only board the school bus at their designated stop. Once a student is on board, they must not disembark at any location other than their designated stop or at the school. There are safety and legal reasons for this policy. The school is not responsible for a child who disembarks at a location other than their own stop. In certain situations where arrangements have been made in writing by the parents and Building Principal, a student may disembark at a different stop, if the stop is within the same bus route.
6. Once a school bus is in motion, students will not be allowed to board the bus. This is a safety measure designed to discourage students from running after and/or between buses in a loading (congested) area. Also, when one bus stops in a line of moving buses, the chances for a chain reaction accident increase considerably. Students who miss their bus should immediately report to their Building Principal's office.
7. The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap or placed safely on the floor in the space under the seat immediately in front of the student is not permitted on the school bus. Bus Drivers will direct placement of school related objects, such as band instruments.
8. To insure safety from objects rolling in or under a bus, items must be secured in a bag or sack. Students are not permitted to bring games, toys, balls, etc., on the bus unless it is secured in a satchel, bag, or sack.
10. Traffic in or near bus loading areas is hazardous. The school has designated areas for parents to drop-off and/or pick-up students in the rear entrance of the school. Parents are asked to be very careful when they are entering this area.

11. Do not drive around or pass buses that are loading or unloading children. Parents who transport their child to school in the mornings are encouraged to drop their child off before the buses arrive. Parents must be patient and wait until all buses have departed before leaving with their child at the end of the day.
12. It is the Parent/Guardians' responsibility to notify the school in **writing** if custodial guardianship changes occur. This is for the student's safety.
13. Parents/Guardians are to provide the Bus Driver with a note detailing any medical situation that may require immediate attention (diabetic, hemophiliac, seizures, etc.) along with emergency phone number(s). This information is for student's safety and will be kept in strict confidence.

**ALL STUDENT INFORMATION IS CONFIDENTIAL!**

14. Think safety, teach safety, and act safely. If possible, elementary students should carry a school bag, which allows them to organize their belongings. There are many accidents every year involving children who are pursuing dropped books or papers under school buses or children who run into traffic. Junior-Senior High School students driving to school must be cautious in bus loading zones and in school parking lots. Students driving to school are encouraged to arrive before buses unload. Student drivers shall wait until all buses have departed before leaving at the end of the day.