

<b>Series</b>	<b>700</b>	<b>Support Services</b>
<b>Section</b>	<b>720</b>	<b>Transportation Services Management</b>
<b>Letter</b>	<b>751.1L</b>	<b>Bus Rider Rules and Regulations</b>

Dear Parents,

Again we are pleased to provide your child bus transportation to and from school. These are the rules for students riding the bus that were adopted by the School Board. Please review them with your child so they have a clear understanding of the conduct expected of them while traveling to and from school. Improper conduct while traveling to and from school can result in a suspension or expulsion from riding the bus. Parents would then be responsible for transporting their children. Remember, riding the bus is a privilege and can be revoked at any time.

Sincerely

Wayne P. Graczyk  
District Administrator - Kewaskum School District

### **BUS RIDER RULES AND REGULATIONS OF THE SCHOOL DISTRICT OF KEWASKUM**

#### **PREVIOUS TO LOADING (on the road and at school)**

1. Student should report to the designated loading zone 5 minutes before scheduled time. The driver cannot wait for students and keep on schedule.
2. Stay off the road while waiting for the bus. Line up single file off the roadway.
3. Wait for the bus to stop completely before moving forward to enter. If you must cross the road, wait for the driver to signal.
4. Enter the bus single file and immediately be seated.
5. The back seats will remain empty until all seats have at least two students in them.

#### **SPECIAL CIRCUMSTANCES**

1. If you are not going to ride, call the bus company or have a student at the previous stop relay the message to the driver.
2. If a student fails to ride for three (3) consecutive days without proper notification, transportation will cease until the parent/guardian contacts the school or bus company.
3. If you would like your child picked-up or dropped-off at a different location, you must request this change in writing to the school office. The school office will issue approved requests and the student will submit the form to the bus driver.
4. Permanent pick-up or drop-off arrangements must be made to the bus company on a "Request for Transportation Change" form. These forms are available at the bus company or at the school offices. Only one place for pick-up and one place for drop-off will be allowed and should be the same day. Changes in normal everyday pick-up and drop-off must be authorized by the school office with a proper bus pass issued.

#### **WHILE ON THE BUS**

1. The driver is in complete charge and must be obeyed.
2. The driver may assign seats.
3. Students are to remain seated while the bus is in motion.
4. Keep arms, hands, and head inside the bus.
5. Windows should be open no more than 3 inches or 3 notches.

6. There will be no eating or drinking on the bus on the elementary routes.
7. DO NOT litter on the bus or throw things from the bus.
8. Tobacco, lighters, or open flame are prohibited. (TRANS 300.17)
9. Be courteous to the bus driver, other riders, and chaperons.
10. DO NOT tamper with bus equipment, or the emergency exits.
11. Maintain complete silence at railroad crossings.
12. Students will maintain and respect the physical condition and property of the bus.
13. Obscene language, disruptive, or discourteous behavior is forbidden on the bus.
14. You may ride only the bus you are assigned. Visitors are not allowed on the bus.
15. In case of an emergency, follow the directions of the bus driver or the police if the driver is unable to give instructions.
16. Keep books, packages, coats, and all other objects out of the aisles and drivers area. If you cannot hold the object on your lap, it is too large to be transported.
17. Animals shall not be transported on the bus.
18. Glass containers are not allowed at any time.
19. Students shall not stop at the mailbox to get their mail until the bus has left their driveway. This includes mailboxes that are on the same side of the road as the student's driveways.
20. Keep aisles clear.

#### LEAVING THE BUS

1. At the stop before yours, move up and sit in the front seat(s) to show the driver that you are the next to get off the bus.
2. Do not get up to leave until the bus has stopped.
3. If you need to cross the road when getting off the bus, walk around the crossing gate. Cross only after the driver signals that it is safe.
4. The principal of the school is responsible for discipline when notified in writing by the driver of misconduct. First misconduct will result in a letter being sent home to the parents.
5. A single serious rule violation may result in expulsion from riding the school bus.
6. Parents are responsible to make full restitution for any property damage incurred by the student. In such cases, the bus company will bill the parents.

#### AT ALL TIMES

1. School rules and the above regulations apply to any trip under school sponsorship.
2. Pupils shall obey the chaperons appointed by the school.
3. Older students should help look after the safety and comfort of the smaller children.
4. Any action that endangers the safety and welfare of any person is forbidden.
5. Bus routes are determined by the bus company and approved by the Transportation Director.

FAILURE TO ABIDE BY THESE RULES COULD RESULT IN A REMOVAL FROM THE BUS FOR ONE OR MORE DAYS.