

RESPONSIBILITIES

The School District is responsible for:

1. Establishing the policies and procedures by which the pupil transportation program functions.
2. Establishing pupil regulations governing the behavior and safety of students while on the bus and at bus stops.
3. Instituting and administering an instructional program that teaches students proper conduct and safety procedures.
4. Conducting a training program for school bus drivers to ensure that all policies, procedures, regulations and their enforcement are understood.
5. Ensuring that parents receive written copies of transportation safety rules and regulations and clearly establishing their roles and obligations with respect to student promptness, attitude and behavior.
6. Initiating procedures to open lines of communication and cooperation between school administrators, transportation staff and state agencies.
7. Providing training in pupil management skills that extend beyond the scope of enforcing rules and regulations.
8. Ensuring that administrators provide support for discipline and stand behind bus driver's reasonable enforcement.
9. Notifying schools if the bus will be late in arriving.
10. Formulate and implement early dismissal and "snow day" policies.

Parents/Guardians are responsible:

1. Support safe riding practices and reasonable discipline practices.
2. Model, teach and hold their children accountable for appropriate behavior.
3. Make certain that their students arrive at the bus stop on time and be responsible for their students' behavior until the bus arrives and after it leaves. Parents/guardians are responsible for their students going to and from the bus stop.
4. Provide alternative transportation for their students if oversized objects or live animals must be transported to or from school, or when a student's bus riding privileges are suspended for cause.
5. Ensure that payment is made for damages resulting from vandalism to the bus.
6. Work with school personnel to reinforce appropriate bus rider behavior.
7. Have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival.
8. Support emergency evacuations drills and other emergency procedures as set by the school district.
9. Respect the rights and privileges of others.

10. Become familiar with district policies, regulations, and principals of school bus safety. Get to know your bus driver!

Students are responsible for:

1. Observe appropriate classroom behavior in order to protect their riding privileges.
2. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the bus. Do not use profanity and do not become verbally abusive.
3. Remember that eating, chewing gum, drinking, smoking (including e-cigarettes) and possessing illegal substances, weapons or obscene materials are not allowed on the bus.
4. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.
5. Remain seated while bus is in motion.
6. Extend nothing, including head, hands and feet out of the bus windows. Open windows only with permission.
7. Be responsible for intentional damage to the interior or exterior of the bus. Students will be charged for such damages.
8. Display proper respect for the rights and comfort of others on the bus.
9. Be on time at bus stops and stay off roadways while waiting. **Buses cannot wait for tardy students.**
10. Cross in front of the bus at all times.
11. Limit objects that are brought on the bus to those items that can be safely held by the student. Do not bring or use any items on the bus that could affect the health, safety, and security of any passengers. Examples: scooters, skateboards and live animals may not be transported on the bus.
12. Realize that any driver distraction is potentially hazardous to the safety of all passengers.

The Bus Drivers are responsible for:

1. Provide safe and orderly transportation for students.
2. Report Red light violators.
3. Establish proper rapport with students, parents/guardians and building administrators and work to ensure proper conduct and communications.
4. Establish and enforce reasonable bus rules in accordance with appropriate district policy and procedures. This includes teaching students the rules for safe bus riding and street crossing and enforcing these rules in an equitable manner.
5. Keep to the scheduled route and time each day providing conditions allow.
6. Pick up and discharge students only at their designated stops except with written permission to do otherwise.
7. Assign seats as necessary.
8. Notify the office if the bus will be late in arriving.

9. Check the bus by walking from front to back to make certain it is empty at an appropriate location after the last child exits the bus and between all runs before parking the bus.
10. Notify parents/guardians, Transportation Supervisor and the Building Principal of student, with behavior concerns.
11. Will make every effort not to leave the bus unattended with students on board.
12. Provide for school bus emergency evacuation drills on a regular basis as required. Follow appropriate procedures in dealing with dangerous situations.
13. Build positive relationships in a professional, ethical manner by honoring diversity, modeling life skills, and meeting the physical and emotional needs of all passengers.

YOUNG 5'S, KINDERGARTEN AND SPECIAL EDUCATION STUDENTS

In addition to the above responsibilities, the following procedures have been established in order to provide for the safe and orderly transportation of students who may have difficult time communicating information or making appropriate personal safety decisions.

Responsibilities

Parents/guardians will:

1. Have the student ready and at the bus stop at least ten minutes before the bus's arrival time.
2. Escort the student to the bus and assist with boarding as required.
3. Be at home when the bus arrives at the student's home. If not, The bus driver will take the student back to school. The parent will be called and be responsible for picking up the student and paying any childcare fees due.
4. Escort the student off the bus.
5. Please call the Transportation Department if the student will be absent. If the student is absent for three consecutive days, the bus may **not** stop again until the parent/guardian calls to resume transportation.
6. Notify Transportation, Special Education and school office promptly of any address or phone number changes.
7. Participate in the IEP meeting that decides the student's unique transportation needs.

The Bus Driver will:

1. Carry the bus list of special education preprimary students on the bus.
2. Is responsible to see that the student is appropriately secured in the bus.
3. Never release the student to anyone who is not a designated adult.
4. Make certain students leave the bus at the appropriate school.
5. Take the student back to school if the parent is not at home.

6. Collaborate with parents/guardians and staff in developing behavioral intervention plans as necessary.
7. Report medical issues and serious behavior issues to the principal, parents/guardians and Transportation Supervisor.

Teachers or Paraprofessionals will:

1. Meet the bus promptly at school.
2. Escort the student to and from the bus.
3. Assist with boarding at the end of the school day.
4. Collaborate with transportation staff and parents/guardians in designing appropriate behavioral intervention plans.

The Special Education Department will:

1. Set up initial IEP transportation requests.
2. Invite a representative from the Transportation Department to IEP's that deal directly with transportation as a related service.
3. Notify the Transportation Department of any changes in address, phone or pertinent medical information
4. Notify parents/guardians of bus number and pick up and drop off information.

The Transportation Department will:

1. Notify all regular and substitute bus drivers of the correct procedures to be followed.
2. Equip buses with necessary and appropriate safety equipment.
3. Inform school in the event that a substitute bus is being sent to pick up students.
4. Arrange for alternative means of transportation if a bus is not appropriate.
5. Contract with parents/guardians to provide transportation for their own students if appropriate.
6. Provide training so drivers can respond to emergency situations on the bus.
7. Accommodate Special Education student needs as requested in an IEP within the confines of state and federal law, and as approved by the Transportation Supervisor.