

Dear Parent or Guardian:

We are soliciting your understanding and cooperation in helping to maximize the SAFETY of all students while passengers on our school buses are solicited. Important rules and regulations exist which promote and help assure the safety of each passenger on a school bus. Please discuss the following rules with your children. Then complete the form on the opposite page and return to your child's bus driver. If you have more than one child, please fill out a form for each child. Only pupils regularly assigned to the bus for a particular route shall be allowed to ride.

1. Students are to be at the bus stop **five (5) minutes prior** to the scheduled bus arrival time. The bus will not wait.
2. While at the bus stop or pick-up point, students shall:
 - a. Conduct themselves in an orderly manner and stay out of the street.
 - b. Avoid littering and respect nearby property.
3. While a passenger on the bus, students shall:
 - a. Take assigned seats promptly after boarding the bus.
 - b. Remain seated at all times unless loading or unloading from the bus.
 - c. Talk in a low voice only with those students who share the same seat.
 - d. Obey the driver. The driver has the authority to discipline students on his/her bus. The school bus is an extension of the classroom.
 - e. Keep all portions of their bodies inside the bus.
4. While a passenger on the bus, students must not:
 - a. Use tobacco, drugs, alcohol or any controlled substances.
 - b. Eat food, drink beverages, chew gum or throw any objects or litter.
 - c. Use obscene language or gestures, be discourteous, disobedient or disturbing to the driver or other passengers.
 - d. Transport items which may endanger the health or safety of passengers.
 - e. Transport large items or musical instruments, which cannot be held on the lap. No articles can be placed in the driver's compartment or aisles. Articles may not block exits.
 - f. Open or close windows or emergency doors except when instructed to do so by the bus driver.
5. Students are encouraged to report any damages to seats or other parts of the bus to the driver. Failure to do so could cause students to be charged for the repairs. **The fee for Bus Seat Repair is \$75.00.**
6. Students exiting the bus shall always cross in front of the bus. After being signaled by the driver, they shall cross at least ten (10) feet in front of the bus and shall obey all traffic controls for street crossing.
7. **A student will not be allowed to change buses or bus stops without approval.** The school alternate stop form must be filled out by parents/guardians and signed by the principal or designee.
8. Students are to be on time to board the bus after school. The driver will not wait more than five (5) minutes after school is dismissed.
9. As per transportation policy, children must board the bus at their designated stops. If they miss their bus stops, parents must transport children to school. Avoid chasing the bus. Students will not be allowed to load or unload the bus other than at designated stops.

Ridership is a privilege not a right. Students, who persist in violating these rules and regulations, risk the loss of their riding privileges. It shall be the duty of the driver to notify the Transportation Department and the school principal or designee of bus misconduct. Upon notification students may be removed from the bus or lose his/her riding privileges. When students are removed from or lose their riding privileges, it will be the parents/guardians responsibility to transport them to and from school. If parents/guardians have any questions concerning their student's transportation, please contact the local Transportation Office.

**CCSD - TRANSPORTATION DEPARTMENT
RIDERSHIP RULES AND REGULATIONS**

When a student is in non-compliance as a bus passenger, the following actions will be appropriate:

1. When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
2. If, after talks and warnings, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
3. Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
4. If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
5. When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
6. All drivers will refuse a student who is put off one (1) bus transportation for the specified period.
7. To assure safe transportation of all students, the following infractions could result in ten days suspension from all transportation as follows:
 - (a) Opening or playing with the emergency door.
 - (b) Throwing objects at the driver or other students.
 - (c) Throwing objects out the windows at pedestrians or other vehicles.
 - (d) Crossing four lane roadways or crossing in back of the bus before or after loading.
 - (e) Directing obscene language or gestures at the driver or others on the bus.
 - (f) Behaving in ways that disrupt the safe operation of the bus.
8. In the event of inclement weather, delays or closings will be announced to Media (TV & Radio Stations, CCSD Website)
9. Failure to return the enrollment form within five school days will result in suspension of bus riding privileges until the form is returned to the driver.
10. In the event that a student is brought back to the school three (3) times because no parent or guardian was present, the student will be suspended from the bus for one (1) week. This applies to Pre-school, and Kindergartners.

I have discussed the conduct of pupils as a bus passenger with my son/daughter.

_____ who rides bus # _____ will cooperate with the School Bus Driver and School Authorities. We understand that these rules are necessary to assure safety on the school bus.

School _____ Grade _____

Student Address _____ Phone# _____

Parent/Guardian Signature _____ Date _____