

School Bus Transportation Rules and Regulations

Lone Jack C-6 School District
School Bus Transportation Rules and Regulations

Safety Procedures

- Student must be at the designated bus stop 3 to 5 minutes prior to pick-up time. Parents and student will be notified of the approximate pick-up time.
- Regular schedules must be observed. The bus cannot wait for tardy passengers. Please be on time.
- Parents and student should contact the transportation director in advance when they will not be riding the bus. The night before would be appreciated.
- Students must observe driver's instructions at all times.
- Students must wait for the bus at their designated stop. Never stand by the roadway. A student who must cross the roadway to board/depart from the bus shall pass in front of the bus no closer than ten (10) feet, look in both directions and proceed to cross the roadway only on signal from the driver. **NEVER CROSS BEHIND THE BUS.**
- A student will depart from the bus at the designated point unless written permission to off at a different scheduled point is given to the driver by the parents/guardians or school personnel. The permission notice must be initialed by the building administration.
- All students shall be received and discharged through the correct entrance door. **EMERGENCY DOOR IS FOR EMERGENCY USE ONLY.**
- Students riding an alternative bus must first receive approval from the Transportation Director. Upon approval a parent/guardian must send a written note to the building administration stating the alternative bus number and the address where the student will be departing the bus.
- Video cameras may be used on buses transporting students to and from school or extracurricular activities. Students will not be notified when a recording device has been installed on their bus.

Student conduct while loading/unloading and riding the bus and/or at the bus stop

__All rules and regulations of the Lone Jack C-6 School District apply to all students riding on a school bus. Behavior on school buses that violate school policy (see student handbook) may result in a student being suspended from riding the bus or having other disciplinary action taken.

- The driver may assign a student a seat.
- Students shall remain in a normal forward facing position with feet and hands out of the aisle while the bus is in motion.
- Book bags and other belongings shall be kept out of the aisle. **(STATE LAW)**
- Permission to open windows must be obtained from the driver. All articles and objects shall remain with the walls of the bus until the student departs. **NEVER EXTEND ANY PORTION OF YOUR BODY OUT BUS WINDOWS. (STATE LAW)**
- Waste containers are provided on all buses for use by the riders. Putting trash on the floor of the bus is prohibited.

- Quiet talk and subdued laughter will help prevent the diversion of the driver's attention, thus averting the possibility of an unnecessary and serious accident.
- A student who damages seats or other equipment will be expected to pay the cost for repair and/or replacement.
- Throwing objects, standing while the bus is moving, putting trash on the floor, placing any part of the body out of windows, scuffling, loud talking, screaming, shouting or examples of inappropriate behavior on the bus will not be permitted.
- Respectful communication among riders and driver shall be observed at all times.
- Animals, glass containers and balloons are not permitted on buses. All balls must be inside a bag or backpack
- Students must refrain from sexual and other forms of harassment, which is repeated behavior or words of sexual/gender or of a demeaning nature that are unwelcome, intimidating and make another person uncomfortable.
- Eating, drinking, and the use of tobacco products of any kind are prohibited.
- Knives, firearms, weapons or facsimiles are prohibited. **(STATE LAW)**
- Electronic equipment (phone, radios, headsets, CD players, tape players) are not allowed on the bus.
- Riders will observe the rule of "quiet" when the bus is approaching and crossing railroad tracks. **(STATE LAW)**

Failure to follow these regulations may result in suspension from transportation.

BUS CONDUCT NOTICE ELEMENTARY/SECONDARY

- 1st referral Warning by the principal. Call parents, if necessary. Notification of parents by written referral copy.
- 2nd referral Automatic one-day suspension from riding the bus. Parent notification. Parent conference, if necessary.
- 3rd referral Automatic three-day suspension from riding the bus. Parent notification and conference with the superintendent required.
- 4th referral Student will be suspended from riding the bus for 5 days.
- 5th referral Student will be suspended from riding the bus for the rest of the school year.

Excessively dangerous behavior will result in suspension on first occurrence, i.e.

- Fighting
- Abusive language or action toward the bus driver
- physical damage to the bus
- Any action that keeps the bus driver from operating the bus safely

****Each student MUST fill out the transportation form to be eligible for field trips and activities****