

Bus Service Rules and Regulations

Parent/Student Handbook

Zero tolerance on Bus Please see Code of Conduct for details.

Registration:

A registration form will be required for each student/family **every year**. Registration for must be completed online via school website Transportation Portal. Parents will be able to view maps of bus stops to determine the stop that is most convenient.

Bus Service Eligibility:

Bus service is provided for all elementary, middle and high school aged students (grades K-12) if applicable. Bus service will be provided at CLUSTER stops within a 5 mile radius of the school. Bus will not make door-to-door stops.

In order to change their normal stop, parents must make changes via the online transportation portal.

Be Prompt:

Please arrive at the assigned bus stop approximately ten (10) minutes prior to the scheduled bus arrival time. The bus will arrive at a set time. There is an approximate 10 minute window before and after the stop time in the am and pm.

Please be advised that if you are late to drop off your child within the designated time window, it will be your responsibility to bring your child to school.

Certain faculty and staff members will greet buses in the morning and dismiss the children in the afternoon, ensuring that each student boards the appropriate bus in a safe and orderly fashion.

It is the School's policy that no child in kindergarten through third grade is allowed to leave a bus without an adult guardian or older sibling to meet the child. Parents or guardians should wait for the child on the right side of the bus, so the student will not be required to cross in front of the bus or behind it. In the event that an adult guardian is not waiting for the child at the bus stop, the child will be returned to the School and the parents or emergency contact will be notified. For each child returned to the School, parents will be charged \$10 per half-hour that the child is under School supervision. If a parent, legal guardian, or authorized adult cannot be reached by 6:00 p.m., the police will be notified.

At the Bus Stop:

- School buses will come to a complete stop at each bus stop; if no student is in sight, the bus will continue on its route immediately.
- **Bus drivers will not wait for a student who is not already at the bus stop and is prepared to board the bus in a timely manner.** The school bus driver will report the name of any student who is frequently late in arriving at the bus stop.
- Students should arrive at the bus stop at least **10 minutes prior** to the scheduled pick-up time. This will allow time for uncontrollable situations, such as traffic delays, weather, and possible functionality issues with the

BusWhere application. Students are also asked to wait for the bus at least **10 minutes after** the scheduled pick-up time before leaving the bus stop.

- The bus information received in August is a starting point for the bus schedule. Times will likely fluctuate earlier or later as students are added or deleted from the bus.

While waiting at the bus stop, students and parents/guardians are expected to wait **together** either in their car or standing at a designated safe place in the parking lot. A distance of at least 15 feet from the designated stop space for the bus is considered safe. Students should not move toward the bus until the bus has come to a COMPLETE stop and opens the entrance door. Parents are not allowed to leave students unattended. Students are expected to respect the property of others. When the bus approaches, students must observe the instructions of the driver. This is particularly important in the winter months when slick road conditions exist.

Boarding/Departing Bus:

Students must wait for the bus to come to a **complete stop** before approaching the bus or leaving their seat. Students are expected to observe the driver's instructions and **always cross in front** of the bus when getting on or getting off the bus.

Items NOT Allowed on the Bus:

For reasons of safety and health; and in order to comply with state law and district policies, the following are **NOT** allowed on the Bus:

1. Glass objects of any kind; (bottles, jars, etc.);
2. Open containers of food, drink, etc.
3. Inflated balloons;
4. Live animals, bugs, worms, etc.;
5. Plants, dirt, sand or other growing projects;
6. Oversized objects or instruments that cannot fit safely in the seat with the student;
7. Weapons of **ANY** kind (guns, knives, razor blades, lighters, etc.) (**real or toy**);
8. Sports equipment which could endanger others;
9. Skate boards;
10. Any item which cannot be transported safely in the seat with the student or which creates a safety concern;
11. Distractive electronic devices or trading cards.

Please arrange for your own transportation if any of the above needs to go to or from school.

Driver Authority:

The driver has full authority over passengers on the bus. Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent will be contacted to assist the student to modify the behavior of concern.

Student Conduct:

Being transported on a Charter School bus is a *privilege, not a right*. The School must assure that proper conduct is maintained in all vehicles for the health, safety and welfare of **all** students. The responsibility for the proper conduct on the bus rests with the parents and students. Responsibility for the administration of the procedures listed below

rests with Eagle Bus Service. The driver is in complete charge of the bus. Students who risk the safety of others may lose the privilege of riding the bus. Safe, respectful conduct is expected of all passengers to insure safety. Students being transported are expected to adhere to the following:

Code of Conduct and Safety:

Students will:

- Arrive at the assigned bus stop approximately ten (10) minutes prior to the scheduled bus arrival time.
- Students will **remain with parent's/guardian's** until the bus arrives at the designated bus stop.
- Wait to board the bus or leave their seat until the bus has come to a complete stop and the driver has opened the entrance door to the bus.
- Parents/ guardians are not allowed to enter the bus. Any concerns must be addressed with Eagle Bus Service.
- Board and depart the bus in an orderly and safe manner - **single file**.
- Students must take their seats promptly when loading the bus.
- Ride only on their assigned bus - boarding and departing at their designated stop.
- Maintain safe conditions within the bus at all times. No horseplay, no bullying.
- Not extend hands, arms, etc. or objects out of the windows or door; OR throw objects inside or from the bus.
- Students should not open windows without permission of the driver.
- Not be allowed to use obscene or inappropriate language or any hurtful language directed at another student.
- Not be allowed to use electronic devices or radios that may be distracting to the driver.
- Not be allowed to transport large items that do not fit safely in the bus seat with them.
- The aisle, exits, and driver's vision shall not be blocked
- Not be allowed to eat or drink on the bus. Water only is allowed.
- Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the bus driver's operation of the bus are not allowed.
- Obey the school bus driver at all times. In case of emergency, remain seated in the bus unless directed to do otherwise by the driver or individual in authority.
- Students are not to tamper with emergency exits
- Be required to pay for damages or replacement if a student damages seats or other parts of the bus.
- Remain in their seats upon entering the bus and during the entire route until they are designated to depart by the bus driver.
- Not be allowed to transport dead or live insects, animals or other growing projects on the bus.
- Additional passengers with students must be pre-approved by school and the bus service company.

Bus Service or School reserves the right to establish any other rules and regulations that protect the health, safety and welfare of the students. Rules and regulations from the student handbook are applicable as well to all student riders and parents.

If a student violates any of the above rules/regulations and loses their bus privilege, the student or his/her parents/guardians will be responsible for transportation to and from school during the time of the bus suspension. Even though bus privileges are lost/suspended, the law still requires attendance at school, per student attendance policy.

Unusual and extreme misbehavior may result in the formal charges being brought against the student relating to harassment, disorderly conduct, criminal mischief and/or criminal trespass.

Disciplinary Procedures:

When, in the opinion of the driver, a serious rule violation occurs or when the driver's efforts to deal with less severe violations are unsuccessful or a pattern seems to have developed; a school bus incident report will be initiated. The intent is to maintain good order and a safe environment for students riding bus to and from school or school-sponsored activities, as well as to notify parents of the misconduct of their children.

The following are standard actions that will generally be applied uniformly:

- **First Offense** - Driver gives verbal warning to student.
- **Second Offense** - Driver submits written bus Disciplinary Referral Form to Eagle Bus Discipline Coordinator.
- **Third Offense** - Driver submits second bus Disciplinary Referral Form to the Eagle Bus Discipline Coordinator AND may provide student with **assigned seat near driver**.
- **Fourth Offense** - Driver submits third bus Disciplinary Referral Form to the Eagle Bus Discipline Coordinator - *possible bus suspension or parent meeting.*

The Administration reserves the right, depending on the seriousness of the offense, to move to any step in the above process (1-4).

Note: Serious offenses, such as fighting, flagrant displays of disrespect toward a driver or other, or possession of drugs or alcohol will result in an immediate bus suspension. Assault on a bus driver will result in a bus suspension and may result in possible criminal charges.

As years progress and the school continues to grow we will add new buses, as well as make the necessary revisions to the old ones. Each bus has undergone a thorough inspection along with modifications. To maintain the upkeep of our buses, each student will be given an assigned seat. Any damages made to the seats, parents will be notified and billed for those damages after a thorough investigation has been **completed**.

Cell Phones, Electronic Devices, Candy, Gum, and Toys: Students may not bring cell phones, electronic devices (tablets, ipods, MP3 players, handheld games, Bluetooth headphones, etc.), candy, gum, toys, or other non-school related items on the bus. The student assumes full responsibility for any items brought from home. Toy weapons are strictly prohibited, and no headphones, radios, games, etc., are allowed. If a student chooses to bring their cell phone or electronic devices, we strongly suggest that it is turned off and placed inside of their bookbag. EBS will assume no liability for the damage, loss, or theft of these items. The sequence of consequences for not following the policy goes as follows:

- 1st offense: Driver/Monitor asks student to put cell phone/equipment away and documents on student record. Parent will receive a call.
- 2nd offense: Driver/Monitor refers student and cell phone/equipment to school administrator. School Administrator confiscates until end of day. Bus staff calls home and documents on student record. Parent will receive email notification..
- 3rd and Subsequent Offenses: Driver/Monitor refers student and cell phone/equipment to school administrator. Administrator holds phone until parent is able to retrieve the phone and documents on student record. Administrative Conference with student and parent to discuss and review cell policy. Parent will receive email notification.

- Any additional offenses: Driver/Monitor refers student and cell phone/equipment to school administrator. Administrator holds phone until parent is able to retrieve the phone and documents on student record. Student is suspended from the bus for 3 days. Parent will receive email notification

Accidents/Breakdowns:

Bus drivers have a CDL with a P and S endorsement training and busses are carefully maintained. Yet, given the number of miles travelled annually, breakdowns can happen. One of the most important things to a bus driver in the event of an accident or breakdown is passenger cooperation. Parents will be notified of any such occurrences.

Should a bus be involved in an accident with students on board, the transportation department will notify the school which the students on the bus attend. Transportation will endeavor to keep the school informed as to injuries, delays, etc. Should a serious accident occur that includes injuries to students, parents of the injured students will be notified as soon as possible by the Transportation Department or EMS personnel after names are obtained from the students on the bus.

When an accident occurs, the police are notified. One of the responsibilities of the driver is to write down the names of all students on the bus and the location in which they were sitting at the time of the accident. After the police arrive, they also make a list of these names and seating locations. This listing of names and other investigations can be tedious causing parents to be concerned with the late arrival of their children.

PARENTS ARE DISCOURAGED FROM GOING TO THE SITE OF THE ACCIDENT UNLESS INFORMED THAT THEIR STUDENT IS INJURED. STUDENTS CAN ONLY BE RELEASED BY THE POLICE OFFICER IN CHARGE. Parents will not be allowed to pick up their children, and at an accident site until they are released, and then, proper identification will be required. All accidents are investigated by the Transportation Department. When necessary, an alternate bus is sent to the site to take the children home or to school. Upon release by the Officer in charge, the children will be taken to their destinations as quickly as possible.

All inquiries about payment of medical claims should be made to the Transportation Department. The Transportation Department does not automatically assume responsibility for payment of medical claims. Parents may take their child to any doctor for treatment and then make a claim to the Transportation Department; however, there is no assurance that the Transportation Department will pay the claim. Payment of claims is generally determined by the insurance carrier of the vehicle at fault.

I have read and understand this handbook.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____