

## **SCHOOL BUS REGULATIONS**

The school bus is an extension of the classroom and every effort is made to provide safe and convenient transportation for the students. The exercise of caution, consideration for others, and proper conduct by each student is essential if safe and pleasant transportation is to be provided.

The bus regulations are found in the student handbook, which is provided to each student attending the South Eastern School District. They are also part of the Student Transportation Policies and Procedures, which have been distributed to each student prior to the beginning of the school year.

Conduct infractions must be promptly reported by the school bus driver to the school's principal's office using the School Bus Incident Report.

The building administration will be responsible for prompt disciplinary action as prescribed by the school policies and regulations. Video cameras are used to monitor student behavior on the bus.

## **SCHOOL BUS STOPS, BUS ASSIGNMENTS AND SCHEDULES**

The major purpose of school bus transportation is to transport students in a safe and efficient manner. The Transportation Director will be responsible for establishing school bus stops and schedules. Drivers are not permitted to deviate from the designated stops or bus routes listed on their run sheets unless an emergency situation arises and they cannot proceed to said stops.

Only those students designated by the administration as eligible for regular transportation shall be allowed to ride buses.

Only those students assigned to a particular bus may ride that bus. Exception to this will only be allowed when a student presents an emergency pass from the building administration. Only South Eastern School District students are permitted to ride the buses. Students from other districts, adults and parents are not permitted to ride unless given permission by the Superintendent. Notes from parents to drivers concerning student ridership are not permitted.

If an assigned stop is missed and the driver cannot safely turn around to take the student to his assigned stop, the transportation office is to be notified. Additional information will be given to you depending on the situation and location. The student's parents will be notified.

These regulations are necessary in order to equalize bus loads and to account for every student.

### STUDENT ADDRESS CHANGE

All students are assigned to a particular bus. If a student changes residence, he or she must report the new address to the building office. Parents must provide two (2) proofs of residency to the school office. After this information is verified, the school secretary will notify the Transportation Department of the change. The Transportation Department will then contact the parent to discuss the student(s) new bus information. Notice of at least three (3) school days must be given for a new bus assignment.

### EMERGENCY PERMISSION TO USE DIFFERENT BUS OR BUS STOP

1. The student must bring a note to the building office at least two (2) school days before (if at all possible) the requested change.
2. The student's parent or guardian must sign the request form. No phone calls will be accepted.
3. The individual taking responsibility for the student must also send in a note stating that they are aware of the request and will be responsible for said student.
4. The Transportation Director must approve any change.
5. The student must pick up the approval slip before boarding the bus. The bus driver should not allow a new student on the bus without written approval from the building office.
6. *The student will be allowed to get on and off the bus **only at designated stops already established and approved by the Board.***

### ABSENCE OR LATENESS BECAUSE OF A BUS PROBLEM

1. If a student's bus does not arrive, please call the Administration Building at 382-4843, ext. 6229, to report the situation.
2. The day following the absence, the student should report to the office. The transportation office will verify that it was a transportation problem and will notify the building office to excuse the student or students. The student(s) will be marked "unexcused" until the problem has been verified, at which time the office will code the student as "excused."
3. If a student receives an unexcused absence from the office and feels that it should be an excused absence, the student should check with the transportation department within five (5) days of the absence.

### BUS UNLOADING PROCEDURES

Upon arrival to school students must enter the building and report to their homeroom. Loitering is prohibited. No student is permitted to leave the school grounds without parent and administrative permission.

Students cannot be dropped off prior to 7:10 a.m., and unloading must be completed by 7:30 a.m. for the secondary runs. Unloading begins at the SEMS building. The buses then proceed to the



rear of the high school, at the cafeteria entrance. Buses are not permitted to pass one another when dropping students. Buses should remain in line and wait for the bus in front to continue to the next school.

Unloading of the SEIS students and elementary students begins at 8:25 a.m., and unloading must be completed by 8:35 a.m., in front of SEIS and each of the three elementary schools.

### **BUSES ARRIVING LATE TO SCHOOL**

If a bus arrives after 7:30 a.m. for secondary students, or after 8:35 a.m. for SEIS or elementary students, the students must report to the office for the late-bus slip. This will assure proper recording of attendance and eliminate difficulty in reporting to class. The drop off location for SEMS, SEIS or the elementary schools will remain the same. Students at Kennard-Dale will need to be dropped off in front of the school, not at the rear entrance, as these doors will be locked.

### **BUS LOADING PROCEDURES FOR TRIP HOME**

Buses will be parked in the loading areas provided at SEMS. Kennard-Dale students load the buses at the cafeteria entrance.

All buses will load their students at SEMS and then proceed to the rear of Kennard-Dale High School for their dismissal.

SEIS and the elementary schools announce each bus as it arrives. Students are to board promptly. The buses leave within five (5) minutes after the announcement.

The bus drivers have full responsibility for maintaining safe conditions on the buses. Students must abide by the rules and regulations concerning conduct on the buses, and are under jurisdiction of the school from the time they board the bus until they arrive at their home at the end of the school day. **THE USE OF BUS TRANSPORTATION TO AND FROM SCHOOL IS A PRIVILEGE, NOT A RIGHT.**

If the conduct of a student while riding the bus is such that it jeopardizes the safety of others or is otherwise obnoxious or undesirable, this privilege may be denied by the school administration. Students may not leave the bus through the rear door except during an emergency or an evacuation drill.

### **BUS STOP OR TIME CHANGE**

Students should arrive at their designated bus stop a minimum of five (5) minutes prior to the designated pick-up time, and should be standing in a line waiting for the bus as it pulls up to the stop. Students should remain at their bus stop a minimum of twenty (20) minutes past pick-up time before returning home.

On occasion it may be necessary to make a change in a bus stop or the time a bus picks up students. If this takes place, students will be notified by an announcement from the driver, and with a letter from the transportation office, if the time change is more than five (5) minutes.

### **ACTIVITY BUSES**

The student activity buses are made available to SEIS, SEMS and high school students who participate in extracurricular activities. The late bus follows two routes (one toward Stewartstown and the other toward Delta). Students are required to sign up for the late run. SEIS students sign up through the school office. SEMS students will go to the cafeteria after the dismissal bell and sign up on the laptop provided by the teacher on duty. KD students may sign up during their lunch period, or in the "athletic hallway" from 2:00 to 3:30 p.m., at the "laptop cart" provided. They will complete the "Evening Activity Bus Daily Sign Up Form" each day they need to use the bus. The bus will depart from the main campus at 5:15 p.m. The activity bus drivers are given specific routes and stops. No new routes or stops are to be added without the prior approval of the transportation office.

Students utilizing activity buses must abide by the same rules as regular bus routes. Late bus runs are an extension of the school day. Failure to comply with these regulations will necessitate having the privilege of ridership suspended.

### **KINDERGARTEN AND FIRST GRADE DROP OFF PROCEDURE**

A kindergarten or first grade student **will not** be dropped off at the designated stop if the parent or guardian is not at the stop to pick up his/her child. The driver will contact the transportation office so the school can be alerted that a child is still on the bus. The child will be taken back to the elementary building at the conclusion of the run until the parent comes to get his/her child. If this occurs more than three (3) times, the parent will be notified and may be denied transportation. If the parent does not want the child brought back to school, he/she must sign a waiver releasing the school district and contractor from any liability.

### **BUS EVACUATION**

In case of an emergency, students should evacuate the bus by using both the front and rear doors. So that students will be familiar with evacuation procedures, evacuation drills are conducted twice yearly; September and March.