

Elwood Community School Corporation

Bus Rider Guide



Information for Parents and Students Regarding School Transportation

Elwood Community School Corporation

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Student Transportation Handbook

This guide was developed for students and parents in order to outline the transportation policies and procedures as they apply to students who ride the school bus to and from in the Elwood Community School Corporation. The primary focus of the transportation department is to deliver our students to their destination safely each and every trip. In order to reach this important goal, it takes a collaborative and cooperative effort from the students, parents, and school personnel.

The State of Indiana does not require schools to provide transportation for its students. **By providing a non-mandatory service, students and parents are reminded that this is a privilege and not a right.**

School Bus Discipline Guidelines

School bus drivers are responsible for providing a just, fair, and impartial enforcement of all policies and procedures set forth in this document and the student handbook. The driver shall use the utmost due care to ensure the safety of those students who are within his/her immediate proximity.

When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and the governing body of the school corporation. The administrative staff has the responsibility to enforce the rules, which follows, and to take necessary actions against those students who violate such rules. Since the safety of all students is our goal, the below rules have been designed to promote as such.

Student School Bus Rules*

All bus students are to follow the rules listed below (please see addendum for additional information):

At The Bus Stop:

1. Be at your assigned loading spot up to five (5) minutes prior to scheduled pick-up time. **Bus Drivers are not required to sound their horn or wait for a student who is not waiting at a designated bus stop..**
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look both ways before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not enter the bus until it has come to a full stop and the driver has opened the door.
6. When necessary for you to cross the road, you **MUST** cross in front of the bus.
You are to proceed across only after the driver has signaled you to cross.
7. Not play on or near the road while waiting for the bus to arrive.
8. Look in both directions before crossing any roadway.
9. Never walk on the road when there is a sidewalk or pathway.
10. Always walk on the left side of the road facing on-coming traffic. Step off the road when a motor vehicle approaches.
11. Respect surrounding property.
12. Respect fellow students and adults.
13. Take your turn and do not push when loading and unloading.
14. Use the hand-rail while entering onto the bus.

While On The Bus:

1. Be courteous and follow the instructions of your bus driver.
2. Be seated promptly and face forward. **DO NOT STAND OR MOVE** from place to place during the trip.
3. Keep all books and materials on your lap. Students are responsible for their own belongings.

4. Keep all articles, as well as head, hands, and feet inside the bus, out of the aisle, and to yourself. This includes any objectionable manner to tease, scuffle, trip, hold, or hit another student.

While On The Bus (cont.):

5. Cell phones are not to be used by students while the bus is in operation. Electronic equipment may only be used with headphones. Cell phones can only be used for emergency purposes and under the supervision or with permission from the bus driver.
6. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or highway intersection.
7. Possession, use, or distribution of tobacco or tobacco products, including e-cigarettes and vaping devices are prohibited.
8. The use of perfumes, aerosols, or other sprays are prohibited.
9. Never throw objects inside or outside the bus.
10. Keep the bus clean and orderly. Treat the bus and equipment with care and respect.
11. Food, drinks, and candy items are permitted on the bus only with the approval from the driver.
12. The corporation reserves the right to use bus cameras, without notification, to videotape students, also without notification.

Leaving The Bus:

1. You are to get off only at your assigned stop unless a written permission has been provided to the driver either by the school administration and/or parental guardianship.
2. An adult or sibling must be present at the stop for anyone grade kindergarten or below. The adult or sibling may be in a doorway or window of their home if necessary.
3. Do not enter/leave the bus until it has come to a full stop and the driver has opened the door. Take your turn and do not push while exiting the bus.
4. Use the hand-rail while exiting the bus.
5. When necessary for you to cross the road, you **MUST** cross in front of the bus.
You are to proceed across only after the driver has signaled you to cross.
6. Never walk along the side of, or behind, the bus.

Student Discipline Procedures

1. Upon recommendation of the bus driver, school authorities will deny the privilege of riding the school bus to any student who refuses to conduct himself or herself in a gentlemanly or lady like manner.
2. Any student caught vandalizing the school bus will lose all riding privileges until the school corporation receives restitution for the property damage.
3. Any incidents involving physical altercations and/or battery will be referred to the building administration.

If a minor misconduct occurs, the driver may wish to attempt to resolve it without reference to the building administration. The driver may give the student(s) a verbal warning, conference with the student(s),

contact the parents, and/or inform the administrator(s) by issuing a bus conduct form noted "For Records Only."

Generally, the following steps will be followed when dealing with students creating problems on a school bus. Using the corporation's bus conduct form, the driver will document each step in the procedure. The step-by-step procedure can be accelerated if the violation committed by the student warrants a more immediate and severe form of disciplinary action:

Step 1 - First Documented Violation: Student Issued a Warning

Step 2 - Second Documented Violation: Student Dismissed from Bus for One (1) Day Step

3 - Third Documented Violation: Student Dismissed from Bus for Three (3) Days

Step 4 - Fourth Documented Violation: Student Dismissed from Bus for Five (5) Days.

* Letter sent to parents describing corrective measures taken - warned that next fraction will result in removal from the bus for balance of the school year.

Step 5 - Fifth Documented Violation: Student Dismissed from Bus for Balance of School Year. *

Parents notified by letter regarding dismissal.

Student Discipline Procedures (cont.)

Under no circumstances, is a parent/guardian permitted to ever confront a bus driver on a bus or at a bus stop to discuss or resolve a discipline issue. Parents'/guardians' questions regarding disciplinary actions are to be referred to the student's school principal. A parent/guardian, bus driver and/or school administration may call for a conference to discuss and resolve any issues regarding student conduct.

Procedures for Riding a Different Bus

If a student must ride home on a different bus for emergency reasons or get off the bus at a different stop, he/she must either have a written note signed by a parent/guardian or have said parent/guardian contact their school in order to receive a bus pass to be given to the driver before being allowed to ride.

School transportation has been organized to first accommodate students who live along the established bus routes. Student(s) staying with a childcare provider may be accommodated within the limits of bus capacity. If bus capacity has been reached, student(s) may be denied alternative bus transportation and will need to find another means of transportation.

***** Disclaimer -** This guide was developed as a supplemental resource and not supplant to any of the policies and procedures set forth by the Elwood Community School Corporation. Also, this guide is subject to change without notice. If you should have any questions or concerns, please do not hesitate to contact Jerry Saffold,

Transportation Coordinator, either at (765) 552-9861 or jsaffold@elwood.k12.in.us.