

SCHOOL DISTRICT OF GILMANTON

Bus Ridership Policy

2019-2020

Updated December, 2018

I. DROP-OFF PROCEDURE FOR 4K STUDENTS

Bus drivers need to see that a parent, guardian, older sibling, or another responsible person is present at the residence when dropping off 4K students from school. For the safety of the child, if the bus driver has reason to believe no one is home, the bus driver will attempt to contact the parent or guardian. If no contact is made, the bus driver may opt to leave the child on the bus and continue with their route, to return to the residence later in the route to drop off the child. The school does not support this pattern of no parent, guardian, older sibling, or another responsible person at home and may be in contact with individual families if this becomes a frequent occurrence.

II. DROP-OFF PROCEDURE FOR 5K-4TH GRADE STUDENTS

For elementary students in grades 5K-4, it is suggested that there be a parent, guardian, older sibling, or another responsible person at the residence when the child(ren) are dropped off. If it appears that no one is home and no contact is made with the parent/guardian, the bus driver may opt to leave the child on the bus and continue with their route, to return to the residence later in the route to drop off the child(ren). The school does not support this pattern of no parent, guardian, older sibling, or another responsible person at home and may be in contact with individual families if this becomes a frequent occurrence. *Note: Families can submit signed permission to the district office to always let their 5K-4th grade child(ren) off the bus at their home/destination.*

III. DROP-OFF PROCEDURE FOR 5TH – 12TH GRADE STUDENTS

Students in grades 5-12 will be dropped off at home.

IV. DISCIPLINE

Transportation to and from school is a privilege offered by the district. It is not a right. Because the safety and welfare of all passengers, including the driver, is at stake, misconduct will not be tolerated.

The bus driver will be in charge at all times and may find it necessary to initiate disciplinary action. The course of action will be as follows:

1. First offense: verbal warning
2. Second offense: assign special seat
3. Third offense: parent notification with notice to the principal/building coordinator of the problem and action taken.
4. Fourth offense: student referred to the principal/building coordinator with a written notice of the prior problems and the immediate incident. A parent conference may be required to discuss the student's behavioral problems. The referred student may receive a warning and/or a one to three day bus suspension.
5. Fifth offense: repeated violations of the bus rules may lead to the expulsion of ridership privileges for up to one calendar year.
6. Serious offenses that involve the safety and health of the driver and other passengers may result in skipping some or all of the above steps. This could result

in suspension or expulsion of bus privileges and may also result in suspension or expulsion from school.

V. RULES AND REGULATIONS FOR BUS RIDERS

A. PRIOR TO LOADING

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Bus riders will conduct themselves in a safe and appropriate manner while waiting for the bus.
4. Wait until the bus comes to a complete stop before attempting to enter the school bus.
5. Stay back at least 10 feet until the bus has stopped.
6. Line up in an orderly fashion, single file.
7. Never cross between buses.
8. Do not take advantage or intimidate younger children at any time.
9. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic while walking to and from the bus stop.
10. Use the rail and watch your step when getting on and off the bus.

B. WHILE ON THE BUS

To have safe buses, the driver's attention must not be diverted by misbehavior on the bus. Only one or two students causing trouble could mean catastrophe for all the students. Therefore, the following rules and regulations will be enforced.

1. Upon entering a school bus, students will immediately find their seats. They will remain in their seats. No one will be standing while the bus is moving.
2. Keep books, packages, coats, and all other objects out of the aisles.
3. If you find it necessary to bring items to school, other than normal school supplies, i.e. baseball bats, etc., you must first obtain permission from the driver and /or they may require that the items be stored in a designated area.
4. Unreasonable conduct of any action, which could endanger safe busing, will not be tolerated.
5. Use of decent language and speaking in a normal tone of voice are a must. Music devices will not be played at anytime on the bus unless earbuds or headphones are worn.
6. Each student is to display courteous conduct while on the bus.
7. Two students in a seat must make room for a third student when necessary.
8. No snow shall be intentionally brought onto the bus.
9. Parent/guardians of students in grades 4K-6 should contact the school or bus driver if student is to be picked up at a location other than the normal assigned bus stop.
10. Nothing shall be thrown or otherwise propelled on the bus or through the windows.
11. No fighting, scuffling, pushing, or tripping shall be permitted on the bus.
12. Do not stand or extend your head, arms, or hands out of the bus.
13. There is to be no littering on the bus and in the event that eating causes a problem, the driver can suspend the eating privilege.
14. No student shall open the emergency door without being directed to do so by the driver. An exception may occur in an emergency where the driver would be unable to direct the evacuation.

15. Never tamper with the bus or any of its equipment. Students will be held responsible for any damage which they may do to any school bus.
16. School bus riders shall comply with all reasonable orders given by bus drivers.
17. Riders should be absolutely quiet when approaching a railroad-crossing stop.
18. No smoking or vaping on a school bus at anytime. This also includes the use or possession of all tobacco and tobacco products.
19. No alcoholic beverages are permitted on a school bus at any time.

C. AFTER LEAVING THE BUS

1. Cross the road, when necessary after getting off the bus (at least 10 feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
2. Wait for the driver to signal before crossing the road in front of the bus.
3. Help look after the safety and comfort of small children.
4. Parent/guardians of students in grades 4K-6 should contact the school or bus driver if student is to be dropped off at a location other than the normal assigned bus stop.

D. BUS LOADING AND UNLOADING

1. Leaving or entering a bus should be done single file.
2. Loading at each school will be different and will be under the supervision of the bus driver and a certified employee. Specific instructions will be given at the high school.
3. Prior to dismissal, grade school students arriving at the high school will remain on the bus until the driver tells them to transfer.