

GLADWIN COMMUNITY SCHOOLS
Auxilio Services, Inc.



Color me!!

Student/Parent Transportation Handbook

Information for a Safe and Orderly Transportation System

GLADWIN COMMUNITY SCHOOLS
TRANSPORTATION DEPARTMENT
Receipt of Handbook and Bus Rider Information

Pull out this page, complete requested information and return to your bus driver as soon as possible.

Thank You

Dear Parents/Guardians,

We are sending you this handbook in the interest of safety for your children. **Riding the school bus is a privilege.** Students are expected to exercise proper conduct at all times on the bus. For the safety of all passengers and the driver, misconduct will not be tolerated. Students, who misbehave or place the bus or its passengers in any jeopardy, will lose their bus privileges. **Please review this** important safety information **with your children** and sign the lower portion of this letter to indicate that you have received this important information. Thank you in advance for your cooperation and support of safe pupil transportation.

Sincerely,

Your bus driver and Gladwin Community Schools

We have received the Gladwin Community School's Transportation Handbook.

Parent/Guardian Signature

Date

Home Phone #

Home Address

Work Phone #

Child #1 Name

School

Grade

Route #

Child Care Provider Address

Phone #

Child #2 Name

School

Grade

Route #

Child Care Provider Address

Phone #

Child #3 Name

School

Grade

Route #

Child Care Provider Address

Phone #

GLADWIN COMMUNITY SCHOOLS TRANSPORTATION
STUDENT EMERGENCY INFORMATION
989-426-8494

PARENT/GUARDIAN(S) NAME: _____

HOME ADDRESS: _____

ALTERNATE ADDRESS: _____
IF A CHILD WOULD GO TO A FAMILY MEMBERS, DAYCARE, ETC.

_____	_____	_____
CHILDS NAME	AGE	GRADE

_____	_____	_____
CHILDS NAME	AGE	GRADE

_____	_____	_____
CHILDS NAME	AGE	GRADE

_____	_____	_____
CHILDS NAME	AGE	GRADE

IF MORE ROOM IS NEEDED PLEASE LIST ON SEPARATE SHEET

HOME OR FIRST CONTACT AND PHONE NUMBER: _____

SECOND CONTACT AND PHONE NUMBER: _____

PLEASE LIST IF CHILD WOULD RIDE DIFFERENT BUS AND ROUTE #, DIAL A RIDE, ETC.

ANY SPECIAL CONDITIONS: (FOOD ALLERGIES, BEE STINGS, LOW BLOOD SUGAR, ETC.)

SCHEDULES (IF ANY)-SUCH AS ONLY RIDES IN AM, GOES TO DAYCARE IN PM, ETC.

PARENT/GUARDIAN SIGNATURE

DATE

MY ELECTRONIC SIGNATURE IS LEGAL AND BINDING.

BY SIGNING ABOVE I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE

GLADWIN COMMUNITY SCHOOLS TRANSPORTATION PARENT/STUDENT HANDBOOK

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IMPORTANT CONTACTS

TRANSPORTATION DEPARTMENT OFFICE.....	989-426-8494
SPECIAL EDUCATION DIRECTOR.....	989-426-7341
CENTRAL OFFICE/SUPERINTENDENT.....	989-426-9255
GLADWIN COMMUNITY SCHOOLS WEB SITE.....	www.gladwinschools.net

GLADWIN SCHOOLS PHONE NUMBERS

ELEMENTARY.....	989-426-7771
INTERMEDIATE.....	989-426-4531
JUNIOR HIGH.....	989-426-3808
HIGH SCHOOL	989-426-7341

INTRODUCTION

The purpose of this handbook is to provide students and parents/guardians with general information about the Gladwin Community Schools (GCS) pupil transportation system. Public Act 187 of the Michigan Motor Vehicle Code outlines the pupil transportation laws that all school districts must follow. A copy of Public Act 187 is available for review during regular office hours in the Transportation Department. Selected Gladwin Schools transportation policies, regulations, and safety rules are included in this handbook.

Gladwin Community Schools operates a fleet of 14 regular education and 1 special education school buses. We transport over approximately 700 students (one-way) attending preprimary through twelfth grade and special education classes on a daily basis. Gladwin Community Schools also provides transportation services for field trips and athletic events each year. Each day Gladwin buses shuttle students to and from Mid Michigan Community College, Clare-Gladwin RESD and several career and technical sites. Shuttle service is provided between Gladwin High Schools, Gladwin Jr. High and the Elementary and Intermediate Schools. Traveling approximately 3,900 miles a week.

Gladwin Community Schools is proud of its fleet of buses. We contract with Auxilio Services to provide transportation services for the students in our school district. Auxilio employs two full time licensed

technicians who provide preventative maintenance and general repairs for all of the fleet. The Michigan State Police inspects the fleet on an annual basis. For many years we have received outstanding inspection results helping to assure your student's safety.

At Gladwin Community Schools, we strive for excellence in Transportation services for you, our customers. We take the safety of our students very seriously.

Transportation of regular education students to and from school is not required by law. Please take time to read the following pages and review them with your children in order to protect your transportation privileges.

It is the mutual responsibility of the parent/guardian and school district personnel to make a reasonable effort to understand and cooperate with each other regarding safe and orderly pupil transportation.

School bus transportation is provided only for eligible students and shall be considered a **PRIVILEGE** to be enjoyed only as long as the students accept responsibility for their own personal conduct and carefully follow all rules and regulations especially since they pertain to the safety of all passengers.

*Thank you for your support and cooperation.
Together we will have a great school year.*

BUS ROUTES AND BUS STOPS

Safety is the most important factor in transporting Gladwin students. The following information is offered to help make pupil transportation safe and successful.

1. Bus stops and bus routes are established on the basis of safety, efficiency, and the age of the students and in accordance with State Laws and recommendations and School Board policy. Bus stop locations must avoid as much traffic as possible. Stops shall not be on a hill or before or after a curve. Buses shall be visible in both directions when stopped, and stops shall be at least 200 feet apart.
2. It is each parent's responsibility to get her/his student to and from the school bus safely.
3. Bus stops will be placed at locations consistent with State laws and Board policy.
4. **Students should arrive at the bus stop five minutes prior to the scheduled arrival of the bus.** This will allow time to catch the bus but not enough time for problems among students to arise. **Please have your student AT the bus stop, not waiting inside. Bus departure times are subject to change. PARENTS/GUARDIANS ARE RESPONSIBLE FOR THEIR STUDENTS UNTIL THE BUS ARRIVES.** If your student(s)

will not be riding please call and leave a message the night before if possible, or before 7:00am.

5. If a student is the only one assigned to a particular bus stop and if the student will be absent for three (3) consecutive days, the bus will **not** stop again until the parent/guardian calls to resume transportation.
6. Most routes are set up as right hand stops, but As required by state law, all students **SHALL** cross in front of the school bus if need be. They will receive instruction on **proper crossing procedures from the bus driver.**

PARENTS/GUARDIANS WHO MEET STUDENTS AT THE STOP SHOULD SET THE EXAMPLE AND ALSO FOLLOW THIS IMPORTANT SAFETY RULE.

Please note: Due to circumstances that may or may not be under the control of the school district:

- The district reserves the right to change stops and routes when necessary;
- Walking distances and bus routes may be adjusted temporarily if necessary by reason of unsafe or impassible roads or road closures due to construction.

TRANSPORTATION ELIGIBILITY REQUIREMENTS

Walk and Ride Policy

Students may find it necessary to walk some distance to their designated bus stops or to school. In compliance with state laws, the Gladwin Community Schools walk/ride policy is:

- Elementary school students, grades Y5's -6, may be expected to walk up to ¼ mile to a bus stop whenever appropriate walkways and traffic signs are available.
- Jr. High and Senior High school students, grades 7-12, may be expected to walk up to ½ mile to a bus stop whenever appropriate walkways and traffic signs are available.

Upon request by a parent/guardian, the district may approve transportation for an individual student regardless of residential distance from the school if a travel route is judged to be hazardous or if other extenuating circumstances exist. NOTE: With the exception of regularly scheduled transfer to shuttle buses, once a student boards a bus, they must remain on that bus until they reach their final destination.

Child Care Arrangements

It is not possible to provide transportation to childcare facilities located outside of the attendance boundaries of the school. Because routes are established based upon the student's residence and/or childcare address, changes of pick up or drop off during the year are difficult to accommodate. Requests for change must be made in writing, in advance. Please direct your requests to the transportation office. If childcare causes a bus to become overloaded, transportation could be denied to the newest additions to said daycare..

SPECIAL HEALTH ISSUES

Parents/guardians of students with unique health issues that could become safety issues on the bus are encouraged to ask their bus driver for a "Confidential Special Needs" form. Completion of this form will allow you to provide us with the information necessary to take appropriate care of students riding our buses.

Out of consideration of those passengers and employees with medical conditions, passengers should refrain from using any aerosol spray, cologne, perfume or other items with strong odors OR EATING while on the bus.. Please be aware of, and respect, other people's medical issues and needs. Your child will receive (1) warning for not following these rules and could lose their privilege of riding. We take these medical conditions very seriously as they could be life threatening to a child with allergies!

PROCEDURES FOR CHANGING BUSES

At Gladwin Community Schools we are responsible for the safe and orderly transportation of your children. Parents/Guardians are requested to identify one (1) pick up and one (1) drop off location for the school year. The bus stop may or may not be located at the home address. However, students will be assigned within the prescribed walking distance.

Any changes permanent or temporary to the scheduled transportation for a student may be made upon written request in advance from the parent/guardian. Direct your changes to the transportation office and your child's school office. The note must include your student's name and destination and be signed by a parent/guardian. School personnel, upon receipt of your written request, will authorize your note and/or complete a bus pass that your child must give to the driver when boarding the bus.

Call the Transportation Department in advance to verify seating availability. Bus capacity and assignment may limit changes. Unfortunately, we cannot guarantee extra groups will have adequate seating for scout meetings, birthday parties, and etc. Parent cooperation is required to make sure students ride the buses to which they are assigned. This ensures that the school will know who is actually on a bus, that a student can be located in an emergency, that overcrowding is controlled, and other potential problems can be prevented. In the rare event

that a bus has more students than available seating, students may temporarily be moved to an alternate bus without advance notice.

Thank you in advance for your support and cooperation.

THE SCHOOL DISTRICT IS RESPONSIBLE FOR:

1. Establishing the policies and procedures by which the pupil transportation program functions.
2. Establishing pupil regulations governing the behavior and safety of students while on the bus and at bus stops.
3. Instituting and administering an instructional program that teaches students proper conduct and safety procedures.
4. Conducting a training program for school bus drivers to ensure that all policies, procedures, regulations and their enforcement are understood.
5. Ensuring that parents receive written copies of transportation safety rules and regulations and clearly establishing their roles and obligations with respect to student promptness, attitude and behavior.
6. Initiating procedures to open lines of communication and cooperation between school administrators, transportation staff and state agencies.
7. Providing training in pupil management skills that extend beyond the scope of enforcing rules and regulations.
8. Ensuring that administrators provide support for discipline and stand behind the bus driver's reasonable enforcement.
9. Notifying schools if the bus will be late in arriving.
10. Formulate and implement early dismissal and "snow day" policies.

PARENT/GUARDIANS WILL:

1. Support safe riding practices and reasonable discipline practices.
2. Model, teach and hold their children accountable for appropriate behavior.
3. Make certain that their students arrive at the bus stop on time and be responsible for their student's behavior until the bus arrives. Parents/guardians are responsible for their students going to, from and at the bus stop.
4. Provide alternative transportation for their students if oversized objects or live animals must be transported to or from school, or when a student's bus riding privileges are suspended for cause.
5. Ensure that payment is made for damages resulting from vandalism to the bus.
6. Work with school personnel to reinforce appropriate bus rider behavior.
7. Have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival.
8. Support emergency evacuation drills and other emergency procedures as set by the school.
9. Respect the rights and privileges of others.
10. Become familiar with district policies, regulations, and principles of school bus safety.

11. Be willing to show a photo ID when picking up students at other than regularly scheduled locations, when requested by a transportation staff member

Students MUST observe appropriate classroom behavior and follow these 13 rules in order to protect their riding privileges. Any distractions are unsafe for all passengers!

1. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the bus. Do not use profanity or be verbally abusive. Do Not use outside voices on the bus.
2. **Eating, chewing gum & drinking soda, energy drinks etc., is not allowed. Water is acceptable.**
3. Smoking, vaping or possession of any illegal substances are prohibited as well as possession of any weapons. Doing so may result in loss of transportation.
4. Taking pictures or videos of other students on the bus is prohibited. Watching or listening to inappropriate/obscene materials may result in surrendering the phone. Phones are prohibited on the bus and must be kept in backpacks or bookbags at all times! **We do not want to see them out.**
5. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.
6. Remain seated while the bus is in motion.
7. Extend nothing, including head, hand and feet out of the bus windows. Open windows only with permission.
8. Be responsible for intentional damage to the interior or exterior of the bus. Be responsible for charges for such damages.
9. Display proper respect for the rights and comfort of others on the bus.
10. Be on time and respect private property while waiting at bus stops. **BUSES CANNOT WAIT FOR TARDY STUDENTS.** **Please call 989-426-8494 if your students will not be riding**
11. Cross in front of the bus, never go behind & **Do NOT** check mailboxes
12. Limited items are allowed to be brought on the bus. Do not bring or use any items that could affect the health, safety, and security of any passengers. Example: Scooters, skateboards, glass jars and live animals may not be transported on the bus.
13. Blankets brought to school **MUST** stay in a student's back pack or book bag. **Blankets are not allowed to be out on the bus.**

THE BUS DRIVER IS RESPONSIBLE FOR:

1. Provide safe and orderly transportation for students.
2. Establish proper rapport with students, parents/guardians and building administrators and work to ensure proper conduct and communications.
3. Establish and enforce reasonable bus rules in accordance with appropriate district policy and procedures. This includes teaching students the rules for safe bus riding and street crossing **and enforcing these rules** in an equitable manner.
4. Keep to the scheduled route and time as stated each day providing conditions allow.
5. Pick up and discharge students only at their designated stops except with written permission to do otherwise. Request a photo ID of parents/guardians picking up students at other than regularly scheduled locations as necessary.
6. Assign seats and ensure the seating assignment is followed.

7. Notify the office if the bus will be late in arriving.
8. After every single run the bus will be checked for students by the bus driver walking from front to back, making sure no students are on the bus and placing the "Bus Empty" sign in the back window.
9. Notify parents/guardians, Transportation Manager and the Building Principal of student behavior concerns. Keep the line of communication open
10. Will make every effort not to leave the bus unattended with students on board.
11. Provide for school bus emergency evacuation drills on a regular basis as required. Follow appropriate procedures in dealing with dangerous situations.
12. Build positive relationships in a professional, ethical manner by honoring diversity, modeling life skills, and meeting the physical and emotional needs of all passengers.

YOUNG 5'S, KINDERGARTEN AND SPECIAL EDUCATION STUDENTS:

In addition to the above responsibilities, the following procedures have been established in order to provide for the safe and orderly transportation of students who may have a difficult time communicating information or making appropriate personal safety decisions.

PARENTS/GUARDIANS WILL:

1. Have the student ready at least five minutes before the bus's arrival time.
2. Escort the student to the bus and assist with boarding as required.
3. **Be present, or visible, to the bus driver when the bus arrives at the student's bus stop. If not,**
 - a) The bus driver will take the student back to school.
 - b) The parent will be called and be responsible for picking up the student.
4. Escort the student off the bus.
5. Call the Transportation Department if the student will be absent. If the student is absent for three (3) consecutive days, the bus will **NOT** stop again until the parent/guardian calls to resume transportation.
6. Notify Transportation, Special Education and school offices promptly of any address or phone number changes.
7. Participate in meetings that decide the student's unique transportation needs as required.

THE BUS DRIVER WILL:

1. Maintain a passenger list of students assigned to the route.
2. Be responsible to see that the student is appropriately secured in the bus.
3. Never release the student to anyone who is not an adult known to the bus driver.
4. Be certain students leave the bus at the appropriate school and bus stop.
5. Take the student back to school if the parent is not at home.
6. Collaborate with parents/guardians and staff in developing behavioral intervention plans as necessary.
7. Report medical issues and serious behavior issues to the principal, parents/guardians and Transportation manager.

THE TEACHERS AND PARAPROFESSIONALS WILL:

1. Meet the bus promptly at school.
2. Escort the student to and from the bus.
3. Assist with boarding at the end of the school day.

4. Collaborate with transportation staff and parents/guardians in designing appropriate behavioral intervention plans as necessary.

THE SPECIAL EDUCATION DEPARTMENT WILL:

1. Set up initial IEP for transportation requests.
2. Notify the Transportation Department of any changes in address, phone number or pertinent medical information.
3. Notify parents/guardians of the bus number and pick up and drop off information.

THE TRANSPORTATION DEPARTMENT WILL:

1. Notify all regular and substitute bus drivers of the correct procedures to be followed.
2. Equip buses with reasonable and appropriate safety equipment.
3. Arrange for alternative means of transportation if a bus is not appropriate.
4. Contract with parents/guardians to provide transportation for their own students if appropriate.
5. Accommodate Special Education student needs as requested in an IEP within the confines of state and federal laws, rules, and regulations.
6. Realize that ANY driver distraction is potentially hazardous to the safety of all passengers and will address the problem before it leads to a more serious matter.

STUDENT CROSSING PROCEDURES

Please review these important safety procedures with all of your children. Parents who escort their children to and from the bus when crossing must set an example for their children and also adhere to these important safety procedures. Especially learn the paddle system. Red side "STOP" Green side "GO" **EVERYONE NEEDS TO KNOW THAT NOT ALL CARS STOP AS REQUIRED BY STATE LAW, EVEN WHEN THE RED LIGHTS ARE FLASHING ON THE SCHOOL BUS.**

CROSSING THE ROAD IN THE A.M. TO GET TO THE BUS:

- If more than one student is crossing, wait until all have arrived to cross together.
- Look at the bus driver and wait until the "Crossing Paddle" is turned so that you can see the "Green Smiley Face". The "Red Stop Sign" on the opposite side means to stay where you are and do not move. Always look in both directions to make sure there are no vehicles coming.

- **WALK DO NOT RUN**/ cross the road at least 10 feet (10 large steps) in front of the bus. Most buses have a crossing bar to show kids how far 10 feet is. Anything less than 10 feet is considered a danger zone. Again....Double check and also watch for traffic.
- **NEVER GO BACK INTO THE ROAD (OR TOWARD THE BUS) FOR ANY REASON!! Stay the course.**

CROSSING THE ROAD IN THE P.M. TO GET OFF THE BUS:

- If more than one student is crossing, they should all wait together at the edge of the right side of the roadway, 10 ft away from the bus.
- Look at the bus driver and wait until the “crossing paddle” is turned so that you can see the side with the “Green Smiley Face”. Red means to stay where you are and do not move. Look in both directions to make sure there are no vehicles coming. Always pay attention to the driver.
- **WALK-DO NOT RUN**/ cross the road at least 10 feet (10 large steps) in front of the bus. Most buses have a crossing bar to show kids how far 10 feet is. Anything less than 10 feet is considered a danger zone.
- Do not check the mail, get the garbage can, or wait by the road. Students must be at least 20 ft. from their drop off spot before the driver can leave. Students should go straight to the house.
- **NEVER GO BACK INTO THE ROAD (OR TOWARD THE BUS) FOR ANY REASON!!**
- If the child is 10 years of age or younger, an adult must be seen by the driver unless other arrangements have been made. If you are going to be home and can't come to the door, or if you will be home within minutes of the bus leaving, please let us know in writing (Student release form) that it is okay to leave the child(ren). If for some reason something comes up and other arrangements need to be made, please call the transportation department at 989-426-8494 and your child's school.

INCLEMENT WEATHER

SCHOOL CANCELLATION

While every effort is made to inform parents/guardians of a sudden unscheduled need to close the schools, there is no way to assure that every parent will receive information in a timely manner to respond in their student's best interest. A heavier than predicted snowfall in winter or severe weather in the spring or fall may result in an early dismissal from school. School personnel make every effort to avoid sending students home outside the normal schedule.

During periods of inclement weather, school officials will be checking road conditions and monitoring information from the local news media for any updates or forecasts. As soon as school administrators make a

decision on school delay or cancellation, an all call will go out to every enrolled student's home. **Please make every effort to update your contact information with any changes.** You can also get updates from WNEM TV 5 WWUP TV 9&10, ABC 12 & WEYI NBC 25, or local radio 1350 AM, 103 FM, or 97.7 FM. Information will also be available at www.gladwinschools.net

SEVERE WEATHER PROCEDURES

When tornado watches or warnings are issued by the U.S. Weather Bureau, Gladwin students will be retained in school until dismissal time or until such time that, in the judgement of the Superintendent or designee, they may be safely dismissed.

1. If a tornado watch is announced during the day, students will be dismissed at the regular time.
2. If a tornado warning is in effect, students will not be dismissed and will be moved to a designated area within each school.
3. Extra-Curricular Activities: When adverse weather conditions close school or a tornado warning or watch is in effect after school evening educational or athletic events are permitted only when a building administrator is on site to monitor the situation and when authorized by the Superintendent or designee. If no building administrator is on site, the extracurricular activity will be stopped and any Gladwin Community School employee has the responsibility for dismissing the activity. This will normally be the adult in charge of the activity. The employee will make a responsible and reasonable effort to move visitors to appropriate designated shelter. Any adult visitor or student accompanied by an adult that decides to leave during this situation will not be stopped but leave the school facility at their own risk.

BUS CONDUCT REPORTING PROCESS

Please help us provide safe transportation for all students by discussing appropriate bus behavior with your child and stress the importance of good conduct while on the school bus. Parents/guardians will be notified of inappropriate behavior on the school bus. To assist the bus driver, a video camera may be used to monitor student behavior while riding on Gladwin School Buses.

All Students need to attend school regularly to receive the best possible education. RIDING THE SCHOOL BUS IS A PRIVILEGE. **SUSPENSION OF RIDING PRIVILEGES DOES NOT MEAN A SUSPENSION FROM SCHOOL.** PARENTS/GUARDIANS ARE RESPONSIBLE FOR TRANSPORTATION TO AND FROM SCHOOL.

Bus discipline is progressive and cumulative and will normally start at “**Step 1**” listed below. Any infraction can be processed immediately at “**Step 5**” when approved by an administrator. Immediate suspension will occur for any infraction involving fighting or possession of illegal drugs/alcohol/weapons/contraband. The school district reserves the right to implement alternative

discipline options based on individual circumstances. Every attempt will be made to verbally notify parents/guardians prior to suspension of riding privileges. In cases involving vandalism to school buses, parents/guardians must pay or set up arrangements for damages before students will get their riding privileges back.

BUS DRIVERS ACTION:

- Step 1* - Verbal warning
- Step 2* - Parent contact
- Step 3* - Written notice sent home
- Step 4* - One (1) day suspension

ADMINISTRATIVE ACTION:

- Step 5* - Three (3) day suspension
- Step 6* - Five (5) day suspension
- Step 7* - Ten (10) day suspension

GLADWIN COMMUNITY SCHOOL BUS RULES (QUICK REFERENCE)

All students must observe the following bus regulations. They are designed with the safety of our kids in mind. It is critical that students cooperate with other passengers, bus drivers, and all school personnel to ensure safe transportation for all.

- 1 Students shall obey the driver and occupy the seat assigned by the driver/monitor at all times.
- 2 Students **MUST** be seated when the bus is in motion.
- 3 Students must sit **ON** the seat of the bus, face the front of the bus and keep feet and all personal belongings out of the aisle.
- 4 Passengers may not bring anything on the bus that cannot be safely and comfortably held on the lap. Nothing should be placed in the aisle, near the driver, or the emergency exits.
- 5 Students are expected to have exemplary behavior while riding the bus.
- 6 All male junior high/high school students will sit on the opposite side of the bus from the female junior high/high school students.
- 7 Students will not be permitted to get off the bus except at their regular stop unless they have **PRIOR** permission from the Transportation Supervisor. The supervisor can be reached at 426-8494. Leave a message if no one answers!

- 8 Passengers must make every effort to keep the bus clean and orderly. Any damage to the bus by its passengers will result in payment for the repair and/or replacement. Suspension of transportation service for a period of time and possible referral to local authorities may result.
- 9 Students need to keep ALL body parts and items inside the bus at all times.
- 10 Students are not allowed to use the rear door, side door or roof escape hatches except in an emergency.
- 11 Students are expected to use appropriate language and display appropriate behavior at all times. Use of discriminatory and/or sexual harassment, insults or intimidation on the basis of race, color, origin, sex or handicap while on the bus are prohibited. Anyone violating this policy will be subject to disciplinary action determined by school personnel and transportation supervisor. **Absolutely NO BULLYING!**
- 12 **Eating and/or drinking is not allowed on the school bus.** Exceptions will be made for medical reasons with documentation from a physician, parents or guardians.
- 13 Animals (including insects, reptiles, etc.) are not permitted on the bus.
- 14 **Students are not to use cell phones while riding the bus.** Taking pictures and making phone calls are strictly prohibited. **Phones should be put away at all times.**
- 15 Students are not to use hair spray, perfumes, deodorants, or other types of sprays on the bus.
- 16 Passengers are not to use loud or undesirable language or gestures. Fighting, pushing, shoving and horseplay are strictly prohibited.
- 17 Students from the high school and junior high are expected to ride a shuttle bus. Students are expected to ride their assigned bus. If students are shuttling to another building and their assigned bus is not a shuttle bus, then that is acceptable to ride an alternate bus then locate their assigned bus.
- 18 **No Blankets are allowed to be out on the bus.** All blankets **MUST** be able to fit and stay in a book Bag or Backpack.
- 19 Remember, the bus driver is not only responsible for the bus but also has complete authority to control the conduct of all passengers. All passengers must follow the above rules and regulations and any other instructions given by the bus driver/monitor to ensure the safety of all persons involved. If at any time, in the judgement of the driver/monitor, a student fails to follow instructions or violates bus rules and regulations, the driver/monitor will file a written bus conduct report. These reports will result in a warning notice to parents of the violator or suspension of transportation service.
- 20 **RIDING THE BUS IS A PRIVILEGE! DON'T LOSE YOUR RIDE!**