

# MONTABELLA TRANSPORTATION BUS BEHAVIOR POLICY

Bus drivers are responsible for transporting your children to and from school **safely**. In order to accomplish their job, they are in charge of the bus at all times. **Students are expected to follow all bus rules and respond promptly to directives given by the bus driver.** Drivers are to be treated with due respect.

**Safety is the number one priority.** Please discuss the following essential rules with your children and stress their responsibility in the overall safety of bus transportation.

## **Students assigned bus**

Students may have one pick up and one drop off location on Montabella buses. Day Care pickup or drop off locations are allowed as long as it is consistent. Week on any bus route and week on another bus route will be allowed for divided families, as long as it is consistent. Please call the bus garage to make any arrangements.

## **Responsibility of Passengers**

PROMPTNESS IS ESSENTIAL. BUSES CAN NOT WAIT. Passengers are to arrive at their designated bus stop ten minutes before the bus is due to arrive. Wait in a safe spot away from the road.

When the bus arrives, line up single file 20 feet back from the roadway. The bus will stop ten feet away from the stop. When the bus has come to a complete stop and all traffic has stopped, approach the bus to board when the driver opens the service door. Board the bus in single file quickly, but without pushing or shoving. Hold the handrail while stepping up into the bus. Go directly to your chosen/assigned seat. Sit facing forward with feet on the floor in front of you, and hold all belongings on your lap.



When it is time to de-board after arrival at school, rise with all your belongings, and file out single file without pushing or shoving. Passengers are expected to walk in the unloading areas of the school.

When de-boarding at the bus stop, wait until the bus has come to a complete stop before rising with all your belongings and walking to the front of the bus. Exit the bus when the driver opens the door. Go immediately ten feet away from the bus and go directly home. Checking mailboxes before the bus departs and is out of sight, is unacceptable and a safety hazard. If you must cross the road at your bus stop, go immediately ten feet away from the bus and ten feet forward. Stand on the shoulder of the road, look at the driver, and wait for his or her signal before beginning to cross the road. When you arrive at the middle of the road at the driver's side of the bus, stop and look both ways before continuing to cross the road. If no traffic is passing from either direction, in compliance with the stop law, continue to cross the road. If any traffic from either direction is passing, in violation of the stop law, wait until the street is clear before crossing. If the driver warns you by sounding the horn or another pre-arranged signal of danger, go immediately back to the shoulder of the road you just left or follow the driver's directions to move in a particular direction or to stay put.

### **Rules while a Passenger on the Bus**

The following rules are to be followed on the school bus. The school bus driver is authorized to enforce these rules of behavior and report any infractions of these rules. Privilege to ride the bus may be revoked for a limited time or permanently if the passenger does not practice safe school bus habits.

Eating, drinking, chewing gum, smoking, and use of drugs are not permitted. There is to be no littering or defacing property on board the school bus. Passengers can be held financially responsible for intentional damages to property. All passengers must sit facing forward with feet on the floor in front of them, and hold all belongings on their lap. Passengers with large items that cannot be held on the lap will need to make other arrangements to transport those items. Bus aisles must be kept clear at all times. Passengers must remain seated throughout the bus ride.

Passengers must receive permission to open windows. Passengers will not place any part of their body out of the school bus window, nor will they spit or throw objects out of the window. Loud and boisterous behavior is forbidden. Quiet conversation, only, is permitted. Courtesy is required at all times. Profane or abusive language is not permitted.

No throwing of objects inside or outside of the bus.

Horseplay, teasing, hitting others, and fighting will not be tolerated.

Passengers will not have on their possession illegal items that pose a safety hazard such as, but not limited to, weapons, alcohol, drugs, cigarettes, lighters and matches. The proper authorities will be contacted if the passengers are found to have these items.

### **Parental Responsibility**

Parents need to discuss the bus rules with their child and stress their responsibility in the overall safety of bus transportation.

Parents are to have their children at the bus stop, ready to board the bus, prior to the arrival of the bus. For children in second grade or under a present needs to be visible to the driver when the child departs the bus at the end of the school day.

**Parents should contact the Transportation Department at (989) 427-5024 if a change in transportation is necessary. Changes should be kept to a minimum. Students are allowed one morning pick up location and one drop off location.**



### **Discipline Procedures**

**Safety is the number one priority.** If a passenger does not follow the rules of the bus, the driver will issue a Warning Slip. The penalties for misbehavior are as follow:

**Courtesy Notice:** This warning is used for elementary students, for non-severe items and is intended to give parents notification that the child has been misbehaving and provide a chance to correct the problem before further misbehavior occurs. Parent needs to talk to the child and stress the importance of following the rules of the bus. The child must return the Courtesy Notice, signed by a parent, to the driver before being allowed to resume riding.

**1<sup>st</sup> Warning:** Parent must discuss the problem with their child and stress the importance of following the rules on the bus. The child must return the Warning Slip, signed by a parent, to the driver before being allowed to resume riding.

**2<sup>nd</sup> Warning:** Child's transportation privileges will be revoked for one (1) school day. Parents must discuss the problem with their child and stress the importance of following the rules on the bus. The child must return the Warning Slip, signed by a parent, to the driver before being allowed to resume riding. A meeting between the parents, driver, and administrator may be held at the parents' or supervisor's request.

**3<sup>rd</sup> Warning:** Child's transportation privileges will be revoked for three (3) school days. Parent must discuss the problem with their child and stress the importance of following the bus rules. The Warning Slip, signed by a parent, must be returned to the driver prior to returning to the bus.

**4<sup>th</sup> Warning:** Child's transportation privileges will be revoked for five (5) school days. A discipline meeting must be held with a parent, driver, and transportation supervisor, if the child is to resume riding the bus.

**5<sup>th</sup> Warning:** Child's transportation privileges will be revoked for ten (10) school days. A discipline meeting must be held with the parent, driver and administrator before the student is allowed to resume riding the bus.

**6<sup>th</sup> Warning:** Child will lose transportation privileges for the remainder of the school year.

To schedule a bus discipline meeting, contact the Transportation Department at (989) 427-5024. Meetings will be scheduled from 8:00 a.m. until 2:30 p.m.

Parents are to provide transportation should transportation privileges be revoked due to misbehavior.

**FOR EXTREME MISBEHAVIOR** a child may lose bus-riding privileges for the remainder of the school year, even if it is the 1<sup>st</sup> or 2<sup>nd</sup> offense. **ALL WARNING SLIPS/PENALTIES** given during the last two weeks of school could carry-over into the next school year. Extreme violation of the bus rules could also include suspension or expulsion from school.

Students who have lost bus privileges through misbehavior may be allowed at the discretion of the building principal, to use district transportation for participation in extracurricular activities and field trips. This flexibility is given in the belief those extracurricular activities and field trips are an important part of the educational experience. It is to be understood that additional supervision of the student may be required by the principal.

#### **HAIR SPRAY, PERFUME, BODY SPRAY, COLOGNE**

The use of Hair Spray, Perfume, Body Spray, Cologne, or any other spray is strictly prohibited on a school bus. If you have such things on the bus please leave them in your back pack. Do not use them while you are riding on the bus. If you use them on the bus during your bus ride the consequences will be as follows: 1<sup>st</sup> offense: 1 day off the bus, 2<sup>nd</sup> offense: 3 days off the bus, 3<sup>rd</sup> offense: 10 days off the bus. After that you will lose riding privileges for the rest of the school year. This will be strictly enforced.

#### **SMOKING, USE OF TOBACCO OR A LIGHTER ON THE BUS:**

If anyone is caught using tobacco or a lighter during their bus ride, a bus suspension of 5 school days will be the consequence. Your building principal will be notified and the appropriate action will be taken. If you are caught twice for this offense you will lose your riding privileges for the rest of the school year. This also, will be strictly enforced.