

# WATONGA SCHOOL BUS RIDER'S HANDBOOK

## Parents and Bus Riders

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for students who ride school buses. Parents should take time to read and discuss the materials in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such. The information requested on the last page is recorded to allow the district to better plan bus routes and contact information for parent notification purposes. **The student information sheet must be completed and turned in to the principal. If this form is not received, a second form and request for parent cooperation will be sent home with your child. If there is no response, riding privileges may be revoked until an information sheet is received.**

## General Safety Rules

1. Obey the instructions of the bus driver. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Board and leave the bus at the designated stops only.
3. Only students who are eligible to ride may be transported and must ride the assigned bus. Special written permission should be obtained before a student will be allowed to ride on a different bus.
4. It is the responsibility of the parent to provide transportation if a child misses the bus.

## Procedures for Waiting for the Bus

1. Be at your bus stop before scheduled pick-up time. The driver cannot wait.
2. Stand on the sidewalk or back from the roadway while waiting for the bus. Do not damage property of others at the bus stop.
3. When the bus approaches, form a line and prepare to load the bus.
4. Stand clear of the bus until it comes to a complete stop.

## Loading the Bus

1. Do not push or shove.

2. Use the handrail and steps.
3. Go to a seat and sit down immediately. **The bus will not move until all riders are seated.**

### **Conduct on the Bus**

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language or obscene gestures.
3. Do not chew gum, eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver and monitor.
6. Do not use tobacco.
7. Do not be destructive.
8. Stay in your seat until the bus stops.
9. Keep head, hands and feet inside the bus at all times.
10. Keep pencils, pens and other sharp instruments/items in safe place.
11. No insects or animals allowed on the bus; unless needed for a school project.  
**No glass containers will be permitted.**
12. The bus driver and or monitor are authorized to assign seats.
13. No fighting or scuffling.
14. Drivers are authorized to handle any behavior not covered in these rules.
15. Emergency door and exit controls shall be used only during supervised drills or actual emergencies.
16. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
17. Each student shall be expected to face forward and stay seated for the duration of the trip.
18. Student's feet and items shall be kept out of the aisle at all times.
19. Do not throw objects inside or outside the bus.
20. Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person(s) responsible.
21. All other provisions of the Code of Conduct apply to bus rider's behavior.

### **Getting off the Bus**

1. Stay seated until the bus has come to a complete stop.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.

4. You must have written permission from the principal or parents to get off at a bus stop other than your own. The note must be given to the bus driver when boarding the bus.
5. Stay clear of the bus. Do not chase or hang onto the bus at any time.
6. If any articles are dropped or roll under the bus, **DO NOT TRY TO GET IT.** Go to the door of the bus and ask the driver for help.

### **Crossing the Street or Highway**

1. All students living on the left side of the street shall exit the bus and move to a point 10 to 12 feet (6 to 8 large steps) in front of the right bumper. You should be able to see the driver and driver see you. Walk to the left side of the bus and wait for the driver to signal to you that it is clear to cross.
2. Check in both directions and walk directly across the road.
3. **NEVER CROSS THE ROAD BEHIND THE BUS**
4. ***CAUTION!!! Always be alert for vehicles that do not stop when the bus is loading or unloading students. If the bus driver honks the horn while you are crossing the street, stop immediately and look for a vehicle that has not stopped.***
5. Cross all streets at intersections. Obey all traffic laws and signs on your way home.

### **Prohibited Items**

1. Tobacco
2. Live insects or animals
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or chemicals
6. Any objects too large to be carried by the student or held on the student's lap during the bus route. Ex: musical instruments, shop projects, etc.
7. Matches or cigarette lighters
8. Food or drinks
9. Radios, tape players, video games, etc.

### **Accidents or Emergencies**

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.

3. The following procedures will be used for an evacuation in an emergency situation:
  - A. The student nearest the door will open it and hold the door open
  - B. Evacuation will start with the seat closest to the door
  - C. Leave the bus in a single file as quickly and quietly as possible
  - D. Once outside the bus; follow the driver's instructions completely

Emergency evacuations will be practiced by all bus riders periodically during the year.

### **Extra Curricular Trips**

1. Bus rider rules apply to all school – sponsored events
2. Discipline will be the responsibility of the building principal and the trip sponsor
3. The bus must return in the same condition as when it was received

### **Discipline**

A school bus is an extension of the classroom. The bus driver will attempt to correct the student's behavior through available discipline techniques. Procedures and consequences for improper conduct on the school bus are as follows:

**(1<sup>st</sup> Notice)** Warning! A conduct report will be completed and will be sent to the parents and principal.

**(2<sup>nd</sup> Notice)** A second conduct report will be sent to the student's parents and principal. The bus driver will explain the rules and consequences of improper behavior on the school bus. The student will have an assigned seat for no less than ten bus days.

**(3<sup>rd</sup> Notice)** The third conduct report is sent to the student's parents and principal. The conduct report along with a letter will be sent to explain that continued misbehavior may result in the student's riding privileges be revoked.

**(4<sup>th</sup> Notice)** The next conduct report will be sent to the student's principal and the student's riding privileges will be revoked.

**Severe clause:** The following behaviors may result in expulsion from the bus: fighting, destruction of property, hazardous behavior, drugs, alcohol, inappropriate language or gestures, will result in an automatic conduct report.

## **CAUTION !!!**

Loose clothing, backpacks, or long drawstrings may be a hazard when exiting a school bus. We would ask each parent to check your child's school clothing and alter any loose straps or drawstrings.

If you have any QUESTIONS OR PROBLEMS, please contact Bill Seitter at 580-623-7364 Monday thru Friday, between the hours of 8 a.m. & 4 p.m.

## **Watonga Public School School Bus Rider's Contract**

**\*\*Please complete and return the following form to the principal\*\***

# Watonga Public School

## SCHOOL BUS RIDER'S CONTRACT

**I have read and understand the rules for riding a Watonga Public School Bus.**

Please complete and return this sheet to the Bus Driver.

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Student's Street Address

\_\_\_\_\_  
School (Campus) Attending

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Bus Route Number (if you ride a route bus)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature