

BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are posted in the *Action Newsletter* and on the school website, prior to the beginning of the school year. You may contact the transportation office at 734-848-9300 if any questions.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal and/or transportation director.

The building principal/transportation director may approve a change in a student's regular assigned bus stop to address a special need, upon the approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Students must load and unload at the proper building unless given permission from the principal/transportation director.

Previous to loading (on the road and at school), each student shall:

- Be on time at the designated loading zone (5 minutes prior to scheduled stop).
- Stay off the road at all times while walking to and waiting for the school transportation.
- Line up single file off the roadway to enter.
- Wait until the school transportation is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the driver signals it is safe to cross.
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

TRANSPORTATION SCHOOL BUS RULES

Our focus is on safety and we want the drivers' attention on the road and on traffic conditions. The bus driver has the right to expect students to behave on the bus. Student conduct on school buses will be videotaped on a random basis.

Parent cooperation and reinforcement of the following rules are essential:

1. Each Student must be at his/her designated stop at least five (5) minutes before scheduled pick-up. Specifically, students must be 15-30 feet from where they board the bus.
CONSEQUENCE: The student may be left.

2. Students must give the office a written note from parents in advance if they intend to board or leave the bus at a place other than their regular stop.
CONSEQUENCE: A citation will be issued.
3. After boarding the bus and sitting down, students are to remain in their seats; there is to be no movement around the bus at any time.
CONSEQUENCE: A citation will be issued.
4. Students are to sit facing the front, keeping hands inside the windows and feet on the floor, not in the aisles. Students must get permission from the bus driver to change seats, only when the bus is stopped.
5. While on the bus, students are subject to all provisions regarding student conduct as found in the Student Handbook.
CONSEQUENCE: A citation will be issued.
6. Students are not to raise their voices above a normal conversational level. The bus driver will decide what is normal.
CONSEQUENCE: A citation will be issued.
7. Students are to maintain absolute silence when crossing railroad tracks or any time the driver thinks there might be an on-coming danger.
CONSEQUENCE: A citation will be issued. There may be an immediate suspension of bus privileges.
8. Students are not to use obscene/profane language or gestures of any kind.
CONSEQUENCE: A citation will be issued.
9. Students are not to fight while on the bus.
CONSEQUENCE: A citation will be issued. There will be an immediate suspension of bus privileges.
10. Students are not to harass or intimidate other students or engage in horseplay.
CONSEQUENCE: A citation will be issued.
11. Students are to be polite to the bus driver. They have a great responsibility and students must cooperate fully with them. The bus driver's directions will be followed the first time they are given.
CONSEQUENCE: A citation will be given.
12. No pets, animals, or glass objects are to be brought on the bus unless approval has been given by the transportation director.
CONSEQUENCE: A verbal warning will be given followed by a citation, if a student fails to comply.
13. Students are not to eat food, or drink any liquid while on the bus unless special permission has been given by the bus driver or transportation office.
CONSEQUENCE: A citation will be issued.
14. Students are not to light matches or lighters at any time while on the bus.
CONSEQUENCE: A citation will be issued. There will be immediate suspension of bus privileges.
15. Students are to help keep the bus clean and sanitary.
CONSEQUENCE: A citation will be issued.
16. Students are not to damage anything within the bus. If damage is seen, students are to report it immediately to the bus driver.
CONSEQUENCE: Along with a citation being issued, the student(s) will pay for any damage done.
17. Students are not to tamper with any emergency equipment, including the door, fire extinguisher, or flares.
CONSEQUENCE: A citation will be issued. There may be an immediate suspension of bus privileges.

18. Students are to leave the bus in an orderly manner. If students are to cross the road, they are to wait for the driver's signal and the must cross the road ten (10) feet in front of the bus.
CONSEQUENCE: A citation will be issued.

PENALTIES ASSOCIATED WITH CITATIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

A citation, when received by a student carries with it specific penalties, they are as follows:

- 1st Report: A verbal warning and possible suspension from the bus.
 - 2nd Report: A written warning and possible suspension from the bus based on the offense.
 - 3rd Report: Removal from the bus for three (3) school days to (5) school days and possible permanent suspension of bus privileges
 - 4th Report: Removal from the bus for a minimum of ten (10) school days and possible permanent suspension of bus privileges.
 - 5th Report: Removal from the bus for a minimum of 30 school days to a maximum of one school year.
 - 6th Report: Removal from the bus for the balance of the school year.
- Restitution for bus damage must be paid before the student is allowed to be transported by a school bus.

APPEALS AND CONCERNS

In order to appeal or have any disciplinary action clarified, please call the transportation department at (734) 848-9300 or the school office. If you wish to appeal, a date and time for a hearing will be scheduled.

The violation of any Ordinance prohibiting the trespass upon public school lands, buildings, or premises within Erie Township may be subject to penalty.

Leaving the bus, each student shall:

- Remain seated until the vehicle has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization (bus pass) from school officials.

VIDEO TAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with federal law.