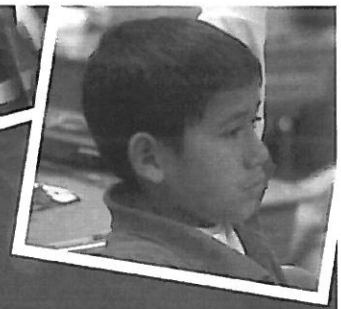


Riverbend PREP



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School Bus Policies & Procedures

These school bus policies and procedures have been established to promote the safety and well being of all Riverbend Prep students.

Bus Routes

Bus stops are limited so that students from several homes can meet at a central point safely for pick-up. While we will work to accommodate students to the best of our capacity, no changes will be made in the location of bus stops or bus routing without the approval of the Chief Administrative Officer in consultation with First Student. Thus, the bus will only stop at the official designated stops provided on the route sheet.

Bus Pass/Designated Stop

All students must be picked up at the SAME location Monday through Friday and dropped off at the SAME location Monday through Friday. (Example: pick up student at home every morning; drop off at babysitter every afternoon.) DAILY CHANGES CANNOT BE ACCOMMODATED. (Example: cannot pick up student Monday through Wednesday from home and from babysitter Thursday and Friday.) Emergency situations arising require authorization from the Chief Administrative Officer or his/her designee.

Parents will specify on the School Bus Registration Form the designated stop as well as those individuals authorized to pick up the student. For students in third grade and above the parent/guardian may specify that they would like the student to be released from the bus without an escort. Students will not be released from the bus unless the student's bus pass indicates parent/guardian permission to be released.

If you do not want your student to take the bus on a specific day please contact Mayra Rico in the Front Office no later than 2:00 PM to ensure that the student is pulled from the bus roster for that day.

Parent/Guardian not at Stop

If the bus arrives at the student's designated stop and a parent/guardian or authorized individual is not at the stop, the student will remain on the bus. The driver will contact the school, continue the bus route and then return to the school with the student. The school will contact the parent to inform them of the location of their student.

If the parent/guardian has specified that the student can be released without a parent/guardian escort the student will be allowed to get off at their designated stop.

If the parent/guardian or authorized individual is not at the stop on a regular basis the school has the right to charge the parent a \$40 fee per day for excess bus charges or revoke the student's privileges to ride the bus.

Getting On and Off the Bus at the Designated Stop

- ▶ Help the driver maintain the scheduled pickup times by being ready and waiting 10 minutes before the bus arrives. Students are to be waiting by the curb of the property or at the designated "safe" stop. If the driver cannot see the student waiting, the driver will continue on to the next stop. Too frequent and long stops cause delays in the fixed bus schedules, increase traffic congestion, and delay the arrival of students at schools.
- ▶ Parents are responsible for the conduct of students while going to or from pick-up points and for students' meeting the bus on schedule.
- ▶ Students shall be waiting, in an orderly manner, at the assigned loading area to board the bus when it stops in the morning. No pushing or shoving will be allowed when boarding or getting off the bus.
- ▶ After the bus stops, wait until you get a signal from the driver before crossing streets to get on or off the bus.
- ▶ Look both ways before crossing a street.
- ▶ Walk quickly, but safely, so that the bus will not be holding up traffic.
- ▶ Use caution crossing the road after getting off the bus. Some drivers of other vehicles may not observe the rule requiring them to stop for a stationary bus.

Getting On and Off the Bus at School

- ▶ When the bus arrives at the school it will pull into the designated bus loading zone directly in front of the school. School personnel will greet the students and escort them into the school building and on to their classrooms.
- ▶ At dismissal bus students will be picked up at their classrooms by school personnel. School personnel will take attendance of the bus riders. Students are escorted by class to the bus once it is safely stopped in the designated bus loading zone. School personnel will escort the students onto the bus. Students will display their bus pass as they enter the bus.

Riding the Bus

- ▶ All school rules as listed in Student Handbook are also in effect while traveling on school buses.
- ▶ All seats must be shared. If the bus is filled to capacity, state law permits three to each seat as long as students are safely contained within the seat compartment; this applies to junior high students as well as those in the elementary grades.
- ▶ No student shall leave or be out of his/her seat while the bus is in motion.
- ▶ All parts of a student's body shall be kept inside the bus, especially when a window is open.

- ▶ Do not throw anything in the bus or out an open window.
- ▶ Nothing shall be held so it extends out of the window or in the aisle of the bus.
- ▶ Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their child/children.
- ▶ No eating or drinking is permitted on the bus at any time.
- ▶ Talk quietly at all times. At intersections and at railroad crossings, there is to be no talking to ensure safety.
- ▶ Learn how to get off the bus in case of an emergency. The bus driver will conduct practice drills periodically.
- ▶ **Changes in bus assignments and/or stops can be made *only* in the case of an emergency. Approval for any change must be requested by the parent or guardian in writing and approved in writing by the building principal.**

Obeying the Passenger Rules

- ▶ The driver will be responsible for the orderly conduct of his/her passengers. While on the bus, the student is under the authority of, and directly responsible to the bus driver or aide, where applicable.
- ▶ The driver has the authority to enforce the established procedures for bus conduct. If any student willfully refuses to obey the bus driver or the posted safety rules, a School Bus Incident Report shall be completed and turned in to the School Office. A copy will be forwarded to the building principal. The building Chief Administrative Officer will handle all discipline and advise parents of any disciplinary procedures or action taken.
- ▶ The Board authorizes the Chief Administrative Officer to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens.
- ▶ When it becomes necessary to refuse a student transportation due to misconduct, the Chief Administrative Officer shall make the decision and notify the parents in writing of such refusal with an explanation for this action. The bus driver will not permit the student to board the bus until the suspension is completed or Chief Administrative Officer stipulates otherwise.
- ▶ It should be clear that all suspensions or matters needing the Chief Administrative Officer's attention will be handled and directed through him/her.