

ELEMENTARY SCHOOL BUS PROCEDURES 2015—2016

REGULATIONS

The School Laws (24-2421) of Pennsylvania permit school boards to provide transportation for elementary students living more than one and a half (1 ½) miles from school and for secondary students living more than two (2) miles from school. The transportation service provided by the West Branch Area Board of Education is a privilege which may be denied to students who misbehave on the bus. Students and parents/guardians must be aware of and observe the following regulations:

1. The bus driver is in charge of maintaining discipline on the bus and has the authority to verbally reprimand any student who misbehaves. The bus driver may assign seats for students and may change seat assignments at any time in order to control student behavior. For their own safety all students are expected to remain seated at all times while the bus is in motion.
2. Bus riding privileges may be suspended for up to ten (10) days for misbehavior. Examples:
 - Failing to follow reasonable instructions from the driver
 - Eating, drinking, or chewing gum on the school bus
 - Entering or leaving the bus at any other point than the front door
 - Not keeping arms, hands, and heads inside the bus at all times
 - Not keeping conversations at low volume, as prescribed by the bus driver. There should be no shouting or screaming, or any behavior which might endanger anyone's safety.

NOTE: For serious or repeated offenses, a student may lose riding privileges for more than 10 days (possibly for the remainder of the school year).

3. The parent/guardian must reimburse the bus contractor the full amount of repair/replacement costs or any intentional damage to a bus by a student.
4. In addition to suspension of riding privileges, misconduct on a school bus can also result in detention or suspension.
5. When a student's bus privileges have been suspended, the parent/guardian will be notified by phone and/or in writing. The parent/guardian will be responsible for the suspended student's transportation and attendance during the suspension.

STUDENT BUS RULES

NOTE: Parents are asked to keep your address correct with the school so that your child can receive the appropriate transportation throughout the school year. It is also required that all students utilize their assigned bus stop on a daily basis unless a note is present at the school and in the possession of the student; we ask that this be done so accurate records are available in case of an emergency.

LOADING AND UNLOADING AT THE BUS STOP

1. Be at your assigned loading zone on time (5 minutes before pickup). Buses cannot wait for late students and still get to school on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.

5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing the roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load or unload.
10. All articles of clothing or attachments that dangle or swing freely while a student is walking must be secured before boarding the bus.
11. Use the hand rail while getting on and off the bus.
12. If possible, wear white or light colored clothing or carry a flashlight if you walk on the roadway in the dark in order that the motoring public can see you.
13. When you must cross the road to board or exit the bus always cross at least 10 feet in front of the bus after getting the "okay" from the driver.
14. Occasionally buses are delayed due to weather or traffic conditions. Student should wait a reasonable amount of time for a bus that is late. Parental discretion is needed for the amount of time depending on weather conditions. If a bus is more than fifteen minutes late please call the school office.

NOTE: Due to the obvious lack of supervision the school can provide at bus stops, parents must assume responsibility for the conduct and safety of their own child as they walk to (and from) the stop and wait for the bus. Rules/regulations of student conduct and appropriate behavior also apply at these times. Students who violate them are subject to the school discipline code. **Throwing rocks, snowballs or other harmful objects is not permitted at bus stops.**

NOTE: Students in Kindergarten, First, and Second grade must have an adult (16 years of age or older) present at the bus stop in order to be permitted to exit the bus. If no adult is present, the student will be brought back to the school. At that time, an adult will be required to pick the student up from the school. In the event that this happens three (3) times within a semester (2 marking periods), the student will lose their bus riding privileges for three (3) days. These days will reset with the change of the semester.

Bus Notes

West Branch Area SD may provide transportation to/from an alternate location, provided there is room available on the route and the following guidelines are met:

1. The alternate location is consistent five days per week for morning and afternoon. Alternative locations will remain the same for at least one semester. Example: Student may be transported from one location to school in the AM and from school to another location in the PM.
2. The alternate location is along a regularly scheduled route at a regularly scheduled stop.

WHILE ON THE BUS/GETTING ON THE BUS AT SCHOOL

The rules/policies for Riding the Bus and Getting on the Bus at School are included in the Discipline section of this handbook. Please read this section (Under School-Wide Positive Behavior Support).