

## **SCHOOL TRANSPORTATION HANDBOOK 2017-18**

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the set terms.

The following information for parents and students states the regulations governing riding. We set rules which must be followed. Non-compliance may be met with refusal to transport. It is expected that all those concerned will read this bulletin, and in case there are questions, ask for an explanation in order that there be no misunderstanding.

Information regarding school bus service may be obtained by calling:

Saco Schools  
527-3531

The Transportation Program is designed to provide bus service:

1. To public school K-12 students, who live three (3) or more miles from the school. (Montana Law provides methods of financing for transportation for these eligible students through taxation.)
2. To those students who live less than three miles from school and near a bus route, if there is sufficient seating that is not reserved for "eligible" passengers.
3. To give "eligible" students first consideration in the determination of the number of stops, routes, and time schedules.

Service given to those students who reside within three (3) miles of the school will be given on the basis of the distance from which they reside from school. Those who live the greatest distance will be given first consideration.

The bus operation will be similar to the plan followed last year. Buses which meet the State Highway Patrol inspection will be used, and drivers will be certified according to regulations of the State Department of Public Instruction.

### **SCHOOL BUS DRIVERS**

All school bus drivers in School District #12A & B have received instruction in the safe methods of operating a school bus. This program includes all phases of school bus operation, including actual driving experience. New drivers receive instruction in the operation of buses, rules, regulations of the transportation program, and in the direction of school bus passengers.

All bus drivers are qualified in accordance with M.C.A. 20-10-103.

To insure safety, the buses are inspected twice a year and all buses are under continuous over-the-road supervision. The school bus driver has the responsibility and the authority to maintain discipline on the school bus. The school bus driver has the authority to assign seats whenever he/she feels that such action is appropriate. The School District expects to be compensated for any malicious damage caused to a school bus by a student. The riding privilege of a student may be revoked for violation of any of rules or for conduct which is detrimental to the safe operation of the school bus. Good conduct aboard the school bus is of extreme importance. Riders should regard the bus as another school room and act accordingly, except that conversation in normal tones is permitted.

Drivers are required to report misbehavior on the bus to the superintendent. Such reports will result in one of several possibilities. They are:

1. A warning about misbehavior.
2. Possible revocation of riding privileges for four (4) days.
3. Possible revocation of riding privileges until further notice (pending contact by parents):
4. Permanent revocation of riding privileges.

Parents will be notified when a student is guilty of continued misconduct.

### **RULES AND REGULATIONS**

The following rules and regulations have been developed to insure the safest, most enjoyable, and most efficient transportation for the District's children.

#### **Prior to Boarding the School Bus:**

1. Students will be on time and waiting for the bus at the approved school bus stop. The bus will wait for only three (3) minutes, so please be on time.
2. Students will stay out of the road while waiting for the bus.
3. Students will not participate in horseplay or destroy surrounding property.
4. Students will wait for the school bus to come to a complete stop before attempting to board the bus.
5. Students will not run toward the bus in an effort to be the first to board the bus.

#### **While Riding the School Bus:**

1. The driver is in full charge of the bus and students. Students will comply promptly and cheerfully with any request made by the driver.
2. At the discretion of the driver, students may be assigned a seat and held responsible for that seat.
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Unnecessary conversation with the driver is prohibited.
5. Outside of ordinary conversation, students will observe classroom conduct while on the bus.
6. Students will not throw waste paper or other debris on the floor of the bus.
7. Students' arms or heads will not be extended out of bus windows at any time.
8. Students will not get on or off, nor move about within the bus while it is in motion.
9. Any damage to the bus will be reported to the driver at once.
10. Students may not reserve seats.
11. Students will adjust windows only when instructed to do so by the bus driver.
12. There will be no smoking or snuff chewing on the bus at any time.
13. Students will not eat any food or snacks or drink beverages on the bus unless permitted to do so by the driver.
14. Students will not exit from the emergency door unless a bona fide emergency exists.

#### **After Leaving the School Bus:**

1. Students will not rush or push while unloading from the bus.
2. When crossing in front of the bus, students will always watch for the driver to give the "all clear" signal before crossing.
3. Students will be discharged at their approved school bus stop only.
4. Students should go directly from their bus stop to their home.

## **DISCIPLINE**

All students who are transported by bus must catch the bus at the designated stop in front of the high school. Please remain on the curb until the bus comes to a complete stop. Buses will wait no later than 10 minutes after school has been released and students will load as quickly as possible. Students not riding the bus are to notify the bus driver, so that he may leave when loaded.

When the bus is in motion all passengers are to be seated. Do not exchange seats while the bus is in motion.

Speak in normal tones. Loud noise or unnecessary confusion is a distraction to the driver. Boisterous or obnoxious behavior will not be tolerated.

Clothing or school supplies are not to be thrown around passed about or left lying on the floor or aisles.

No arms, legs or heads are allowed outside the bus window.

The driver is responsible for a student from the loading point to the designated stop. At no time is the driver to allow a student to leave the bus at other than the designated stop, except in emergency or by written direction from a parent or school official.

The bus driver is in complete authority. Follow the bus driver's instruction.

If discipline is necessary, the procedure is:

1. A warning by the driver.
2. If repeated warnings are necessary, the offender will be sent to the office and a warning will be issued.
3. Upon being sent to the office a second time for discipline, a three-day suspension from riding the bus will be invoked.
4. Other appearances at the office for discipline will require the offender and his/her parents to appear at the next board meeting. Students will not be allowed to ride the bus during the interim period

Riding the bus is a privilege. This privilege can be removed. It is our hope that this will not be necessary. With your cooperation it will not be.

While waiting for the bus, keep to the side of the road, well off the road.

When leaving the bus, if it is necessary to cross the road, pass in front of the bus so the driver is well aware of your location. The same is true for boarding.

## **WHAT CAN PARENTS DO?**

The interest and assistance of each parent is a valued asset to the Transportation Program. Your school bus drivers appreciate parents' interest in safety, and emphasis on proper behavior while riding a school bus. The following suggestions are ways in which parents can assist the Transportation Program.

1. Parents should insure that their children are ready five (5) minutes early.
2. Children should be dressed in clothing appropriate for the weather conditions.
3. Parents should encourage school bus safety at home. They should caution your children regarding safe

- behavior and conduct while riding a school bus.
4. Parents should establish a safety-minded example for their children.
  5. Parents should notify the driver if their children are not riding the bus in the AM/PM or both. Calls to the school can be relayed by radio to the drivers. Parents should try to call in time to save the bus driver unnecessary driving whenever possible.

School bus routes are numbered. It is suggested that the route number, the name of the driver and the bus arrival times at a family's bus stop be recorded below for continuous reference during the year.

**BUS # BUS DRIVER'S NAME AND PHONE#**

		<u>HOME</u>	<u>CELL</u>
1.	Wes Whitaker	527-3401	648-7079
3.	Carol Forbes	527-3569	648-7502
5.	Melissa Erickson	527-3527	390-1242

**The school encourages parents to contact their route driver as to changes in pickups for their child the night before if possible. The school office phones (527-3531) will not be manned until 7:30 each morning. The answering machine will be available for leaving a message that can be conveyed to your driver. The voice mail box number for the bus barn is 37.**

**EMERGENCY WEATHER CONDITIONS**

In the event that weather conditions during the night or early morning create hazardous driving conditions, information pertaining to the closing of the school will be broadcasted over KMMR, Malta and KLTZ, Glasgow. If buses are dispatched early during the day due to adverse weather conditions, radio announcements will be broadcast immediately. Also, parents will be notified by phone as to the early dismissal, and if circumstances arise, arrangements will have to be made concerning a particular child.

The Transportation Department solicits your cooperation in the continuing effort to make School District #12 A & B school buses a safe mode of transportation for Saco's children.