

WINDHAM SCHOOL TRANSPORTATION GUIDELINES FOR PARENTS AND STUDENTS ON SCHOOL BUSES

PURPOSE

It is the intent of these guidelines to provide parents and students proper safety guidelines during the course of the district transportation process. These guidelines are consistent with the Windham School Board Policy and training provided by the Transportation Division Safety Team. Cooperation with the driver at all times will help make the ride better and safer for everyone.

GUIDELINES TO PARENTS FOR LOADING AND UNLOADING STUDENTS

Parents are urged to help their children learn the following simple guidelines for school bus safety.

MEETING THE BUS

1. Be at the bus stop ten minutes prior to the scheduled time. Stand back about ten feet from the bus stop and wait until the door is open before loading.
2. If students miss the bus, they should not attempt to ride another bus, walk to or from school, or hitchhike.
3. Respect the property rights of others while waiting for the bus. Do not litter or make unnecessary noise. Do not gather under carports or porches, or on lawns without permission.
4. Line up at the stop; do not push and shove; wait for the bus to come to a full stop before approaching it.
5. Never throws snowballs or other objects at or around the bus.
6. DO NOT fight or tease other students at the bus stop.
7. During the winter months, students should NEVER wait for the bus on snow piles or near the road, as they may slip under the bus or another vehicle.
8. Walk on the shoulder of the road where possible and not on the traveled portion.

ENTERING AND LEAVING THE BUS

1. While loading and /or unloading, enter or leave the bus orderly and as quickly as directed by the driver.
2. If the student should arrive at the stop just as the bus approaches the stop, wait until the bus approaches the stop; wait until the bus has come to a complete stop; cross 12 feet in front of the bus in clear view of the driver.
3. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road 12 feet in front of the bus. Cross the road only after the driver has signaled the student to cross in front of the bus.

4. Before crossing the front of the bus, be sure you can see the driver and the driver can see you.
5. If a student drops an object while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the road is clear of vehicles.
6. Do not enter or leave the school bus by the back door except in case of an emergency or directed to do so by the driver.

RIDING THE BUS

Carry-on Items-Safety of Passengers

The interior of each bus has been designed to provide each passenger with maximum protection. The seat backs and padding provide each student with a non-hazardous environment. This method of protection is called the “compartmentalization concept” and does not require active participation from passengers in order to deliver a high level of protection.

1. While riding the bus, students are under the supervision of the driver at all times. **THE DRIVER HAS THE AUTHORITY TO ASSIGN A SEAT TO A STUDENT.**
2. Students are expected to conduct themselves in a manner that they will not distract the driver or disturb other riders on the bus.
3. Carry-on items are restricted to those that can be adequately managed by each passenger, in their seats.

PROHIBITED CARRY-ON ITEMS

Glass	Chemicals of any Nature
Knives or Sharp objects	Large Musical Instruments
Firearms	Roller Blades**
Pets or caged animals	Hand Tools or Power Tools
Skis or Snowboards	Open Lap Tops or Games **
Ski Poles	Engine Parts
Sleds	Balloons

** These items may be taken on the bus but must be secured in backpacks and not adversely affect seating capacity or ability to safely exit the bus.

These items are not all-inclusive. Any item that could cause injury, disruptive behavior, or significantly affect seating capacity will be prohibited. (This will be the driver’s discretion and articulated to the student and Transportation Director).

4. Students must keep pens, pencils, and other school materials inside their backpacks.
5. Students are not to deface the bus or any school property. They should not litter the bus nor eat and drink on the bus.

6. Students must not tamper with any of the safety devices, including door latches and fire extinguishers. They must stay seated until the driver directs them to get off the bus. Students are not to place their hands, arms, head or bodies out of the window, nor are they to yell at anyone outside the bus.
7. Students are to sit facing the front with their back up against the back of the seat with their feet directly in front of them. They must not get up from their seats and move while the bus is moving.
8. Do not ask the bus driver to be let off at any place except your (the students) regular stop unless there is a note signed by the students parents directing otherwise.
9. Students must ride only the bus assigned to which they are assigned. Visitors are not allowed to ride busses unless permission is first obtained from school officials.
10. Students are not to play audio/video equipment, band instruments, and other similar items while on the bus.
11. The school bus is like a classroom and school rules apply.
12. Keep the bus clean.
13. There is no smoking or any use of tobacco on the bus.
14. Keep the aisle clear of books, musical instruments, etc.
15. No objects will be allowed that obstruct the driver's view or interferes with a student's space, safety and comfort.
16. No harassment, physical or verbal. No hitting or roughhousing. No teasing, name calling or profanity.

NOTE: Clothing with drawstrings may not always be safe. Such strings can catch in playground equipment, fences, and school bus doors. It is recommended that clothing with drawstrings be shortened or tied to reduce potential mishaps.

DESIRABLE PUPIL BEHAVIOR

Driver and school control over pupils should be sufficient to assure that the following guidelines are observed at all times:

- Students must enter and leave the bus at school loading stations and at highway stops in an orderly fashion and in accordance with instructions. This requires due regard for their own safety and the safety of others. Passengers will therefore proceed without haste, and without crowding and pushing.
- Students must not distract the driver. In general, any activity, which worries or distracts the driver, is objectionable. Passengers need to keep in mind the driver must keep their mind on driving and on traffic situations. If drivers are worried about activity on the bus, then the driver cannot be a safe driver. Students must show due consideration and will refrain from shouting, unruly activity, or loud conversations while the bus is in motion.

- Students who must cross the road will do so in accordance with unloading instructions.
- Pupils will not destroy property. Transportation equipment represents a large financial investment for the school district and taxpayers. Students are expected to cooperate in its maintenance and preservation. Orderly behavior-at all times-is essential. Roughhousing is not only hard on seats and interior finish but also distracts the driver.
- Students must not extend arms or other parts of the body out of windows.
- Students are not allowed to eat or drink on the school bus with the exceptions noted in other district policies.
- Students must not throw objects inside the bus or outside the windows. Waste paper and other refuse may not be scattered in the bus or highway. Provisions have been made by the driver to dispose of the waste .The aisle must be kept clear; book bags and other permissible belongings should be held by the student or properly stored out of the way.
- Students must be on time at bus stop locations at home and at school. They should leave home in time to reach the bus stop ten minutes before scheduled pick-up and avoid playing or loitering while waiting for the bus.