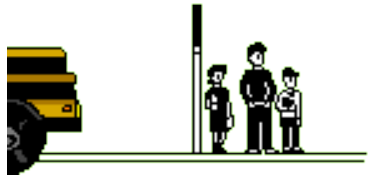


TRANSPORTATION

Riding the school bus is a privilege. While on the bus, students are expected to conduct themselves in a manner consistent with established guidelines for student behavior. The bus driver is responsible for the safety and well being of all who ride the bus, and in this regard, students are expected to comply with his/her requests at all times.

The following guidelines have been established for the safety of all who ride the bus. Violation of these guidelines may result in the loss of the privilege to ride the bus. KIDS RSU # 2 discipline policies will govern consequences for major infractions. All policies in each school's Parent/Student handbook are in effect while students ride the buses.

Parents, your support in establishing these guidelines for our most precious cargo will help to ensure their safety and a pleasurable ride.



Before Riding the Bus

All students should be at his/her bus stop at least five minutes before the scheduled arrival of the bus.

1. Students should stay out of the road at all times while waiting for the bus.
2. Students should wait for the bus to stop completely and let the door open before moving to load the bus.
3. If it is necessary to cross the road to board the bus, wait until the bus driver signals it is safe to cross. Students should walk across the road and not run. Students must stay 10 feet in front of the bus at all times when crossing the road. This will ensure the driver is able to see them.
4. Remind students if they drop something to not pick it up but tell an adult, so the item can safely be retrieved.



Riding the Bus

1. When students exit school, they should go directly to their assigned bus, load immediately, and remain on the bus unless given permission to exit by the driver.
2. Students must obey the driver at all times. This is necessary to ensure the safety of all students. Students are not to engage the bus driver in a discussion or argument with respect to the driver's expectations or directions. Drivers are expected to be on time and to maintain safety at all times. Therefore, students who challenge the bus driver's decisions or argue with bus drivers will be dealt with in a serious manner.
3. Students shall go directly to their seats without crowding or pushing and remain seated while the bus is in motion. Students are expected to remain seated and should not change seats unless given permission by the bus driver.
4. Students shall not extend arms, legs, head or feet out of the bus at any time. Students should face forward while the bus is in motion to avoid injury should the bus make a quick and/or unexpected stop.
5. Students shall not damage any part of the bus. Payment for damage is the responsibility of the student/parent.
6. Students shall not create any safety hazard by tampering with fire extinguishers, emergency exits, or loosening seats.
7. Students shall not create a disturbance on the bus which may distract the driver. Those actions include, but are not limited to: shouting, gesturing, standing, spitting, throwing objects in or from the bus, etc.
8. The aisles must be clear at all times. Store backpacks, school bags, musical instruments, and other large objects under the seat, on the lap, or as otherwise directed by the driver. All athletic equipment must be secured in a container or travel bag.
9. Littering on the bus is prohibited. It is the responsibility of all students to dispose of their litter properly.
10. Due to the risk of choking, the consumption of food on regular bus runs is not allowed.
11. The use of glass containers is prohibited for safety reasons.
12. Alcohol, tobacco, drugs, or other substances, which are in violation of Maine State Law, are prohibited on the bus.
13. No weapons, ammunition, explosives, knives, or other materials, which may cause injury, are allowed on the bus.
14. Physical abuse or harassment of any kind will not be tolerated.
15. Verbal or emotional harassment of any kind will not be tolerated. This includes profanities.



Leaving the Bus

1. Students must remain seated until the bus comes to a complete stop.
2. When it is necessary to cross the road after leaving the bus, cross at least 10 feet in front of the bus, but only after the driver has given the signal to do so. There have been a number of instances where vehicles have gone past our stopped school buses. It is imperative that students wait for the signal, and check again before stepping out into the road from the school bus.
3. As a matter of safety for students and drivers, after leaving the bus we ask that students move directly up their driveway or walkway and refrain from standing next to the roadway, checking mailboxes etc...
4. Because of the liability that the school has, students shall not be permitted to leave the bus at places other than their regular bus stop unless the parent and/or school officials have given proper written authorization in advance.



Inappropriate Bus Behavior

The following procedure for dealing with bus conduct is followed throughout RSU # 2. The procedure emphasizes the need to have behaviors on the bus that ensures the safety of all children riding the bus.

STEP ONE: Written Warning: These warnings are issued by the bus driver to the student. The purpose is to communicate to the student that his/her behavior is becoming a concern. Specific disciplinary action may not be taken at this time, depending on the incident. Copies of the warning will be given to each administrator and a copy sent home to the parents through their child.

STEP TWO: First Bus Conduct Report: These report inappropriate action by a student to the administrator. The administrator will meet with the student to discuss the problem and a written copy of the report will be mailed home to the parent. Consequences will vary depending on the incident.

STEP THREE: Second Bus Conduct Report: The procedure for handling these is the same as step one. However, in this case, the parent is notified about the incident by phone and in writing.

STEP FOUR: Third Bus Conduct Report: With the third report, the student is automatically suspended from the bus for a period not to exceed two weeks. Additionally, a meeting must be held with the supervisor, and the bus driver before the student can return to the bus. This suspension includes all buses of the RSU.

STEP FIVE: Fourth Bus Conduct Report: This is the final step. If a student receives a fourth bus conduct report, he/she will be removed from all RSU # 2 buses for the remainder of the school year. Administrators will notify parents in writing and by phone when this occurs.

Severe violations of the guidelines for school bus safety could result in suspension of riding privileges at any time. Questions concerning this procedure can be addressed to the building administrator or the Transportation Director.



Due to the buses being near or at capacity, **students will not be allowed to get off at another stop without advance written permission and unless the stop is on their bus run.** All notes for students who attend day care on a daily basis or have a permanent schedule must be written in advance and given to the school. Your child telling their bus driver that they need to go to Grammy's will not be accepted. One note for the school year stating until further notice is sufficient. However, again, changes to that schedule must be in writing and be made in advance. If your child has a medical issue that entitles them to transportation, those notes from your physician need to be provided in writing before transportation can begin and are for the current school year only.

The end of the day can be hectic in the school offices; therefore we are asking that any changes to your child's normal pick up and drop off be made before **noon** on any given day. These changes must be in writing. This will help to ensure your child gets to where he/she should be.

For your child's safety, we ask that all parents and or day care providers for students third grade or younger be available and **meet those children at the bus stop.** If someone other than the usual person is meeting your child then your driver should know this. If you would like an older sibling to take the younger student off the bus, or have younger students get off the bus alone, those requests **must be in writing.**

It is with your child's safety in mind that these procedures are written and followed.

Working together to make certain your child is safe is our priority. Your cooperation and support is essential.

Thank you for your assistance.

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