



PENNCREST

EMPOWERING LIFE-LONG LEARNERS

Transportation Guidelines for Safe Student Travel (updated August 1, 2019)

The District recognizes the need to maintain proper standards of conduct for the safety of students who ride the bus and the drivers who drive them. The following document contains important information pertaining to safe and orderly student transportation to and from school, as well as, extracurricular activities, athletic trips, and field trips.

Bus Loading

- Be ready and waiting for the bus 5 minutes prior to scheduled pick-up time.
- Use caution when going to bus stops and while waiting for bus arrival.
- Be considerate of private property.
- Wait for bus to come to a complete stop and red lights are flashing before attempting to board the bus in an orderly fashion. If crossing the road, look both ways for traffic and wait for bus driver to motion for you to cross.
- Upon boarding go directly to your assigned seat or the next available seat and remain seated entire time on bus.

Seating Assignments may be established by school administration or the bus driver.

General seating must occur in the following manner:

PreK – 4 th grade	front of the bus
5 th – 8 th grade	mid-section of the bus
9 th – 12 th grade	rear of the bus

While on the Bus

- Keep head, hands and arms inside bus.
- Keep aisle clear.
- Loud talking and boisterous conduct is not permitted. Ordinary conversation is permitted.
- Destruction of property will result in payment for all damages.
- Do not throw anything out of the bus windows.
- Do not tamper with the bus or any of the bus equipment.
- Scuffling, fighting, horseplay, smoking, and profane/indecent language are prohibited.

When Exiting the Bus

- Students may not exit the bus at any stop other than their assigned stop.
- The driver will not discharge riders at places other than the regular bus stops, unless authorized by school officials.
- Be alert to directions from the driver at all times. If there is a need to cross the road, look both ways for traffic and wait for bus driver to motion for you to cross.
- **Students are not permitted wear headphones when getting on or off the bus. This will result in a bus write up.**

Evacuation Drills & Emergencies

The purpose of evacuation drills is to have each student riding on a bus know exactly what to do in case of an emergency. All bus riders must cooperate fully with the bus driver and the assigned helpers during evacuation drills.

Bus Driver Rights and Responsibilities

- Students transported in a school bus shall be under authority of, and responsible to, the driver of the bus. Continued disorderly conduct, or persistent refusal to follow driver requests and directives shall be sufficient reason for a student to be denied transportation. The driver of the bus shall exercise proper supervision of students under their care and agree to abide by all rules and regulations established by the School District regarding the transportation of students.
- No bus driver shall require any student to leave the bus before such student has reached his/her designated stop.
- No bus driver shall refuse to transport a student until informed by a building principal or the Transportation Office that official action has been taken denying transportation.

Disciplinary actions for violating school bus regulations will be handled in the following manner:

Elementary Students (PreK-6)

1 st Offense	Bus driver will immediately submit a written report to the building principal. <u>Verbal warning</u> - The building principal will discuss the write-up with the student, and reinforce bus rules, safety procedures and expectations.
2 nd Offense	Bus driver will immediately submit a written report to the building principal. The building principal will implement appropriate disciplinary action and send written parent notification. Building principal discretion depends on student age and infraction.
3 rd Offense	Bus driver will immediately submit a written report to the building principal. The building principal will implement appropriate disciplinary action and send written parent notification. Building principal discretion depends on student age and infraction.
4 th Offense	Bus driver will immediately submit a written report to the building principal. The building principal will implement appropriate disciplinary action and send written parent notification. Building principal discretion depends on student age and infraction.
5 th Offense	The building principal will send written parent notification. Students will receive a suspension of bus privileges for three (3) days.
6 th Offense	The building principal will send written parent notification. Students will receive a suspension of bus privileges for five (5) days.
7 th Offense	Loss of bus privileges for the remainder of school year.

Secondary (Grades 7-12)

1 st Offense	Bus driver will immediately submit a written report to the building principal. <u>Verbal warning</u> - The building principal will discuss the write-up with the student, and reinforce bus rules, safety procedures and expectations.
2 nd Offense	The building principal will implement appropriate disciplinary action and send written parent notification.
3 rd Offense	Same procedure as 2 nd Offense. Suspension of bus privileges for one (1) day.
4 th Offense	Same procedure as 2 nd Offense. Suspension of bus privileges for three (3) days.
5 th Offense	Same procedure as 2 nd Offense. Suspension of bus privileges for five (5) days.
6 th Offense	Same procedure as 2 nd Offense. Suspension of bus privileges for ten (10) days.
7 th Offense	Loss of bus privileges for remainder of school year.

Illegal substances, tobacco, e-cigarettes, weapons, and alcohol are strictly prohibited on a school bus and possession could result in automatic suspension of bus privileges.

Suspension of school bus privileges does not relieve the parent(s)/guardian(s) of their responsibility insofar as the compulsory attendance laws apply. Absence from school for the above reason is considered as an unexcused/unlawful absence.

Transportation Efficiency

In order to keep maximize route efficiency and minimize transportation time, routes may be consolidated, groups bus stops will be utilized, and bus stops may be located up to .5 miles from a rider's residence.

Bus Passes

Bus passes will not be issued as a matter of convenience or for visiting with classmates. Bus passes will be issued to a student for child care purposes, only if they bring a note to school. Bus passes should include the following information: **Name of child (first and last name), bus #, where the child is going with first and last name and full address of destination and if the pass is for the day, week or year.**

Your child will need a bus pass if he/she is picked up in the morning or dropped off after school at a different destination than their regular stop. If there is no note, your child will be sent to their usual destination on their regular bus. Occasionally, emergencies arise during the day. **In those rare situations, the office will accept a phone call prior to 2:00 PM; otherwise, a written note is required.** No changes will be made in a child's bus routine without a bus pass.