

## **Rules of Conduct**

### ***Students are required to comply with the Rules of Conduct***

- Transportation questions please call Student Transport (404) 765-4520 or email [arrive@woodward.edu](mailto:arrive@woodward.edu)
- Payment and registration questions: (404) 765-4530 or [arrive@woodward.edu](mailto:arrive@woodward.edu)
- Students must understand and follow the rules of conduct in the Woodward Academy handbooks as provided by each school. Bus discipline is administered by the Office of the Dean of Students, in coordination with school Principals.
- ***Students are required to wear seat belts at all times.***
- Bus driver and student activity can be monitored via digital video cameras and audio.
- Backpacks, musical instruments, equipment, etc. may not be placed in the aisles. Items are to be stored in racks, under seats or in storage bins.
- Language that is harassing, profane, vulgar or otherwise unacceptable will not be tolerated.
- Electronic devices may be used if they are low volume and not distracting to other passengers.
- Rough play, or physical contact of any sort, is unacceptable.
- No objects can be thrown out of bus windows or from/onto any bus.
- Tobacco, alcohol, pets, sharp objects, knives or weapons are unacceptable.
- Due to different food allergies of students, food is not permitted on the buses. Water bottles are allowed on the buses.

### **Bus Stop Procedures**

- Each student should arrive at the bus stop at least five to seven minutes prior to the posted departure time to allow sufficient time for bus loading and proper belting of students in their seats.
- When the bus arrives at the stop, Drivers should allow sufficient time for the bus to stop before approaching the bus for loading and unloading.
- For the safety of the students, parents should not drive or park their cars adjacent to the bus where the door is located or other areas deemed to be too close to the bus. Safe pedestrian traffic must be allowed.
- Parents are required to exercise caution when dropping off students. Be alert and watchful due to other traffic movement in the area.
- Once the bus departs the stop and is out of the parking lot, the Driver will NOT be allowed to stop for late arrivals. Our best safety practices prohibits a bus from stopping on a public street.
- If a Driver is running late to a stop, parents please contact the Student Transport office at 404-765-4520 for instructions and assistance.
- In the event that a parent/guardian does not arrive on time for the afternoon and/or late run bus arrival, Student Transport Dispatch will make every effort to contact the parents via information submitted to the school. If no contact is made, and after a reasonable length of time, the student will be returned to the school and placed under the care of the appropriate AfterCare Program Supervisor or WA on-duty Security Officer.
- By agreement with the owners/property management of our bus stop locations, no parent/student vehicles can be left at the sight of our bus stop locations during the day.
- Please be respectful of the parents and students who are passengers of our buses. Safety and courtesy must be used at all times.