

#### HOW SHOULD STUDENTS LEAVE THE BUS?

- Leave the bus in an orderly manner using the handrail-
- At door-side bus stops, move directly away from the bus.
- At driver's side bus stops, cross the road in front of the bus only when the driver signals that it is safe to do so.
- Always get off the bus at your regular stop.
- If someone other than a designee is picking up the student in the afternoon, OR if the student must exit at a different stop (for one day only), a bus pass from the school must be requested and approved.
- Cross the road in front of the bus and at the driver's signal.
- Do not throw objects at the bus.
- Students should not wear headphones or any device that inhibits hearing during loading and unloading in order to hear traffic or driver instructions.

#### ARE THERE RULES FOR EXITING THE BUS DURING AN EMERGENCY?

Students should leave all belongings on the bus.

- Do not push, shove, or crowd
- Watch for traffic and/or pedestrians
- Bend knees and stoop down low when exiting through the rear emergency door
- Place hands on shoulder of helpers for support
- Jump and land on the "balls" of your feet

#### CAN MY CHILD BRING ATHLETIC EQUIPMENT, BAND INSTRUMENTS, OR OTHER LARGE ITEMS ON THE BUS?

Any object that is to be transported on a bus must be able to be held on a student's lap. The aisles on the buses may not be blocked under any circumstances nor can there be objects on the bus that are not secured.

#### WHAT IS THE MAXIMUM DISTANCE A STUDENT SHOULD WALK TO A BUS STOP?

Bus stops are assigned so that elementary students walk no more than 0.3 miles and middle/high students walk no more than 0.5 miles.

#### DO DRIVERS HAVE THE RIGHT TO ASSIGN SEATS TO STUDENTS?

The bus driver is in charge of the bus. In the interest of safety, the driver is allowed to establish bus rules and assign seats.

#### ARE THERE CAMERAS ON THE BUSES?

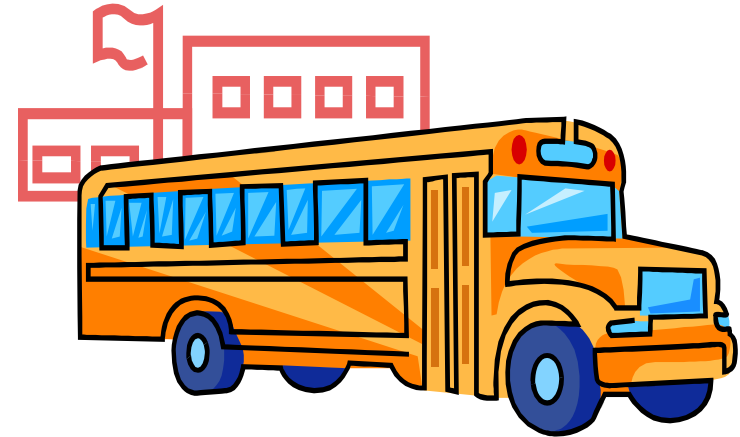
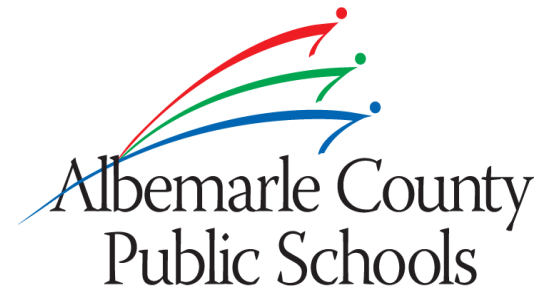
There are four cameras on each bus, and one camera on each van. Video recordings are used to review student behavior when necessary with school administrators.

#### MAY MY CHILD RIDE A DIFFERENT BUS THAN THE ONE TO WHICH THEY ARE ASSIGNED?

On a daily basis and based on available space, if a child has a valid bus pass signed by the school, he/she may ride a different bus to an authorized bus stop.

#### MAY MY STUDENT RIDE A DIFFERENT BUS TO THE BABYSITTER OR TO AN AFTER SCHOOL ACTIVITY?

- Parents may request a different stop for the school year for babysitting or after school activities. Please visit the Transportation website and click on "Parent Resources" for the "Alternate Bus Stop Request Form".
- Babysitting or after school activity requests may not be honored the first 15 days of school until ridership can be determined.
- Permission to ride a different bus may be rescinded later in the year if the ridership on the alternate bus changes during the school year.



## PARENT'S GUIDE TO TRANSPORTATION 2020-2021

**Normal Bus Rules with Special  
Covid Procedures Added**

Transportation Services  
110 Lambs Lane  
Charlottesville, VA 22901  
Phone: (434)973-5716  
[www.k12albemarle.org](http://www.k12albemarle.org)  
[jfoley@k12albemarle.org](mailto:jfoley@k12albemarle.org)

This pamphlet is intended to provide Albemarle County parents with more knowledge about children's responsibilities for school bus safety. We have tried to provide answers to the most commonly asked questions; however, if you need additional information, please feel free to contact us or visit our web site.

### **SPECIAL COVID GUIDLINES**

#### **STUDENTS MUST:**

- Pre-Screen at home before boarding
- Hand Sanitize when boarding the bus
- Wear a mask at all times while on the bus
- Sit one student per seat (two if family members)
- Board back to front
- Exit front to back
- Alternate stops are not allowed
- Students may only ride on their assigned bus
- Student may be removed from the route if they do not ride for ten consecutive school days

<https://www.k12albemarle.org/our-division/return-to-school/health-and-safety-practices/transportation-health-plan>

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#### *To the Parent:*

*All school bus drivers are carefully selected and trained, and show a desire to serve in a safe, dependable, and efficient manner. Transportation Services feels that the cooperation of students, parents, and drivers is of the utmost importance to enable us to continue our safe system of pupil transportation.*

*Jim Foley  
Director of Transportation*

### **CAN THE BUS DRIVER TRANSPORT STUDENTS' MEDICATIONS TO SCHOOL?**

- Drivers are not permitted to take custody of, or transport, medications for students including prescription drugs, epipens, glucose tablets, diastats, diabetes medication, etc. School Board Policy JHCD (page 1) requires that parents deliver medications to school.
- Parents are to discuss with the school nurse all medical concerns.

### **WHO SHOULD PARENTS CONTACT IF THEY HAVE A CHANGE IN THEIR ADDRESS, CONTACT INFORMATION, OR BUS STOP SUPERVISION STATUS?**

- The Office Associate at the school should be notified of any changes in contact information in order to keep Power School updated.

### **WHY MUST STUDENTS SIT PROPERLY ON THE SCHOOL BUS?**

- **School buses have been specifically designed to carry students. Seats are made with high backs and impact absorbing material . This "compartmentalization" only works when students sit completely in the seat facing forward.**

### **ARE THERE RULES AT THE BUS STOP?**

- Parents are responsible for their children's safety walking to/from and while at the bus stop. Incidents observed by the bus driver will be reported to school administrators.
- Go directly to the bus stop and remain until the bus arrives.
- Be at the bus stop five minutes before the scheduled time.
- Wait in an orderly manner and as far from the roadway as possible.
- Check traffic and wait for driver's signal before crossing in front of the bus.
- Never push or shove when loading or unloading.
- If you drop anything outside the bus, get permission from the driver before picking it up.
- Pre-K and K students MUST have supervision at the bus stop. Older elementary students may not provide bus stop supervision for Pre-K and K students, but they may for older students.
- Parents may only designate three people for bus stop supervision (including parents).
- If a parent of an elementary student does not specify that their student does not need supervision during afternoon drop off, the default status is that supervision is required and the student will be taken back to school if a parent or designee is not at the stop.
- If a student goes home with another student, the supervision status of the host student will be followed unless otherwise indicated on a bus pass.

### **WHAT RULES ARE REQUIRED WHILE RIDING THE BUS?**

- Always use the handrail to board the bus.
- Move directly to your seat, sit facing forward, and hold belongings on your lap.
- For safety reasons, students may NEVER be out of their seats while a bus is in motion. This means no switching seats or standing up in the seat, no walking in the aisles, no hanging over the seats, etc.
- Students may not cause distractions to the driver with actions such as loud voices, putting hands or feet on other children, fighting, etc.
- Students using profanity or racial slurs, or who fail to follow the directions of the bus driver, will be referred to school administration for disciplinary action.
- Speak quietly and talk to driver only in an emergency or when the bus is stopped.
- Vandalism is prohibited. Families are responsible for any damage.
- No throwing objects.
- No glass objects (that are not secured in a backpack) or pets are allowed on the bus.
- No tobacco, any form of electronic cigarette, alcohol, or drugs are allowed on the bus.
- No balloons.
- Any action that may result in physical harm to another student or the driver is strictly prohibited.
- The use of electronic devices will be at the driver's discretion.