



THE KINDERGARTEN STUDENT AND THEIR SCHOOL BUS

Transportation is provided for all kindergarten students who live more than one mile from their elementary school. Winfield is the only school that does not have a walk area.

We do not provide mid-day transportation. All students will have the same pick up and drop off destination every day. Students will not be able to ride to the day care on one day, then home the next. Students will not be allowed to ride buses other than their designated bus unless it is an emergency, and cleared through the transportation department at 663-1465.

1. Kindergarten children will be seated in the front section of the bus whenever possible.
2. We will try to pick-up and drop-off as close to home as possible. Stops will be at corners or mid block. House stops are determined on an individual basis. People who live on dead-end streets and cul-de-sacs that are one half mile or less from the cross-street will have to send their child out to the corner.
3. Children should be waiting at the designated stop at least 5 minutes prior to the arrival of the bus. The driver cannot wait at each stop or blow the horn for each child to come out of the house. The time schedule of each route would be greatly disrupted if this were to occur. Backed up traffic also becomes a safety concern for us. If the weather is extremely cold, the child should wait inside the front door and check periodically for the bus.
4. If your child has an on-going medical problem with symptoms that may surface suddenly, such as seizures, asthma, diabetes, and allergies, please let the driver know and advise him/her how he/she should handle the situation.
5. Show and tell items should be able to be held on the child's lap. Large items and live animals cannot be transported. **Birthday party treats should be taken to school by parents.** Treats have ended up on the bus floor too many times.

6. It is suggested that the child use a book bag to carry their school work. It is very upsetting and dangerous for a child to lose their school work.
7. Please be aware that when kindergarteners or 1st graders arrive home, we expect parents to pick them up at their bus stop. If you are unable to do so, please make sure that someone else assumes your responsibility.
8. Each child should have an alternate place to go if an emergency arises, there is an early dismissal, or a school cancellation, and the parent can't be home when the child arrives. A reliable neighbor can be a great help. If the driver can see that no one is home, they will contact transportation for instructions.
9. The disciplinary procedures as stated in the transportation handout will be followed.
10. Please notify the driver of any concerns you may have regarding your child. The driver is not always able to talk to you while driving the route, but if you call the bus terminal we will have the driver contact you.
11. We encourage you to let your child ride the bus the first few weeks of school. This gives us a chance to establish the route and it gives your child a chance to become familiar with riding a school bus.
12. If your child does not arrive home on time, there is a possibility he may be at an after school function, on the wrong bus, fallen asleep, or failed to get off. If this does occur, **DO NOT PANIC AND PLEASE DO NOT LEAVE YOUR HOME.** Each bus is equipped with a two way radio and we will contact the driver to determine the child's whereabouts. Our phone number is 663-1465.
14. Please **do not call** the Transportation Department on bad weather days. We have the "School Messenger" system which will call your home and emergency numbers in case of a delay or closing. Listen to your radio for closing information or on the internet www.cps.k12.in.us.
15. Please emphasize to your child the importance of not talking to strangers. A small child waiting for a bus should be taught to run home if someone approaches him or offers him something. Children often go to a friend's house after school instead of coming directly home. Your student should be taught to check in at home before going out to play.
16. Please do not stop a driver in the middle of his/her route and ask to take your child off the bus. This becomes a safety and security concern for us and we will not allow the child off the bus until we reach their drop-off destination.
17. If you are a single custodial parent and have a restraining order issued, we need to be made aware of the situation. If you are going to have someone that your child and the driver may not know meet the bus, arrange a password for security.

IMPORTANT
TRANSPORTATION
NOTICE

Complete this form to arrange for transportation to or from an address **different** than your home. Transportation to a private day care center is provided on am or pm routes only if the location of the facility is within the home elementary boundary. The pick up/drop off location must be on an everyday (5 day) basis. For any changes made during the school year, please return this form two (2) days before the effective date. We will not be able to make the change the same day the form is returned.

Student Name _____

Home Address _____

Parent Name _____

Phone Number _____ Grade _____

School _____

Effective date _____

If your child will be picked up to go to school from an address that is different from your home address (must be every day), please list below:

AM LOCATION

Person/place (day care facility, etc.) _____

Address _____

If your child will be dropped off from school at an address that is different from your home address (must be every day), please list below:

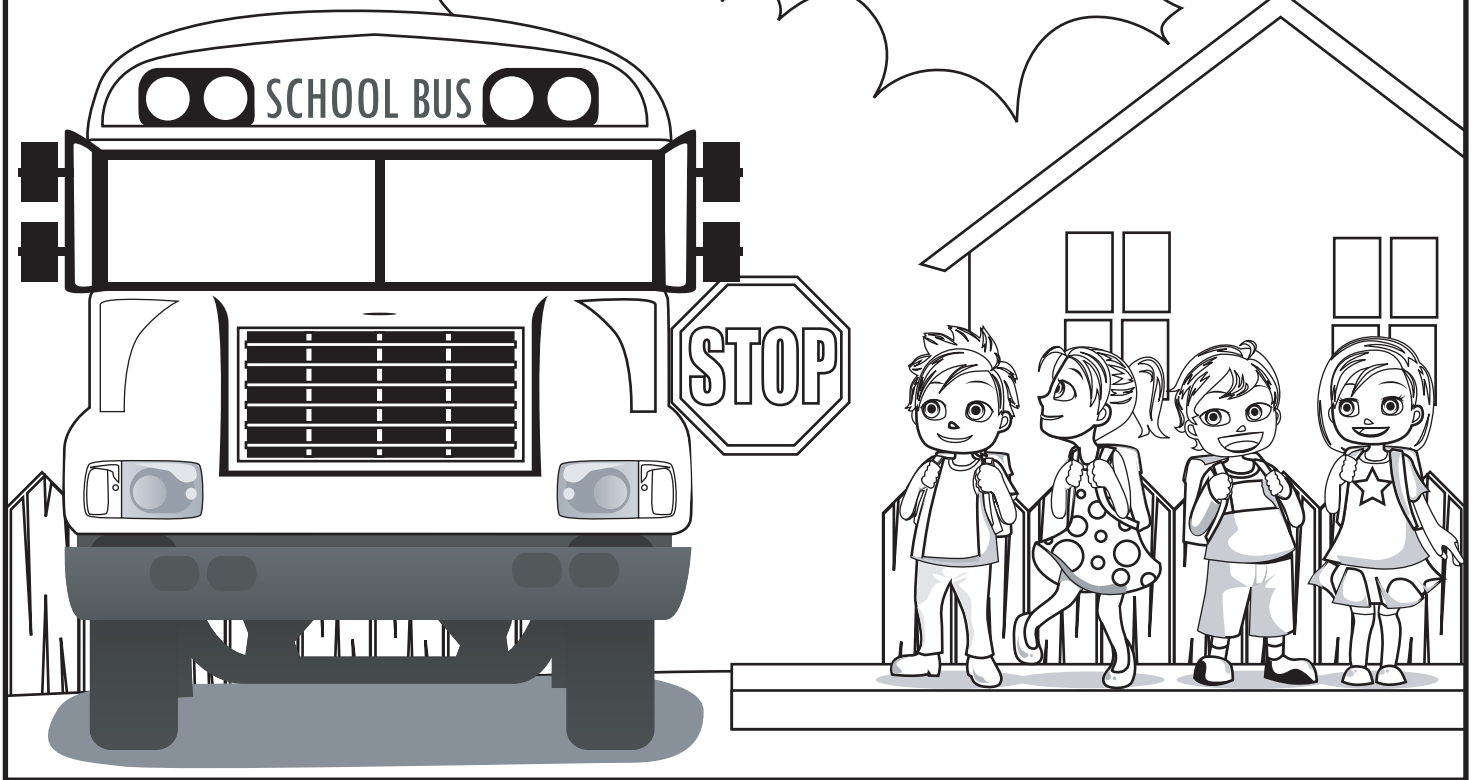
PM LOCATION

Person/place (day care facility, etc.) _____

Address _____

Office personnel: Please fax to Transportation Department 662-3635 or email to bbaker@cps.k12.in.us

Be Safe & Cool, Ride the Bus to School!



Bus Rider Rules

- 1. Be on time for the bus.**
- 2. Stay out of the street when waiting for the bus.**
- 3. Don't push or shove when getting on or off.**
- 4. Stay seated and share your seat.**
- 5. Follow the bus driver's instructions.**
- 6. Look both ways when exiting.**
- 7. Wait for the driver's signal to cross the road.**
- 8. If you drop something in the road, leave it until an adult can help you**

Dear Parent:

Would you please share this information with your children? During the school year Crown Point Elementary students will be provided instruction on bus safety and proper bus behavior. Reinforcement by you will help us in our efforts to improve safety on and off the buses.

When getting on the bus you should . . .

1. Line up when you see the bus coming.
2. Stand back at least 6 feet when the bus arrives.
3. If you have to cross the road:
 - a. Wait for the flashing lights to be turned on, and the stop arm extended.
 - b. Look to your bus driver for a signal to cross.
 - c. Double-check both ways yourself before crossing.
 - d. Cross at least 10 feet, or ten steps, in front of the bus.
4. Wait your turn to board the bus.
5. Take your seat right away, and stay seated throughout the ride.
6. Keep your arms and legs, books and lunches, etc. out of the aisle.

When getting off the bus you should . . .

1. As soon as the bus stops get off promptly.
2. Never walk behind the bus or close to the sides of wheels. **"If you can touch the bus you are too close to it"**
3. Always cross in front of the vehicle.
 - a. Walk 10 steps, along the side of the road, past the front of the bus.
 - b. Wait until the driver signals you to cross.
 - c. Double-check both ways yourself before crossing.
 - d. Walk quickly across the road.
 - e. Walk in a straight line, not diagonally, when crossing the street.

Note: Safety Hazard - Please do not have any strings hanging from coats or backpacks.

A Reminder to Parents

As parents, you are an important part of a total safety program for children who travel by school bus. Children need to learn to be safe pedestrians as they walk to and from the bus as well as to be safe riders when they are on the bus. Here's how you can help:

Getting Ready for School

Have your children put everything they carry in a backpack or school bag so that they won't drop things along the way.

Have them wear bright, contrasting colors so that they will be more easily seen by drivers. Better still, attach a piece of high visibility fluorescent and retroreflective material to their clothing or backpack.



Make sure they leave home on time so that they can walk to the bus stop and arrive before the bus is due. Running can be dangerous.

Walking to the Bus Stop

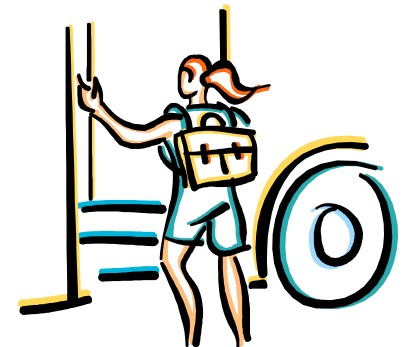
Go to the bus stop with a young child and have older children walk in groups. There is safety in numbers because groups are easier for drivers to see.



Don't let pre-school children or pets go with your school child. They can be dangerous near traffic. Practice good pedestrian behavior along the way:

- Walk on the sidewalk if there is one.

- If there is no sidewalk, stay out of the street if at all possible.
- If you must walk in the street, walk single file, face traffic and stay as close to the edge of the road as you can.
- Stop and look left, right and then left again if you must cross a street. Do the same thing at driveways and alleys. Exaggerate your head turns and "narrate" your actions so that your child knows you are looking left, right and left.



Safety . . . Starts at Home

Waiting at the Bus Stop

Don't let your child play running games, push or shove at the bus stop. It's too dangerous near traffic. Make sure your child stands at least 6 ft (3 giant steps) from the road while waiting for the bus. The child will then be out of the way of traffic. Have younger children practice taking 3 giant steps to become familiar with what 6 feet means. Have older children estimate how far 6 feet is from various objects.

Getting On & Off the Bus

Make children stay at least 6 feet away from the bus until the driver says it is "ok" to enter. Children will then be able to see the driver and the driver will see them. If children must cross the street to the bus, remind them to wait for the driver to signal that it's safe to cross. They should cross the street 10 ft (5 giant steps) in front of the bus where they can see the driver and the driver can see them



Warn children that, if they drop something near the bus, they should never ever pick it up. Instead, they should tell the bus driver and follow the driver's directions. If they bend over to pick up a dropped object, they

might not be seen by the driver and could be hurt if the driver pulls away from the stop. Remind children to look to the right before they step off the bus. Drivers in a hurry sometimes try to sneak by buses on the right. Teach your children to secure loose drawstrings and other objects that may get caught in the handrail or door of the bus as they are exiting. Follow your school's procedure if you wish the child to get off at a stop other than the one to which the child is assigned. The driver isn't allowed to let a child off the bus at another stop without written permission. If you decide to meet your child at the bus stop after school, wait on the side where the child will be dropped off, not across the street. Children can be so excited at seeing you after school that they dash across the street and forget safety rules.

Riding the Bus

Remind your children to be good bus riders. They should:

- Talk quietly
- Be respectful
- Be courteous to the bus driver and follow the driver's directions.
- Keep the aisle clear
- Stay seated for the whole bus ride

We want your children to be safe when they travel to and from school. As you help us with the above rules, we hope you will see that school bus safety starts at home.

A reminder to parents



Safety . . . Starts at Home