

**SCHOOL DISTRICT'S EXPECTATIONS FOR SAFE  
TRANSPORTATION OF STUDENTS**

1. Arrive at pick-up ten (10) minutes prior to bus arrival.
2. Walk facing traffic if there are no sidewalks.
3. Wait off the roadway, not in the street.
4. Respect property near bus stop, stay off lawns; avoid horseplay, scuffling, stone throwing, snowball throwing and fighting. Damage to private property could result in disciplinary actions.
5. Wait for bus to come to a full stop and follow the directions of the bus driver.
6. Walk quickly to your seat and remain seated while bus is in motion.
7. Once you load the bus, stay on the bus.
8. Keep arms, feet, books, and instruments out of the aisle.
9. Do not open or close windows without permission of the driver. Once permission has been granted, no window is to be lowered below the half way point at any time.
10. Do not stick hands, head or any body parts out of the window or throw anything out of the bus.
11. Loud yelling, profane language, obscene behavior or fighting will not be tolerated.
12. Eating, drinking and smoking are not permitted on the bus.
13. Use of a CD Player, Cell Phone, MP3 and/or any other electronic device is **not permitted** on the bus. Students who find it necessary to transport these items must keep the out of sight in a book bag, purse and/or pants pocket at all times.
14. Defacing, littering the bus, or tampering with safety devices will not be tolerated.
15. Treat bus seats and equipment with utmost care as students will be required to pay for damaged seats or damaged equipment.
16. Band instruments that can be held on a student's lap without taking up the room of another student or blocking the center aisle may be carried on the bus. **Students in grades 1 through 5 must carry all other items, such as books, papers, or loose objects in a backpack or carry-all container of some sort.**
17. Students are required to get off the bus at assigned stops and are required to ride the same bus both morning and afternoon.
18. After getting off the bus. Students should check for oncoming traffic, looking both ways before crossing streets, then go directly home.
19. When necessary for a student to walk in front of the bus, the student is required to stay far enough in front of the vehicle that the driver can maintain eye contact with the student.
20. A parent, guardian, or responsible older sibling is expected to meet kindergarten and first grade students at their designated stop, or be within sight distance.

NOTE: VIOLATION OF THESE EXPECTATIONS MAY  
RESULT IN THE SUSPENSION OF TRANSPORTATION  
PRIVILEGES.

**IC 20-9.1-5-19 SCHOOL BUS DISCIPLINE**

When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and subject to the disciplinary measures of the bus driver and the governing body of the school corporation.

**STUDENT BEHAVIOR MANAGEMENT PLAN**

The bus driver will use professional judgment when discerning between minor and serious incidents that require disciplinary action.

Minor incidents are addressed using the following progression of disciplinary procedures:

The process includes:

- ◆ Verbal warning by the driver
- ◆ Intervention by the driver/monitor (ex. Assigned seating, parental contact, etc.)
- ◆ Write ups presented to school officials
- ◆ Further disregard for bus rules will result in additional write ups and possible suspension from the bus

Serious incidents are immediately forwarded to the school administrator. Serious incidents would include:

- ◆ Blatant insubordination
- ◆ Fighting
- ◆ Bullying
- ◆ Smoking
- ◆ Any action jeopardizing the safety of students.

**SUMMARY**

In conclusion, these school bus procedures, expectations, rules and regulations are intended to promote the SAFE and efficient use of our school bus transportation services. We request that parents/guardians support our expectations in order to make all our students safe and to make the ride pleasant for all students and the driver. If you have any questions or concerns, please call the Transportation Department at 317-280-2450.

**MSD of PIKE TRANSPORTATION  
3950 WEST 56<sup>TH</sup> STREET  
INDIANAPOLIS, IN 46254**

**317-280-2450**

DAVID HOLLY, MS Ed.  
DIRECTOR  
KEN COUDRET, MS Ed.  
ASSISTANT DIRECTOR



**OUR GOAL IS SAFETY FIRST**

## DIRECTOR'S STATEMENT

The first and last person most of our students see each school day is their bus driver. Our Transportation Department wants this to be a positive experience for students and parents. This pamphlet is developed as a guide so that all stakeholders understand the procedures, rules and regulations that have been established to help insure the experience will be positive.

The MSD of Pike Township takes the responsibility of safely transporting students very seriously. As you read this pamphlet and become familiar with its content, you will see the emphasis throughout is on safety. We thank you for allowing us to serve you and your children by safely transporting them to and from school on a daily basis.

David Holly, Director

Ken Coudret, Assistant Director

## MSD OF PIKE TRANSPORTATION

### MISSION STATEMENT

“Transporting students safely is the priority of the Metropolitan School District of Pike Township Transportation Department.”

### GUIDELINES RELATING TO STUDENTS RIDING SCHOOL BUSES

The State of Indiana does not require schools to provide transportation for students. The Board of Education for the Metropolitan School District of Pike Township has chosen to provide school bus transportation service for its students. Since the service is not mandatory, **riding the bus is a privilege and not a right.**

1. **The Transportation Department, at the beginning of each school year, will designate the stops for students.** Parents/students will be mailed a post card near the beginning of August designating stop location and approximate time of bus arrival.

**Note: Changes will be made to the route throughout the year as necessary.**

2. **All students must be at their designated stop ten (10) minutes prior to the scheduled arrival time.** Bus drivers are not required to stop and sound their horn or wait for a student who is not waiting at the stop. It is important for students to be at their stop before the bus arrives. A stop could be discontinued if a student does not ride.
3. **Students should be waiting in an orderly manner at least ten (10) feet away from the road.** Do not push, shove or engage in horseplay as it causes unsafe situations for loading.
4. **All students must ride their assigned bus to and from school.** Riding another bus is permitted only in emergency situations. Many buses are loaded to capacity. Additional students could cause an overloaded condition on the bus. In an emergency situation, the parent must write or call the school explaining the emergency. If the school approves, the principal/designee will issue a signed permission slip to the student who in turn will present it to the school bus driver.
5. **Students may only board and disembark the school bus at their designated stop.** Once a student is on board he/she must not disembark at any location other than his/her designated stop or at the school. There are safety and legal reasons for this policy. Any student violating this policy will be subject to disciplinary action.

6. **Once a school bus is released by administration and is in motion on school grounds, students will not be allowed to board the bus.** This is a safety measure designed to discourage students from running after and/or between buses in a loading (congested) area. Also, when one bus stops in a line of moving buses, the chances for a chain reaction accident increase considerably. Students who miss their bus should immediately report to the principal's office.
7. **Any traffic in or near bus loading area is hazardous.** All schools have designated areas for parents to drop off and/or pick up students coupled with designated traffic patterns. Parent and student drivers are asked not to be in the designated bus area and should not drive around or pass buses that are loading or unloading children. School buses have the right of way on school property and all other vehicles should yield. High school students driving to school are assigned to the student parking lot and should not be in the bus loading area.
8. **Think safety, teach safety and act safely.** Elementary students must carry a backpack or carry-all container, which will allow them to organize their belongings. There are many accidents nationwide every year involving children who are pursuing dropped books or papers under school buses or children who run into traffic to retrieve such items. Please limit the size of the book bag as the student must hold this bag on their lap.
9. **Indiana Code (I.C. 35-43-2-2) Entering a school bus without the explicit consent of the school corporation is prohibited and will be deemed trespassing.** Parents/guardians that have a concern in relation to their child's bus route, or bus driver, should contact the child's school or transportation department with the concern. Bus routes are run on a predetermined time schedule in order to get our students to school and home in a timely manner. The route time schedule does not allow time for meetings to take place at the