

GUIDELINES AND RULES FOR STUDENTS RIDING BUSES

- I. Approximately 2,500 students are transported to and from school daily. In addition, students are transported for athletic contests, music competition and performances, field trips, and other approved activities. The following guidelines and rules are established to promote the safety and well being of students using Ferndale School District vehicles.
  - A. PRIOR TO LOADING
    1. Be at the designated bus stop at or before the scheduled time. The bus will not wait for tardy students; it has a schedule to keep.
    2. When it is necessary to walk along the roadway, walk on the left facing traffic. If there is a shoulder or sidewalk, use it.
    3. When crossing the roadway, walk, do not run. Before stepping into the oncoming traffic lane, check in both directions. If the bus is present cross at least ten (10) feet in front of it, not behind.
    4. While waiting for the bus, stay off the traveled portion of the roadway. Stand on the sidewalk if there is one. Do not engage in horseplay. Respect the property of homeowners in the area. Do not run beside the bus when it is moving.
    5. When loading, wait until the bus has come to a complete stop before moving toward it. Do not push or crowd.
    6. Upon entering the bus, go directly to a seat, sit down and remain seated
    7. If you miss the bus, return home. Make alternative arrangements for getting to school with your parent or guardian.
  - B. WHILE ON THE BUS
    1. Obey the directions of the driver and other personnel in authority on the bus.
    2. Be seated while the bus is in motion, facing forward with feet out of the aisle. Do not sit in the stepwell or driver's seat.

3. Conduct yourself in a manner that will not distract the driver or disturb other riders. While the bus is moving, do not talk to the driver except for important matters or emergencies.
4. Be quiet while the bus is approaching and crossing railroad tracks so the driver can listen for approaching trains.
5. Ride only your regularly assigned bus and leave the bus at your regular stop. Give written permission of your parent and principal/designee to the bus driver to ride another bus or get off at a different stop.
6. Report bus damage to the driver.
7. Obtain driver permission before opening a window. Keep hands, head, legs, etc. inside the bus at all times. Do not throw or pass objects through open windows.
8. Do not bring knives, sharp objects, firearms, or live animals on the bus.
9. Do not use tobacco, profane language, drugs, alcoholic beverages, matches or lighters on the bus.
10. Deposit paper, food containers and other unwanted objects in the trash container provided.
11. Keep the aisle and front stepwell clear of books, lunches, coats, packages, and musical instruments. When departing, remove all items which were brought on the bus.
12. Use the fire extinguisher, first aid kit, and emergency door only in an emergency and with the permission of the driver or other authorized person.
13. Do not stand up until the bus has come to a complete stop. Leave the bus in an orderly manner with students in the front unloading first.

C. AFTER LEAVING THE BUS

1. When it is necessary to cross the road after unloading, cross at least ten (10) feet in front of the bus. Before stepping into the lane used by oncoming traffic, look both ways to be sure no traffic is approaching from either direction. Glance at the driver, who will signal if it is not safe to cross. Walk, do not run, when crossing the highway.
2. Do not loiter around the bus or run beside it when it is moving.
3. Do not throw balls, rocks, or objects of any kind in the area of a school bus stop.
4. Do not engage in conduct prohibited by school rules.
5. If there is a shoulder or sidewalk, use it. When it is necessary to walk along the roadway, walk on the left facing traffic.
6. After leaving the bus, go directly home.

II. Procedures Following Infractions

- A. A Student Discipline Notice will be given to a student who misbehaves. The student is to take it home, have a parent/guardian sign it and return a signed copy to the driver before they are allowed back on the bus. The driver will make every effort to have contact with the parent. A copy of the notice is also given to the school principal/designee who will, if appropriate, investigate the incident (See Attachment 16), contact the parent/guardian, and determine disciplinary action.
- B. Students are responsible for the cost of repairs due to vandalism or misuse.