

WAUSAU SCHOOL DISTRICT

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS TRANSPORTATION

3610

Yellow Bus Rider Rules (City and Rural)

[Students assigned to Metro Ride will follow rules established by Metro Ride.]

I. WHO CAN RIDE?

- A. Only students assigned to a bus may ride that bus.
- B. Students may only be picked up and dropped off at their residence or an assigned pick-up/drop-off point, except those students who have satisfied the District policy for transportation to a childcare provider. Approval for transportation to a childcare provider's residence or assigned pick-up/drop-off point must meet the criteria outlined in the "Transportation to Accommodate Child Care Needs Form."
- C. A parent/guardian may request that a student be picked up or dropped off at a location other than the student's residence or child care provider's residence; however, such request must be infrequent and follow this procedure:
 - 1. The parent/guardian must call the bus company to determine that the request meets the District's requirement that a seat is available and that the location is on an existing bus route.
 - 2. A note from the parent/guardian must be taken to the school office and signed by the principal giving permission for the change.
 - 3. The signed note must be given to the driver when boarding the bus.
 - 4. The following information must be on the note:
 - a. Place and address to be picked up or dropped off
 - b. Day and date the change will take place
 - c. Reason for the change
 - d. Parent/guardian signature

II. PREVIOUS TO LOADING (on the road and at school)

- A. Be at the designated school bus stops on time. No waiting period will be allowed for the bus.
- B. Be careful while approaching bus stops. Walk on the left side of the road toward oncoming traffic.
- C. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- D. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
- E. Wait until the bus comes to a complete stop before attempting to enter the bus.

III. WHILE ON THE BUS

- A. Keep hands and head inside the bus at all times after entering and until leaving the bus.
- B. Assist in keeping the bus safe and sanitary at all times. No eating or drinking on the bus.
- C. Remember that loud talking and laughing, as well as unnecessary confusion, diverts the bus driver's attention that may result in an accident.
- D. You must obey the bus driver's instructions. The driver is authorized to assign seats.
- E. Treat bus equipment as you would valuable furniture in your home. The offender(s) must pay for any damage.
- F. Be courteous to other students, the bus driver, and student patrol officers.
- G. Never tamper with the bus or any equipment.
- H. Collect your books, lunches, and other personal belongings before leaving the bus.
- I. Keep books, packages, coats, musical instruments, and all other objects out of the aisles.
- J. Remain inside of the bus in case of a road emergency unless directed by the bus driver to do otherwise.
- K. Do not toss anything out of the bus window.
- L. Remain in your seat while the bus is in motion. Do not stand or move about while the bus is in motion.
- M. Keep absolutely quiet when approaching a railroad-crossing stop.
- N. In leaving the bus, remain seated until the bus come to a complete stop.
- O. Use of profane language and tobacco products are prohibited.

IV. AFTER LEAVING THE BUS

- A. Cross the road, when necessary, at least ten feet in front of the bus but only after looking to be sure that no traffic is approaching from either direction.
- B. Help look after the safety and comfort of small children.
- C. Be alert to the danger signal from the bus driver.
- D. Do not exit the bus at places or other bus stops other than the regular bus stop unless the parent/guardian and school officials have given proper authorization in advance.

V. EXTRA CURRICULAR TRIPS

- A. The rules and regulations previously listed apply to any trip under school sponsorship.
- B. Students shall obey and respect the chaperone(s) appointed by the school.

VI. DISOBEYING BUS RIDER RULES

- A. A first offense requires that a written letter of notice and report will be sent to the parent(s)/guardian(s) and school principal from the bus company.

- B. A second offense requires a meeting between the student, bus driver (if needed), and principal with a three-day suspension of bus riding privileges. (Notice/ misconduct report to be sent to parent(s)/guardian(s) and principal.)
- C. A third offense requires a conference between the principal, parent(s)/guardian(s), bus driver, and transportation manager with a ten-day suspension of bus riding privileges.
- D. A fourth offense requires a conference with parent(s)/guardian(s), principal, bus driver, and transportation manager with bus riding privileges suspended for the remainder of the school year.
- E. Any of the above steps may be bypassed depending upon the severity of the offense.

Revised and Adopted: May 11, 1993
Revised and Adopted: August 8, 1994
Revised and Adopted: January 13, 1997
Revised and Adopted: December 11, 2006
Updated: February 26, 2008