

# Chelsea School District - Transportation Department – Bus Safety Rules

Please complete the attached 2023-2024 Student Emergency Information Form and return to your bus driver within (2) two days. Thank you! ☺

Please review the school bus safety rules listed below with your child(ren). **Due to limited space available on buses and limited personnel, Chelsea School District no longer allows students to ride home with friends on school buses.**

Bus transportation is an important function of the Chelsea School District not mandated by law, but provided as a service to the students of the District. In order for transportation to be successful, we must have the cooperation of parents, students, drivers and administration of the District. We believe the information contained in this policy will help everyone understand the complexity and importance of pupil transportation. The Michigan Department of Education, the Legislature and the Michigan State Police also develop rules and regulations that govern the activities of the Chelsea School District, Transportation Department. Video cameras may be in use on any Chelsea School District transportation vehicle.

Any student going to a location other than their home MUST have the proper paperwork and approval prior to being bused to the alternate location. Advanced written approval (Alternate Transportation Form) MUST be received in the Transportation Office. **Due to limited space available on buses and limited personnel, Chelsea School District no longer allows students to ride home with friends on school buses.**

## **Responsibilities of Parents:**

1. Ensure that child(ren) will arrive at the bus stop (5-10) five to ten minutes prior to scheduled stop time and supervise children at the bus stop location.
2. Provide the necessary assistance and supervision needed by their child(ren) going to and from the bus stop, including transporting students to their hub bus stop location.
3. Accept joint responsibility with the school authorities for the proper conduct of their child(ren).
4. Review the school bus safety rules with their child(ren) and cooperate with disciplinary action.
5. Meet with those responsible for pupil transportation whenever requested.
6. Provide notification (Alternate Transportation Form) in advance to Transportation Office regarding student riding to locations other than home. (2)Two riding locations are permitted. Alternate Transportation Form must be on file in the Transportation Office prior to changes being made.
7. Provide pertinent health information and provide necessary medical supplies for their child(ren).
8. **Eating and drinking is not allowed on the bus. Water is the only exception to this rule. Students are NOT allowed to have suckers while aboard the bus. Please remind your students that this is for the safety of everyone on the bus.**

## **Responsibility of Students:**

1. Obey the bus driver at all times.
2. Behave in a manner that allows the driver to safely operate the vehicle.
3. Occupy their seat and refrain at all times from moving around the bus.
4. Arrive at bus stop (5-10) five to ten minutes prior to scheduled stop time.
5. Stay off roadway while waiting for the bus. **HUB Stops:** All Students must be at the designated stop location assigned by driver until released for all pickups and drop offs.
6. Wait until the bus comes to a complete stop before getting on or off the bus.
7. When crossing is necessary, students shall always cross in front of the bus after waiting for the driver's hand signal.
8. Keep entire body inside the bus at all times. No windows are to be lowered more than half-way.
9. No talking is permitted at railroad crossings.
10. Never tamper with bus equipment.
11. Avoid loud, inappropriate and/or profane language.
12. **Eating and drinking is not allowed on the bus. Water is the only exception to this rule. Students are NOT allowed to have suckers while aboard the bus.**
13. Damages to any bus should be reported to the driver. Pupils will be expected to pay for damages they cause on any bus.
14. Pupils will never throw anything in the bus or out the window of the bus.
15. Pupils may not possess or consume alcoholic beverages. Pupils shall not possess, smoke, chew or use tobacco or any other drug while on the bus.
16. Pupils shall not possess or use cigarette lighters, matches or any other flammable item on the bus.
17. Live pets or insects are not to be transported on the bus.
18. Weapons of any kind are not permitted on the bus.
19. The over showing of affection is not acceptable behavior and will not be tolerated.
20. Obtain approval from the driver for large articles or multiple items prior to transportation. Band instruments are the exception to this rule. Personal items are to be held by individual passengers while on the bus.
21. No glass containers or glass items are allowed on the bus.

22. If the driver deems that a hand held game or cell phone is used inappropriately, this may result in the parent/guardian needing to pick up the item at the Transportation Office. No photos, video recording, or sound permitted.

#### **Responsibilities of Drivers:**

1. Inform parents/guardian in writing and/or by telephone as soon as possible when a student is having a problem on the bus.
2. Pick up and drop off students at parent designated location or a school unless the health and/or safety of the student on the bus are in jeopardy. Students can be taken to the bus garage if the immediate health and/or safety of the student are in question.
3. Be fully trained about safety procedures and regulations concerning school bus transportation.
4. Work with the Transportation Director to assure students are disciplined appropriately when they violate bus safety rules.
5. Drivers are in charge of all passengers and will maintain safe order on the bus at all times.
6. Make sure that all pupils on the bus receive a copy of the bus safety rules.
7. Make sure that the bus is kept in a clean and orderly fashion.
8. Drivers shall maintain CPR and First Aid training.

#### **Responsibility of the School:**

1. Provide transportation service to students who live 1.5 or more miles from school of attendance; distance to be measured over public roads and determined by the Transportation Director.
2. Establish bus stops that meet the provision of the Department of Education, the Michigan State Police and provide for the safest most efficient way to transport students.
3. The School District will not pick up students on private roads. Students must walk to a county maintained road in order to be picked up.
4. In certain high traffic locations, bus stops will be located on the right side only. The Director of Transportation will determine these locations.
5. In the event weather conditions cause school to be canceled, local and regional radio and television stations will be contacted so that parents/guardians can be notified of the school cancellation. School closings will also be posted on the district web page. [www.chelsea.k12.mi.us](http://www.chelsea.k12.mi.us) or Transportation recording at 734-433-2200, option #8.

#### **Violation of Bus Safety Rules:**

Should a student violate bus safety rules, the bus driver will issue an incident report.

- The first incident is a written warning and requires the signature of the parent/guardian and is to be returned to the driver in order to reinstate bus riding privileges. (Serious offenses may result in loss of riding privileges.)
- The second incident requires that the parent must talk with the designated driver or Transportation Director in order to reinstate bus riding privileges. (Riding privileges may be lost up to (5) five school days.) Any loss of riding privileges is in effect for the full day.
- The third incident report cancels riding privileges for up to (10) ten school days.
- The fourth incident report requires loss of riding privileges for up to the remainder of the year.

All school building rules apply to students using school transportation service. Students may receive consequences for inappropriate behavior beyond transportation consequences as outlined in the building student handbooks.

This system will keep parents/guardians informed if their child(ren) do not conduct themselves properly, thus allowing the parents to take corrective action before more serious problems are encountered. Any violation of the rules by students during the last (2) two weeks of school may be carried over and charged to the students next school year. In the event of a serious safety rule violation, steps can be skipped. Anytime a student feels he/she has been wrongly issued an incident report, the report may be appealed to the Transportation Director. The second step of the appeal may be taken to the Director of Business/Operations, the third step to the Superintendent of Schools and the last step to the Board of Education.

Bus drivers and/or monitors are not allowed to transport or store student medication on buses. Parents/guardians MUST make arrangements to transport medicines directly to school. Students MUST keep their own inhalers and EPI Pens in their backpacks. Drivers have been trained to assist students requiring the use of EPI Pens and will call 911 when an EPI Pen has been used.

***Lost and found articles are kept up to 2 weeks. Items not claimed after 2 weeks may be disposed of. Drivers may keep found items on the bus. Please put names on all articles.***