

# Hoover City Schools Transportation Department

Dear Parent(s):

The State provides funding to School Districts based on eligible students that ride the bus. **Eligible students** are defined as those students residing in the district, two or more miles from the school they attend.

In order to meet the conditions outlined by the state and provide safe, prompt movement of all students, the district has adopted standard regulations and procedures, and has provided restrictive measures for violations of procedures or rules. They are herein outlined for your information and for guidance of your child. You may assist in doing so by reading the student code of conduct. We ask for your cooperation with school personnel in developing proper behavior patterns for those students who ride buses.

Riding a school bus is a privilege provided by the school district and should be treated as such. If your child is **NOT** registered to ride they will not be allowed to ride **UNTIL** registered.

Thank you,  
Jeremy Bradford  
Director of Transportation



## Conduct on the Bus:

1. Follow the driver's instruction(s) at **ALL** times.
2. Remain in your assigned seat at all times.
3. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
4. Normal conversation is permitted. Any loud noises that may distract the driver and create an unsafe condition will not be tolerated.
5. Scuffling, fighting and the use of profane or vulgar language and gestures are forbidden.
6. Do not throw objects inside or out of the bus.
7. Do not litter, mark, cut or scratch any part of the bus. The student(s) responsible for damages will not ride the bus until the school district has been compensated for those damages.
8. Pupils should only use the emergency and exit door controls during supervised drills or actual extreme emergencies.
9. Students shall never attempt to operate the passenger door or other controls except in case of extreme emergencies.
10. Students shall face forward for the duration of the trip and shall keep their feet in front of them and out of the bus aisle.

### Getting off the Bus:

1. Stay seated until the bus is completely stopped at your designated stop and the door has been opened.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. Stay out of the bus "Danger Zone".
5. If an article drops or rolls near or under the bus, **do not go after it!** Go to the bus door and alert the driver and ask the driver for help.
6. When crossing in front of the bus, wait on the bus driver's instructions.

### Designated Stop:

- Students will be picked up and dropped off only at their designated bus stop. Only **one location** for pick up and drop off will be allowed. Any request for change must be made at the transportation office.
- Allow up to **48 hours** for the change to take effect. Multiple changes confuse the children and staff.

### Crossing the Street or Highway:

1. All students living on the left side of the roadway shall exit the bus and move to a point 15 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. **Never** cross the road behind the bus.
4. **Caution!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.
5. Obey all traffic signals and signs on your way to and from the bus stop.

### Prohibited Items:

1. Tobacco or tobacco products, matches, cigarette lighters or electronic cigarettes
2. Glass containers, golf clubs, skateboards, ropes, chains, weapons, explosive devices or aerosol and spray containers
3. Alcoholic beverages, drugs or chemicals
4. All items, including band instruments, must be kept on the student's lap or within **their** seating compartment and may not deny another student a seat, block the aisle or an emergency exit.
5. Food, chewing gum and drinks (other than clear plastic bottled water)
6. All items listed in the student handbook for their school of attendance.

### Accidents or Emergencies:

1. Follow the driver's instructions.
2. No student or employee is allowed to leave the site unless released by the coordinator of transportation or designated school official after the investigation is completed.
3. The following procedures will be used for evacuation in an emergency situation:
  - Leave the bus in a single file line as quickly and quietly as possible.
  - Evacuation will start with the seat nearest the front door unless otherwise instructed. Students will need to regroup at least 100 feet away from the bus.
  - Students will not be released to parents/guardians at the scene of an accident site or in the event of a mechanical breakdown. Arrangements will be made by the transportation office to continue the route with a relief bus or return the students to the school for release to the parents through the main office.

### **Extra-curricular Trips:**

1. Bus riders' rules apply to school sponsored events.
2. Violation of the Code of Student Conduct will result in disciplinary consequences and possible removal from riding the bus for a period of time or permanently.
3. The bus must be returned clean when returning from the trip.

### **SCHOOL BUS DISCIPLINE**

Riding the bus is a privilege. Video cameras may be used in district vehicles to promote compliance with the rules of conduct. Videotapes or portions of videotapes may be protected student records.

Any means of bus transportation will be treated as an extension of the classroom. Students are expected to assist the district in ensuring that buses remain in good condition and transportation is provided safely.

### **General Safety Rules:**

1. Obey the instructions of the bus driver. At no time will a student act toward, or address comments to, a bus driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Get on and off the bus at your designated stop **ONLY**.
3. All students must ride only their assigned bus.
4. Do not ask to ride home on another bus with a friend.
5. It is the responsibility of the PARENT to provide transportation to school if a child misses or is suspended from the bus.

### **Procedures for Waiting for the Bus:**

1. Be at your bus stop **five (5) minutes** before scheduled pickup time. The driver **will not wait** or honk the horn for individuals or daycares.
  2. Stand on the sidewalk or back from the roadway in a safe place while waiting for the bus. Be in plain sight of the approaching bus driver and other traffic. Be watchful and do not play around.
  3. Before the bus approaches, form a line and be prepared to load immediately. Be at least ten feet back from the bus stop.
  4. Stand still and clear of the bus. Move toward the bus only after the bus has stopped and has opened the door and/or the driver signals you to load.
  5. Parents should instruct their children on what procedures to follow if the bus is missed.
- \*Student may **not** catch the bus at another stop\*

### **Loading the Bus:**

1. Do not push or shove.
2. Stay out of the bus "Danger Zone" (10 ft. on the side, 10 ft. in front and **never behind**). Wait until the door opens or the driver gives the signal before approaching the bus.
3. Use the handrails and steps. One step at a time.
4. Go directly to your assigned seat. The bus will not move until all students are seated. Delays affect traffic and schedules.
5. The driver **will** assign students' seats.

## Student Transport Policies/Procedures Highlights

- Students are assigned to a particular school bus by the appropriate transportation personnel.
- Students are not permitted to ride any bus other than their regularly assigned bus.
- Students found to be riding the bus without authorization are in defiance of authority and will be disciplined accordingly.
- There will be no transportation provided for students wishing to go to another address other than their assigned bus stop.

Transportation department personnel may be reached at (205) 439-1120.

