

What happens in an emergency situation?

Each school year students receive instructions on emergency evacuation procedures. The bus driver reviews the emergency evacuation procedures on the first day of school, and then on a monthly basis.

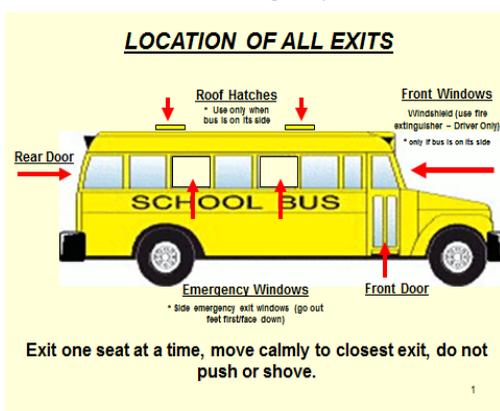
In a true emergency, students will be evacuated from the bus only when they are in more danger on the bus than they would be outside the bus.

Evacuation Procedures

- Students should leave all personal items on the bus.
- Students should unload one seat at a time, move calmly to closest exit, and refrain from pushing and shoving.
- If possible, students are to exit through the front and rear doors simultaneously. For the safety of all students/passengers, it is recommended that all grade levels sit down to exit at the rear door of the bus in an emergency.
- **Helper #1:** Will open front door, lead students/passengers away from the side of the bus, at least 3 bus lengths at a 45-degree angle, 100 feet away from the bus.
- **Helper #2:** Will open the emergency door, sit down, scoot out to exit and hold door open.
- **Helper #3 and #4:** Will sit down, scoot out to exit and stand next to the rear door to give assistance/balance to others as they exit the bus.
- **Helper #5:** Will lead students/passengers 3 bus lengths away from the rear door of the bus (45 degree angle, 100 feet away)
- If students cannot exit through the rear door, everyone should exit through the front door of the bus.
- If students cannot exit through the front bus door, everyone should exit through the rear door or available exits.
- After evacuating the bus, students should move 100 feet away and stay together until permission is given by a police officer or someone from Gwinnett County Public Schools to leave the area.

Additional Emergency Exits:

Roof hatches and emergency exit windows.



STUDENT BEHAVIOR MANAGEMENT

Drivers will use the behavior interventions listed in the following sequence:

PREVENTION

- **Mandatory Seat Assignment**
The assignment of seats at the beginning of the school year is a preventive step and considered the first step in the Student Behavior Management process.
- **Reading of School Bus Rules**
GCPS bus rules will be read the first week of school and once a month thereafter.
- **Verbal Reminder**
The driver will remind the student of the bus rule not being followed.

INTERVENTION

- **Driver speaks individually with student**
The driver will speak individually to the student regarding the inappropriate or unsafe behavior.
- **Reassign the student's bus seat**
The student will be assigned to a different seat.
- **Communication with Parent/Guardian**
Bus Manager attempts to notify parent/guardian by phone or with a written notice.

CONSEQUENCE

- **Bus Discipline Form submitted to School Administrator**
If a behavior escalates beyond a driver's control or a major offense occurs, the driver will complete a Bus Discipline Form and submit it to the school administrator for further action.

Please remember that riding the school bus is a privilege. If prevention and intervention methods fail, consequences may be assigned at the discretion of the School Administrator in conjunction with GCPS Student Behavior Code Policy.

HOW PARENTS/GUARDIANS CAN HELP

- Have your children keep belongings in their backpack so items don't drop out, and trim backpack straps that are too long to keep from catching.
- Keep the student's bus tag on their backpack the entire school year.
- Make sure your children leave home for the bus on time so they arrive before the bus. Running to the bus stop can be dangerous.
- Walk a young child to the bus stop and send older children in groups. Adult supervision at bus stops is strongly encouraged.
- It is the parent's responsibility to supervise the safety of their children while walking to, from, and waiting at the bus stop.
- Don't let your children play running games or push/shove at the bus stop. Insist that they stand well away from the road.
- Remind children to respect your neighbor's property at the bus stop.



PARENT GUIDE FOR STUDENT TRANSPORTATION



Gwinnett County
Public Schools

Transportation Department

(770) 338-4800

(678) 226-7061 para Español



Gwinnett County Public Schools Transportation Welcomes you!

School buses are designed to provide the safest way for your child to travel to and from school. Statistics prove that children who ride a school bus are much safer than those who are driven by car. In Gwinnett County, we believe the bus is an extension of the classroom and the same basic rules apply. Students who ride the bus in the afternoon are not “officially” released from school until they exit the school bus. Keep in mind the school bus typically has twice the number of students than the average classroom. In the bus "classroom," the adult has his/her back to the students and the classroom is moving 35 mph on congested streets. In Georgia, school bus transportation is a privilege. There is no requirement for a school district to provide transportation to regular education students. Consequently, if a student disregards the safety guidelines, they could lose this privilege. Our department is designed to provide a service to the community. Through school system policies and disciplinary support services, we can work with parents and students in resolving issues in an attempt to limit the loss of any transportation privileges.

Did you ever wonder what qualifications a GCPS bus driver needs in order to drive a bus?

Bus drivers are required to have a Georgia commercial driver’s license as well as undergo a comprehensive training program that includes driving skills, student management, dispatch radio communications, first aid and CPR. They are also required to pass a pre-employment physical, drug and alcohol screening, and criminal background check. All drivers are also subject to random drug and alcohol screenings mandated by the FMCSA (Federal Motor Carrier Safety Administration). To maintain skills, all bus drivers are required to participate in staff development training and safety workshops throughout the school year.

Who takes care of all those buses?

All school buses are inspected daily by the driver and monthly by GCPS Fleet Maintenance personnel. In addition, the Georgia Department of Motor Vehicle Safety inspects each vehicle annually to certify that all safety regulations and laws relating to pupil transportation in Georgia are met.



How are bus routes and stops determined?

Student safety is the primary factor in determining bus stop locations. This measure takes precedence over all other routing criteria.

School buses can travel on streets that are a minimum of three-tenths (.3) of a mile and that provide a safe turnaround area. Bus stops are designed so that no student walks more than three-tenths (.3) of a mile

Curbside pick-up and drop-off will be provided to students who reside on high speed roadways (40+ mph) throughout the county. Students are not permitted to cross multi-lane roads.

With the development of many new subdivisions, bus stop locations cannot be provided within the subdivision until roads are clear of construction and a school bus can safely travel the streets and make necessary turns. Temporary bus stops are set at the entrances of new subdivisions to accommodate these students.

Our drivers are not permitted to change or alter bus stop locations. Stops are determined through our Routing Department with the assistance of the supervisor who oversees the zone. If you have a question regarding the safety of a stop, please report your concern immediately to your Transportation Supervisor. Go to GCPS website -

www.gcpsk12.org

Supervisor information is listed by school under Transportation Department, *Contact Numbers*.

In most circumstances, pick-up and drop-off will not be done as the bus travels into a subdivision, but instead as the bus is exiting the subdivision.

The driver is always concerned about the safety of your child and will return your child to school if they appear fearful or unsure of exiting the bus for their stop.

Information for school bus routes and stops is available through your local school and parent portal.



SCHOOL BUS SAFETY RULES

1. Students will follow directions of the driver.
2. Students must be at their assigned bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after: the bus has stopped; they have looked at the driver for a hand signal, and they have looked in both directions for traffic - left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to their assigned seat when entering the bus; keeping the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Only in the event of an emergency, as determined by the principal or their representative, will a student be allowed to ride a different bus. Notification of this emergency must be sent to the school in a written note signed by the parent/guardian. The school administrator may provide a bus pass granting permission.
15. Students will help keep their bus clean and in good, safe condition.
16. Students are allowed to “Bring Your Own Device” (BYOD), but shall be prohibited from using such device during the operation of a school bus in a manner that interferes with the communication equipment or the bus manager’s operation of the school bus. The bus manager may allow wearing of headphones with an audio system on a case-by-case basis as long as it is in accordance with local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver’s operation of the school bus.