

**ENTERPRISE CITY SCHOOLS
TRANSPORTATION DEPARTMENT
BUS RIDING INFORMATION**

Dear Parents and Students,

The Enterprise City School System takes great pride in the safe transportation of our students. Below is a condensed guide to discuss with your child the basic rules that will help us to ensure safe transportation on the school bus. A space is provided for your signature as well as your child's signature. Please read and **discuss these rules with your child** and have them sign and return this information sheet to their bus driver within two (2) days of receipt.

1. **Students must be waiting at their assigned bus stop.** Students should arrive no less than five (5) minutes before the normal scheduled bus arrival time at the stop.
2. **All students have assigned buses, schools and bus stops.** If the need arises for students to temporarily get on or off at a different stop or ride a different bus, **the student must bring a note signed by the parent** to a school administrator for approval. The student will then give the signed and approved note to the bus driver. This must be done to keep track of all students riding buses in case of an emergency. **Drivers are instructed to not let students ride, or change their normal bus stop routine, without the written approved authorization from a school administrator.**
3. **All students will remain seated until the bus has come to a complete stop.** Drivers are trained to check for safe crossing prior to letting riders depart the bus. When it is safe, the driver will open the door and allow riders to exit.
4. **Do not eat or drink on the bus.** Ants and bugs will find anything that is left on the bus. Gum, candy, soft drinks and food spilled or left on the bus will attract insects. However, we will allow students to bring water on the bus.
5. **No loud talking, yelling or loud laughing on the bus.** Normal activity is allowed at the discretion of the driver.
6. **Students will sit properly in the seats.** Students will face forward with feet and legs not extending into or crossing the center aisle. We understand that some riders are taller than others and the driver will take this into consideration when assigning seats.
7. **Profanity (verbal or gesturing) will not be tolerated.** Older riders on the bus are requested to mentor younger riders to maintain an orderly and safe ride on the school bus.
8. **Do not throw objects from bus windows at any time.** This includes litter, book bags, and notes to those outside of the bus. The driver may limit the full opening of specific windows as necessary for safety reasons.
9. **Damage to the bus.** Intentional defacing, graffiti or cuts/holes in the seats will be dealt with by the School Principal and the Transportation Supervisor. Students caught damaging school property will be held liable for the cost of repairing the damage. They will not be allowed to ride until restitution has been made. Students must stay in their assigned seats to avoid having their seats damaged by others.
10. **Cell/camera phones, MP3, iPod, CD players (with ear phones only), and electronic games are allowed on the bus as long as they do not cause a distraction or disturbance. Cell phone use on the bus is limited to emergencies only.** Any of the above items that cause distractions or disturbances on the bus will be taken by the driver and given to the school principal. All of the above items are to be placed inside the student's book bag before exiting the bus at school.

11. **Hats, caps, and dew-rags will not be worn on the bus.** Cold weather caps will be permitted.
12. **All riders will fill out personal data cards.** These cards will be used to contact parents/guardians in case of an emergency or sickness of riders.
13. **Afternoon inclement weather schedule.** In the event of an afternoon /PM "inclement weather schedule" (due to heavy rain or thunderstorms), drivers will attempt to get students as close to their residence as possible. Some students may have to stay on the bus until bad weather subsides. Call the Service Center or the school for status of riders when necessary.

Students: If you have a problem or need to discuss something with the driver, please do so when the bus is safely stopped (only during loading and unloading).

Parents: All bus discipline actions are taken by the school principal. Please ask the driver to call you or the Transportation office as it is not always convenient to discuss concerns at the bus stop due to route time restraints. Alabama Code, Section 13A does not allow unauthorized entry on to a school bus by any person (see **red sticker** by bus door). You may also call the Enterprise City Schools Transportation Supervisor at the Service Center (347-6867) with any questions or concerns.

Please sign below to acknowledge you have read and understand the bus riding rules:

Print Student Name/Grade/School _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Bus # _____

Driver's Name _____

Please fill out the contact information below:

| Student Info. | Bus Number: | Bus Stop: |
|---|---------------------|--------------|
| Name: _____ | Age: _____ | Grade: _____ |
| School: _____ | Parent Name: _____ | |
| Address: _____ | Telephone: _____ | |
| Emergency Contact: _____ | Phone Number: _____ | |
| Please list any health concerns: _____ | | |
| _____ | | |