

SCHOOL BUS SAFETY BOOKLET

SCHOOL BUS SAFETY

2024 - 2025 SCHOOL YEAR

The Colts Neck School District has an enviable record of not having a fatality or a major injury on or near a school bus. This record is attributed to competent, dedicated drivers and cooperation of pupils and parents. Safety on a school bus is not the sole responsibility of the bus driver. It is a matter of teamwork that requires the constant support of the administration, the pupil and the parent.

To maintain this record and to have a safe, orderly and efficient transportation system, the Board of Education has established rules and regulations that require cooperation and support.

REGULATIONS

1. Bus routes and stops are assigned. Students are to board and be discharged from the bus at these designated stops.
2. Students are not permitted to ride other buses unless specifically authorized by their principal.
3. Relatives or persons visiting students at home are not permitted to ride school buses
4. No musical instruments or object that is too large to fit in the seat with the student is permitted on the bus.
5. Students are not permitted to bring radios on the bus.
6. No animals are permitted on the bus.
7. No chewing gum or eating on the bus, some children have food allergies, and this could be hazardous to another child.
8. Students shall be assigned a seat and they must be in their seat prior to the bus moving.
9. No standees permitted.
10. Students **MUST** wear seatbelts.
11. Students are not permitted to move around on the bus while the bus is in motion.

PARENT RESPONSIBILITY

Parents should read over the list of transportation regulations with their child. At the same time, the importance of observing these regulations should be stressed to the pupil not only for his own safety but to protect the lives of all students riding the school bus.

Parents can help the driver maintain his/her schedule by making sure their children are at the bus stop on time. The Board of Education recommends that a student be at his/her bus stop 10 minutes prior and after the pick-up time. Children arriving late to a bus stop could increase the bus time up to one-half hour beyond its normal schedule. Bus schedules are planned with sufficient time for pupil loading at each stop but no time has been allocated for tardy pupils.

The bus driver is not permitted to make changes to an existing bus stop or add a new bus stop. Bus stop changes must be authorized by the Transportation Coordinator or Business Administrator.

Be sure you thoroughly understand and obey all traffic laws, rules and regulations pertaining to school buses. Encourage safety habits among friends and neighbors.

Assume responsibility in training your child to cooperate with school officials.

Insist on habit of punctuality and correct behavior in waiting for and riding the school bus. Accompany very young pupils to the bus stop each morning and meet the bus in the afternoon for the purpose of supervising conduct and early training in safety practices. Please submit signed documentation to the driver if you allow your child to walk home alone from the bus stop. Children will not be released to anyone who is not on the emergency contact list. If you need anyone other than your emergency contacts to retrieve your child, please contact the transportation office, and we will notify the driver.

Cooperate with school officials in discharging discipline requirements in support of the schools' safety program. The parents' attitudes in these cases are very important, since it must be recognized that discipline is primarily a parental obligation. Failure to discharge disciplinary responsibilities toward the schools' safety program seriously handicaps the entire school administration and places the student in a frame of mind conducive to accidents.

Consider the driver as a member of the school system and entitled to the respect and courtesy due all school personnel.

SCHOOL BUS SAFETY ALERT

Certain types of children's clothing can create a hazard as your child gets off the school bus. Especially dangerous are:

- Long, dangling draw strings on jackets or sweatshirts
- Long backpack straps
- Long scarves or other loose clothing

Please take the time to check your children's clothing to make sure it is safe.

Also, please talk with your child about the following safety rules:

- Keep away from the Danger Zones around the bus (10-12 feet from the back or either side and up to 18 feet from the front).
- If the student drops something near the bus, DO NOT go back to pick it up, the driver may not see you. If possible, alert the driver that something has fallen under the bus and wait until the bus has pulled away before retrieving the item.
- Remember that other motorists don't always stop for a stopped school bus, use extreme caution whenever getting on or off the bus.

- When crossing the street, ALWAYS cross in front of the bus. The student should walk 10-12 feet to the front of the bus and wait for the driver's signal that it's clear to cross.

PUPIL RESPONSIBILITY

Previous to Loading:

Be on time at your designated bus stop. The bus must keep to its schedule to insure the safety of other pupils.

Never stand in the roadway while waiting for the bus.

Be careful approaching bus stops while enroute from your home.

Bus riders shall conduct themselves in a safe manner while waiting for the bus.

Avoid crowding and pushing while getting on and off the bus.

Do not move toward the bus at the loading zone until the bus has come to a complete stop.

Never enter or leave the bus while it is in motion.

Do not destroy or damage surrounding property while waiting for the bus. Bus stops may be discontinued for such action.

While on the Bus:

Upon boarding the bus, go immediately to your assigned seat and buckle your seatbelt. Remain in your seat until the bus reaches your destination.

Keep your head, arms and other parts of the body inside the bus at all times.

Assist in keeping the bus safe and clean at all times.

Obeys the driver promptly and cheerfully. He/she has a large responsibility and pupils must help the driver with his/her job.

Fighting, screaming, loud talk, laughter or undue confusion tends to divert the driver's attention. Remember your life depends on the driver's ability to keep their eyes on the road.

Refrain from conversation with the driver while the bus is in motion. Classroom conduct is expected for conversation in normal tones.

Bus riders are not permitted to leave their seats while the bus is in motion.

Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.

Remember the bus and its equipment serves a purpose. Tampering with any part may result in serious injury to yourself or others.

Any damage to the bus should be reported immediately to the driver.

In a case of a road emergency, remain in your seat until instructions are given by your driver.

Leave no books, lunches, or other articles on the bus.

The aisles must be kept clear of all books, backpacks, packages, coats and all other objects. Your life may depend on a clear passage to the emergency door.

Be sure to pay close attention to the driver's instructions during the Bus Evacuation Drill. Learn how to get off the bus quickly in case of an emergency. Bus Evacuation Drills are performed twice each school year.

Always enter and exit the bus through the front door. The rear door is for emergency use only.

Be courteous and responsible passengers at all times. Help look after the comfort of small children.

Do not open or close windows without permission from the driver.

Never throw articles out the bus windows.

Be absolutely quite when approaching a railroad crossing. The driver must STOP, LOOK and LISTEN at the crossing.

Smoking is prohibited on the school bus and school property.

Seat Belt Use - Rules

1. Fasten your seatbelt immediately upon taking your seat.
2. Never swing loose ends of the seatbelt.
3. Keep fingers away from the parts that click together.
4. Do not unfasten your seatbelt before the bus has come to a complete stop and you are ready to stand up to get off.
5. When leaving the bus, lay both ends of the belt flat against the seat.
6. Never put any objects other than the "tongue" of the belt in the slot on the buckle.

After Leaving the Bus

When leaving the bus, proceed 10-12 feet away from the bus. If you must cross the street, move 10-12 feet to the front of the bus, look up at the driver and wait for the driver's signal that it is safe to cross the street. Take extra caution on bad weather days.

Walk quickly away from the bus, don't loiter, you may be holding up traffic.

If you drop something near the bus, do not try to pick it up. If possible, alert the driver that something has fallen near or under the bus. Wait for the bus to move away before trying to retrieve the item.

Misbehavior on the Bus

Should students behave on the bus in a way that is a threat to the safety of one or all, the bus driver will give the students causing the disturbance a bus discipline report.

The Principal will interview the offenders and other witnesses, as necessary, to obtain a comprehensive picture of events that occurred. The first bus discipline report will cause the student to be verbally reprimanded and advised that a second report will result in a three day suspension from the school bus. Additional discipline reports will be handled as follows:

3rd Discipline Report One week suspension

4th Discipline Report Two week suspension

5th Discipline Report Indefinite suspension

If the students become disorderly on the bus, the bus will pull to the side of the road. The driver will wait there until the students become orderly.

If disorder continues, the bus driver will stay to the side, radio the Transportation Office or the Bus Garage, which in turn calls the school principal who will come to the bus at the site where it is waiting and who will restore order, or depending on the location of the bus when a disruption occurs, the bus may be returned to the school until order is restored.

Regulations also apply to the late buses.

The Parent/Guardian should read over the Safety Booklet to ensure their knowledge and understanding of the Colts Neck Township School District bus rules and regulations in order for their child(ren) to use the bus.

BUS TRANSPORTATION CONTRACT

TO: Parent/Guardian of Bus Pupil

Child's Name

I have read the Colts Neck Bus Safety booklet.

I understand the contents of the Bus Safety booklet.

I will talk to my child(ren) about the rules and regulations outlined in the booklet.

I will stress bus safety and proper bus behavior to the children.

I understand that the privilege of using the school bus depends upon my child's behavior and that I am responsible for his/her behavior on the bus.

Parent/Guardian

Date

Please print a copy of the contract, sign and date, and return to the bus driver during the first week of the school year.