Washburn Elementary Bus Expectations

In Collaboration with the Lakeshore Bus Company

School Bus Safety

It is essential for students to demonstrate safe behavior while riding the bus, whether before or after school, for field trips, or for extracurricular activities. To ensure the health, safety, wellbeing, and property of all who ride the bus, the following rules and regulations must be followed. Please review this document with your child, complete the signature page, and return it school.

Behavioral Expectations on the Bus

Please abide by the following expectations:

- Leave home early enough to arrive at your bus stop on time
- Wait for your bus in a safe place, well off the roadway
- Keep away from the bus until it has come to a full stop (when waiting for the bus at school, stay behind the yellow line until the bus has come to a full stop)
- Enter the bus in an orderly manner; use the handrails and watch your step
- Take your seat immediately and remain seated while the bus is in motion
- Keep the aisles clear both when the bus is moving and when the bus is stopped
- When unloading, walk 10 feet in front of the bus and wait for the driver's signal to cross
- Upon a hand signal from the driver, look in both directions and WALK across the road
- Behave in an orderly and considerate manner at all times
- Listen to the bus driver and follow their directions
- Respect the rights of others

The following behaviors are <u>not</u> allowed and may result in disciplinary measures (see Bus Guidelines and Consequences):

- Extending arms and head or throwing objects out the window
- Fighting, pushing, shoving, or horseplay
- Throwing or shooting objects of any kind
- Profanity, name-calling, harassment, or bullying
- Lighting of matches, smoking, vaping, or spitting
- Stealing, destroying property, or vandalism
- Talking to or distracting the bus driver while the bus is in motion
- Opening or using the emergency exit unless directed to do so by the bus driver or authorized supervisor
- Any other behaviors which endanger the health, safety, and property of others

Bus Guidelines and Consequences

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining a safe environment on the bus. Therefore, the driver will report behavior infractions to the building principal using a Bus Report Form.

Minor Infractions	Consequences for Minor Infractions
Failure to follow the driver's instructions Hitting, pushing, tripping Profanity Making loud/distracting noises Spitting Obstructing aisles Eating/drinking on the bus Littering Standing	1. First Offense: The bus driver will complete a bus report and submit it to the school. The school will meet with the student and inform the student's guardian. 2. Second Offense: The bus driver will complete a bus report and submit it to the school. The school will meet with the student and inform the student's guardian. 3. Third Offense: The bus driver will complete a bus report and submit it to the school. The school will meet with the student and inform the student's guardian. A third offense may result in a 1-day bus suspension. The school administration shall decide whether the suspension is an appropriate sanction. 4. Fourth Offense: Same as above but student's bus riding privilege may be suspended for two days. 5. Fifth Offense: Same as above but student's bus riding privilege may be suspended for three days. 6. Infraction After the Fifth Offense: Same as above but student's bus riding privilege may be suspended for five days. Infractions after the fifth offense may also result in revocation, in which the student's bus riding privilege is revoked for the rest of the school year.

Major Infractions	Consequences for Major Infractions
Repeated failure to obey bus driver's instructions Fighting Throwing/propelling objects Hanging out the window Water gun/bottles/balloons Vandalism* Vaping* Possession/use of tobacco* Possession/use of alcohol and other drugs* Possession of a weapon*	1. First Offense: The bus driver will complete a bus report and submit it to the school. The school will meet with the student and inform the student's guardian. The first major offense may result in a 3-day bus suspension. The school administration shall decide whether the suspension is an appropriate sanction. 2. Second Offense: Same as above but student's bus riding privilege may be suspended for ten days. Infractions after the first major offense may also result in revocation, in which the student's bus riding privilege is revoked for the rest of the school year. 3. Third/After Third Offense: Same as above but student's bus riding privilege may be suspended for thirty days. Infractions after the first major offense may also result in revocation, in which the student's bus riding privilege is revoked for the rest of the school year.

*If the infraction is a violation of the law, the proper authorities will be notified. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon.

The above lists are not all-inclusive. A student's bus riding privilege may be suspended or revoked for misconduct that endangers the property, health, or safety of others, even though such conduct is not expressly identified in the above list.

The categorization of infractions as MINOR or MAJOR is at the discretion of the school administration. The above list is only a guide. The administration may determine to sanction any of the items that are listed as minor or major, and vice versa, depending upon the circumstances of a student's misconduct.

Bus suspensions are <u>not</u> school suspensions.

Bus Pass Procedure

1. Students will not be let on to a different bus or off at a different stop without a note.
2. Students must bring a signed and dated request from their guardian to ride another bus or get off at another stop
3. Students must bring the note to the Elementary office to receive an official bus pass
4. Students will provide the bus driver with the official bus pass as they enter the bus

Emergency Evacuation Procedures

Listen carefully to the driver for instructions. Emergency evacuations may take place out the front exit or the rear exit. The steps for an emergency exit through the rear exit are as follows:

- Bus assistants will open the door on orders from the driver
- Bus assistants will leave first and will stand to either side of the door
- Students will move to the rear of the bus in single file
- Students should not jump from the bus
- Students should lean forward and the two bus assistants will support them out by the elbows
- Students will move to a safe distance from the bus (25 feet) on the same side of the road as the bus
- Students will wait quietly for instructions from the driver

Tornado Procedure

In the case of a Tornado WATCH, the buses will continue to operate as usual. Buses will not operate if there is a Tornado WARNING. If a school bus is caught in the open when a tornado is approaching, students should listen to their driver for the evacuation procedure:

- Students will be escorted to a nearby ditch or ravine and required to lay face down, hands over-head
- Students must be away from the bus so it cannot topple on them
- The driver will not permit students to enter an unsafe dwelling (such as a house trailer or their home without an adult present)
- The driver will let students out at home with a safe basement and an adult present

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Please sign below to indicate that you have read and agree to the Lakeshore Bus Company Expectations and have reviewed them with your child.

Student Name: _____ Grade: _____

Student Signature: _____

Guardian Signature: _____ Date: _____

SCHOOL BUS
STOP