

Remember

- Be at the bus stop 10 minutes before your pick-up time
- If you are in Pre-K Through 3rd Grade, you must have an adult outside to pick you up unless a note is brought to school.
- Always sit in your signed seat
- If you need help, talk to your bus driver!
- Most importantly, be safe but have fun!

Please don't hesitate to reach out to our
department

Phone: 207-561-9238

Cell Phone: 207-631-3632

Email: Transportation@rsu63.org

Web: RSU63.org/Transportation



**RSU 63 Transportation
Student Handbook
25-26**

TABLE OF CONTENTS

Welcome to the Bus	1
Understanding Transportation	2
Bus stop Etiquette	3
Leaving the Bus	4
School Bus rights	5
District Policy	6
Consequences Pt 1	7
Consequences Pt 2	8
Rules to follow	9

Rules to Follow



Sit in your signed seat

At the beginning of the school year, you will be assigned a seat. This will be your seat for the entirety of the school year. It may not be with your friends, but it will help the bus driver maintain a safe bus, as well as holding students accountable. Please make sure you keep your whole body within the seat and keep the aisle cleared in order to help our bus drivers.



Keep your voices to an inside voice

For your safety, please only use inside voices when speaking to the students around you. Do not scream across the bus, as it will distract the driver which is unsafe. Please use appropriate language while on the bus. This includes music, which is only allowed to be played through your headphones. Behavior that does not adhere to these rules, will result in your student being written up.



Keeping the Bus Clean

To assist our bus drivers, let's help keep the bus clean! No eating anything on the bus. If you find trash on the floor, throw it out! You may only drink water on the bus.

Bus Consequences, Part 2

Level II Consequences

1st Referral Suspension from bus - up to seven (7) days and parent conference; 2nd Referral Suspension from bus - ten (10) days and a parent conference; 3rd Referral Suspension from bus - twenty (20) days, possible removal and parent conference

*Students damaging school buses will be responsible for the damage. Failure to pay such damages/ restitution (or make arrangements to pay) within two weeks will result in the loss of bus privileges until damages are paid.

Level III Offenses

Possession, use or transfer of weapons. Profanity directed at staff. Impeding the operation of a school bus. Distribution, use or being under the influence of alcohol or controlled substance Threatening harm to a school employee. Possession /use of tobacco products, e-cigarettes or vaping devices.

Level III Consequences

Any referral - Minimum of (25) days suspension from the bus and possible removal for the remainder of school year, as well as a parent conference with applicable Administrators.



shutterstock.com - 222365087

Welcome to the School Bus

Welcome to RSU 63 Transportation. You are receiving this because your child will be riding a school vehicle for the 2025/ 2026 school year.

This booklet is a key to understanding the rules of riding the school bus and vans in order for us to have a safe and fun school year!



Understanding Transportation

The district reserves the right to modify student bus assignments, bus routes, and the pickup/drop off times. This regulation will be used to gain a consistent level of operation from one school to another within the district; to help ensure the safety of all students assigned to the various schools within the district; and to have a more accurate method for identifying the location of students during the times of school bus transportation.

All students of the district share in the responsibility to provide a safe, efficient, and wholesome atmosphere on District buses. Students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students shall cooperate fully with the bus drivers and the instructions and directives of the bus driver.



Bus Consequences, Part 1

Level I - Offenses

Refusing to follow driver directions. Getting on or off the bus at an unauthorized stop without permission. Standing or sitting improperly while the bus is moving. Riding the wrong bus without permission. Use of cellphones. General horseplay. Littering Delaying bus services by tardiness, loitering, etc.

Level I Consequences

- 1st Referral Warning and parent contact
- 2nd Referral parent contact and one (1/2) day bus suspension
- 3rd Referral Suspended from bus three (3) days and parent conference
- 4th Referral Suspended from bus up to five (5) days and parent conference

Level II Offenses

Profanity/Obscene Gestures. Throwing Objects Rude, discourteous behavior directed at staff. Inappropriate verbal or physical conduct other safety violations that may interfere with the safe operation of the school bus. Vandalism

See Next Page

District Policy

The district does not allow the use of physical force in the discipline of students, except in the following cases: purposes of self-defense; to quell a disturbance; to obtain possession of weapons or other dangerous objects; for the protection of property; or in preventing bodily harm to others in accordance with District student discipline Policy.

Bus drivers shall report in writing, on the approved forms, any infraction of the bus regulations to the Transportation Coordinator. Morning infractions are given to the Transportation Coordinator by the end of the school day; while afternoon infractions must be reported by noon the following work day. Disciplinary steps shall be taken by the Transportation Coordinator in accordance with these regulations.

If transportation is included in the child's IEP, a bus suspension must be treated as a suspension, unless the student is brought to school. If this applies to your child the Director of Special Services will be contacted in the appropriate amount of time. Parents may reach out to the Transportation office or the Special Services office with questions.



Bus Stop Etiquette

1. Arrive at the assigned bus stop ten (10) minutes before scheduled pick-up times. Parents are responsible for their child/children meeting the bus schedule and their safety to and from pick-up points. Parents/ Guardians are responsible for their child's conduct at the bus stop, both before and after school.
2. Students in grades Pre-K through 3rd Grade must have Parents/ Guardians at the bus stop, unless note is sent into the transportation
3. Students should stay at least 10 feet away from the roadway while waiting for the bus and at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
4. If a student is not going to be on the bus, he/she should let the driver know in advance. Parents may contact RSU 63 Transportation at 207-561-9238 or 207-631-3632 or transportation@rsu63.org.
5. Students will only be picked up at designated stops, unless arrangements were made prior.



Leaving the Bus

Leaving the bus is just as important as getting on the bus. Students should always walk and never run when leaving the bus. If you are crossing the road. Take 10 giant steps away from the bus. Watch for the driver to give you the thumbs up. This is very important, as the bus driver is making sure you are safe!

If you live on the side that the bus drops you off, please carefully get off the bus and move quickly, but safely away from the bus.

**Remember if you are in
Pre-K to 3rd Grade an adult
must be at the bus stop!**



School Bus Rights

SCHOOL BUS RIDERSHIP IS A PRIVILEGE, NOT A RIGHT.

Misconduct by bus passengers will result in having transportation privileges suspended. The district reserves the right to suspend disruptive students from bus transportation, and students who misbehave may be denied the privilege of riding the bus. When this occurs, parent(s) must make alternate arrangements to transport their children to school. Students may also be disciplined for poor conduct while riding the bus. Parents will be held liable for any damages or destruction of property that belongs to another student or any part of the bus.

SUSPENSION FROM THE BUS IS NOT AN EXCUSE FOR BEING ABSENT FROM SCHOOL

