



Student Busing Regulations

These rules and regulations are important guidelines for the operation of school buses in the Michigan City Area Schools. The privilege of having a school bus to ride to and from school is desired by many. Good behavior on the school bus is very important for the safety and well-being of all students on the bus.

Transportation Department
Telephone 879-0467

Student Safety

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Wait until the bus comes to a stop before attempting to get on or off.
3. Enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency or a drill.
4. No eating or smoking on the bus to and from school.
5. Cross the traveled roadway, if necessary, after leaving the bus in the following manner:
 - a. Make certain the bus is not moving.
 - b. On alighting, go to the front of the bus at least 8 to 10 feet or within sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, look both to the right and left and proceed across the highway in front of the bus (never cross roadway from the back of the bus).
 - d. Walk (do not run) in front of the bus when crossing the highway.
6. Keep hands and head inside bus at all times.
7. When possible, inform the driver when absence is expected from school.
8. Report to the driver at once any damage to the bus that is observed.
9. When known, report to the driver any lights that may be out.
10. Help keep bus clean, sanitary, and orderly.

Responsibility of Parents

The responsibilities of parents whose children are transported are:

1. Ascertain and insure that their children arrive at the bus stop on time in the morning.
2. Provide necessary protection of their children while going to and from the bus stops. Drivers may require students to assemble for pickups at a point established by the driver that is approximately one quarter mile from the residence of the student.
3. Cooperate with the school authorities for proper conduct of their children.
4. Make reasonable effort to understand and cooperate with those responsible for pupil transportation.
5. Realize that all students must be taken home to their regular stop at night. Exceptions may be made due to extenuating circumstances (sickness of parent, etc.). Excessive abuse of this can cause this privilege to be revoked. In all circumstances, written permission from the parent and also signed by the principal is required. There will be no discharge of students downtown before or after school.

Driver & Principal Responsibilities

The driver has the responsibility to maintain order and discipline on the bus. Whenever a problem occurs which is beyond his control, the driver will inform the school principal, in writing, of the circumstances involving violation of rules of conduct. When the principal's investigation has determined the guilt of the participants, the school principal or his representative will notify the parents either by telephone or by letter explaining what occurred and what conduct is expected in the future. If the problems continue after the first warning, the principal may exclude the pupil from his riding privileges for a period of up to five days and a parent conference with the school principal may be requested. Continued misbehavior may result in the principal recommending to the Board of School Trustees that bus riding privileges be withheld for a longer period of time.

Below is a copy of the BUS CONDUCT REPORT form which will be used.

MICHIGAN CITY AREA SCHOOLS
Michigan City, Indiana

BUS CONDUCT REPORT

Name of Student _____ Attends School _____
 Date of Misconduct _____ A.M. _____ P.M. _____

Names of other students involved, if any _____

The conduct of the above student is hereby reported as being below standards required by the Michigan City Area Schools for the safety and welfare of students riding the school bus. The major infractions have been checked below.

<input type="checkbox"/> Theft	<input type="checkbox"/> Fighting	<input type="checkbox"/> Will Not Stay in Seat	<input type="checkbox"/> Gambling
<input type="checkbox"/> Profanity	<input type="checkbox"/> Forgery	<input type="checkbox"/> Assault & Battery	<input type="checkbox"/> Extortion
<input type="checkbox"/> Noisy or Loud	<input type="checkbox"/> Using Emergency Door	<input type="checkbox"/> Smoking	<input type="checkbox"/> Possession of Weapons
<input type="checkbox"/> Throwing Things	<input type="checkbox"/> Lighting Matches	<input type="checkbox"/> Insolence	<input type="checkbox"/> _____
<input type="checkbox"/> Destruction of School Property	<input type="checkbox"/> Littering & Eating on Bus	<input type="checkbox"/> Obscene Gestures	<input type="checkbox"/> _____

Explanation _____

Signature of Driver _____ Bus No. _____

Principal's Investigation & Disciplinary Action Taken _____

Principal

Date _____

COLOR CODE
 White - School Principal - 1
 Yellow - Bus Driver - 2
 Pink - Transportation Office - 3

Form 763

BUS PASS 19__19__

NOT TRANSFERABLE

_____ Route No. _____
School

Student's Name

Student's Address

This pass may be recalled by the bus driver or school authorities at any time, for poor conduct while in the bus or while waiting for a school bus.
Pass Must Be Shown to Bus Driver or Supervisor Upon Entering Bus.

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