

MARTIN COUNTY WEST TRANSPORTATION RULES AND REGULATIONS

Safety is the primary concern in transporting students. Safety on school buses is a shared responsibility of students, parents, school staff, bus company and bus drivers. Parents/guardians should read and explain these rules to their children. We ask for your help by teaching your children the importance of bus safety.

Rules on the Bus

1. Immediately follow directions of the driver, do not delay loading/unloading procedures.
2. Always sit, face forward and do not move around.
3. Talk quietly, be courteous and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassing, intimidating or horseplay.
7. Do not throw any objects in or out of the bus or damage the bus.
8. No eating, drinking, matches, lighters or use of tobacco or electronic cigarettes.
9. At railroad tracks be absolutely silent.
- 10.No verbal and/or physical sexual harassment.

Breaking the Rules

1. Student will be verbally warned.
2. Student will be issued a written notice.
3. School Bus Incident Report will be issued and transportation denied. **NOTE: Dangerous or destructive offenses will result in the IMMEDIATE suspension of busing privileges with NO warning given.**

Rules at the Bus Stop

1. Students should get to their bus stop 5-10 minutes before the scheduled pick-up time.
2. Students should respect the property of others while waiting at their bus stop.
3. Students must stay away from the street when waiting for the bus. In the winter, they should never walk or play on the snow banks.
4. Students that must cross the street should always cross in front of the bus where the driver can see them. Students should wait for the drivers' signal before crossing the street
5. **REMINDER:** Parents/Guardians are responsible for the discipline of their students at the bus stop. It is **NOT** the responsibility of the bus company or the school district. Severe problems should be directed to the Police Dept.

Getting on the Bus

1. Stand several feet back from where the bus will stop.
2. Line up and wait your turn. Wait for the bus to stop before moving forward to board it. Pushing and shoving causes accidents.
3. Use the hand rail when boarding the bus and show the driver your pass.
4. Take a seat quickly; delays in getting seated may cause buses to be late.
5. Do not save seats for friends.
6. Move over so each student can be seated.

Riding the Bus

1. Items you cannot hold on your lap are not permitted due to safety.
2. Do not carry articles such as guns, fireworks, sharp instruments, electronic cigarettes, animals or any other objects of a dangerous or objectionable nature onto the bus.
3. Do not throw things on the bus or out the windows.
4. Immediately report to driver any bus damage.

5. Use the bus for transportation to and from school only.
6. In cases of emergency, follow the driver's instructions.
7. Drivers will pick up and drop off students only at designated bus stops.

Leaving the Bus

1. Don't get up until the bus stops.
2. Pushing and shoving will not be allowed.
3. **IMMEDIATELY** move away from the bus.
4. If you drop something, **DO NOT** pick it up. Wait until the bus leaves and ask an older person to get it.
5. If you have to cross the road, always cross in front of the bus.
6. If you do not have to cross the road, stay away from the side of the bus.
7. **ALWAYS REMEMBER-** if you can touch the side of the bus, then you are too close.

Change of Address

If you move during the school year, please visit your school's office to update your address and re-register for busing online.

Bus Assignments

For safety reasons, only students assigned to each route are permitted to ride the bus. We will only pick-up and drop-off students at assigned bus stops. Altering this negatively affects scheduled pick-up and drop-off times for those assigned to each bus route. Only one home per pupil can be designated for transportation purposes.

Consistency of routes is very important for safety. Therefore, students will **NOT** be allowed to ride with friends for any reason. Transportation will **NOT** be provided for students to attend parties, meetings, medical appointments, sports practice/events or going home with friends etc.

Route Timing

With each new school year, inconsistencies in route timings are often experienced. We appreciate your patience as drivers get familiar with their routes and students. The weather, traffic, construction, and students not riding can affect the timing.

Bus Stops

Bus stops are determined by need and location of bus riders and may change from year to year. Students must use the stop assigned to them. Bus drivers are **NOT** required to stop if there are no students waiting.

Eligibility

Students living one mile or more from school are eligible for transportation. The district will bus students in kindergarten through grade 6 to and from a child care facility if it meets the criteria listed below.

Day Care

Transportation can be provided to and/or from day care if the following circumstances exist:

1. The day care is in the attendance area of the school your child attends.
2. The day care address is more than one mile from school.
3. Only students in grades **K-6** will be eligible for day care Transportation.
4. Only one home per pupil can be designated for transportation purposes.

Requests for transportation from day care must be made **EVERY** school year by using the Day Care Transportation Form, available on the website, or at the elementary schools. Registration must be completed by the student's parent or guardian and not by the day care.

Inclement Weather

In the event of inclement weather, some route adjustments may be necessary. On mornings when schools are closed due to weather, every effort will be made to inform local radio and TV stations by 6 AM. If schools are dismissed early, radio and TV announcements will also keep you informed.

Medical Conditions

If your child has any medical conditions (i.e., subject to seizures, on daily medications, severe allergies) which may be a problem during the bus ride, please call the school office to request a medical form. This completed form will be carried on the bus(es) your child rides and used if a medical emergency occurs.

Discipline Procedures

If a student does not follow the rules on the bus, the driver will try to resolve the problem as explained in the “Rules on the Bus” section. If the driver cannot obtain cooperation from the student, a discipline report will be filed. Telephone conversations and/or written notification will be made to the student and parent/guardian concerning all incidents. A copy of the Incident Report will also be sent to the principal. Video cameras will be used as a tool for improved safety and student management.

Class I Offenses

Spitting, horseplay, excessive noise, eating/drinking without permission, littering, false identification or refusal to identify, riding unassigned bus or using unassigned stop, leaving seat/standing without permission, toy guns, liquid type containers in any form, riding or attempting to ride during a bus suspension, bullying, verbal abuse, harassment, profanity, obscene gestures, possession of unacceptable material, possession, or use of laser pointers and pens, inappropriate cell phone use,

disobedience to driver, other offenses as reported by driver or principal

Class I Consequences

1st Offense: Verbal warning
2nd Offense: 1-5 school day school bus suspension with written notice which must be signed and returned to driver
3rd Offense: 10 school day school bus suspension (reinstatement of bus privilege requires mandatory meeting with principal, parent, student and bus company)
4th Offense: Loss of all bus services for remainder of school year

Class II Offenses

Hanging out windows, throwing/shooting of any dangerous object, physical aggression against any person, profanity/threats directed at bus driver and/or para, possession/use of any controlled substance, vandalism to bus (Min. \$50 fine or restitution as determined by bus company. Fine/restitution must be paid prior to returning to bus service), holding on to or attempting to hold onto any portion of the exterior of the bus, unauthorized entering or exiting bus through emergency door/tampering with bus equipment, possession or threat of weapons/explosives/flammables, other offenses as reported by driver or principal

Class II Consequences

1st Offense: 5-15 school days suspension from riding bus or loss of all bus services (reinstatement of bus privilege requires mandatory meeting with principal, parent, student and bus company)
2nd Offense: Loss of all bus services for the remainder of the school year

Other Discipline

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school/bus stop misconduct.

PLEASE NOTE: Students in grades K-6 cannot be denied transportation until their parents/guardians have been notified of the violation. **Dangerous or destructive offenses will result in suspension of busing privileges. The length of the suspension will be determined by the degree of the offense.

Students damaging school buses will be responsible for the damages. Failure to pay such damages within two weeks will result in the loss of bus privileges until damages are paid to the bus company.

Video Cameras

School buses are equipped with video cameras to assist in the safe transportation of students.

Notice

Minnesota law states that transportation by a school is a **PRIVILEGE, NOT A RIGHT**, so protect your privilege with proper conduct at all times.

Parents/Guardians

School buses are to be used to transport students only; no parents/guardians will be allowed to ride.

Bus Passes

All students being transported on a regular bus **MUST** have a bus pass for their scheduled bus in their possession in order to ride the bus to & from school. **Students must register each school year for a new pass.** A fee of \$5.00 will be charged for **lost** passes payable to the bus operator. Late and new student registrations need to allow at least 5 business days for

processing. Students must receive their bus pass before accessing bus services.

Replacing Bus Pass

1. If your pass is damaged and no longer legible, take it to the office of the school you are attending to receive a new one.
2. If you lose your pass, please notify the bus company. You will be charged \$5.00 for a replacement pass.
3. Students without passes for their scheduled bus will be given 3 verbal warnings at which time they will be given a pink slip.
4. After 5 verbal warnings students will be issued an Incident Report, parents will be called & students will be denied transportation until payment is received for a new pass.

Questions/Concerns

Mavericks Bus Service – email:
Phone:

Martin County West Schools – email:
Phone: