Bus Procedures and Guidelines
Cass School District 63

Important Bus Information and Guidelines for Parents

- It is the responsibility of parents to get children safely to and from the bus stop, and it is the district's responsibility to get children safely from the bus stop to school.
- Pick up and drop off locations are neighborhood stops, and not likely to be immediately adjacent to or near a particular student's home.
- Bus stops can be found in your child's Skyward account under Transportation. Bus tags identifying eligible riders may be required.
- Students should be waiting for the bus several minutes before the designated stop time. Parents of children from preschool through 2nd grade or another responsible adult must be at the stop when your child is picked up or dropped off. Older siblings accompanying the younger child may allow for some exceptions.
- Students are not permitted to ride a bus other than the one assigned. Any exceptions must be approved in advance by the appropriate administrator or designee.
- When students are on the bus, they are under the supervision of the driver. Bus discipline issues can be handled by the driver but in the case of a referral, disciplinary matters will be investigated and handled by the appropriate administrator or designee.
- Parents will be financially responsible for any defacing or damage to a bus.
- Video and audio cameras may be active to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.
- Students who fail to follow the behavior requirements for students below will be subject to the appropriate disciplinary measures, which may include detentions, bus suspensions, school suspensions, and possible revocation of bus riding privileges
- Parents should contact Sunrise Transportation dispatch at 630-541-3414 should your child's bus be late, appears to have missed your stop, or if your child did not arrive home on the bus. Please contact transportation director Keith Monaco at kmonaco@cassd63.org should you have any questions about the routes or stops.

Important Bus Behavior Requirements for Students

- Buses are for eligible students. Riding without approval will result in disciplinary action.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Enter and exit the bus only when the bus is fully stopped.
- Choose a seat and remain seated immediately upon entering the bus. The driver cannot operate the bus without all students seated.
- All parts of the body and all objects must remain inside the bus at all times.
- Any behavior that may distract the driver from operating the bus safely is prohibited.
- Do not tamper, damage, or deface anything in or on the bus.
- Use emergency door only in an emergency. In the event of an emergency, the driver will provide instructions.
- Do not open windows without permission.
- Keep the bus neat and clean. Eating and drinking on the bus is not permitted.
- Athletic footwear equipped with cleats or spikes cannot be worn on the bus.
- Keep book bags, books, musical instruments, coats, and all body parts out of the aisles.