

# Evansville Community School District

To Bus Riders, Parents and Guardians:

The Evansville Community School District and Ringhand Transportation's first priority is to provide safe transportation for all eligible students. Transportation is a privilege and will be maintained for each student who exhibits the appropriate and necessary behavior. Observing these guidelines and rules will help keep all students safe on the bus and at the bus stop.

**PARENT RESPONSIBILITIES:** Parents are responsible for making sure their student understands and follows the rules set forth by the District and the Bus Company, as well as basic rules for safety and social interaction. Parents are expected to support disciplinary actions that are necessary to help the student change his/her behavior. Should suspension/expulsion of riding privileges become necessary, the parent will have the responsibility of seeing that the student is transported to and from school.

Parents are encouraged to share any relevant medical information regarding their student(s) with the Bus Company in a timely manner.

**BUS DRIVER RESPONSIBILITIES:** The primary responsibility of the bus driver is to safely transport students to and from school. The driver also has the responsibility of maintaining and monitoring discipline on the bus.

**STUDENT RESPONSIBILITIES:** Each student must be aware of, understand, and abide by the bus rules and procedures. Each student is responsible for his/her individual actions and behavior. School bus transportation may be denied if a student fails to conduct himself/herself in a safe and appropriate manner. Each student must display proper respect for the rights and comfort of others, and must be aware that misconduct causes driver distraction which is potentially hazardous to their safety.

**At the Bus Stop:** Students must walk and wait safely. Students should be at the bus stop FIVE MINUTES before the bus arrives. Students must remain at the bus stop until the bus arrives for transport to school. The house, yard, garage, trees, and fences near the bus stop are the property of others and must be respected.

**Bus Rider Safety:** Bus drivers will not tolerate behavior that distracts or interferes with their ability to drive safely. All passengers are entitled to receive safe transportation; bus drivers will not allow behavior that jeopardizes safe transportation.

Transportation to and from school is a privilege, which will be suspended or revoked if necessary.

## **Students Will:**

- 1) Be on time at the designated pick-up points.
- 2) Be careful in approaching bus stops. Walk on the left side toward oncoming traffic. If you cross the road, do so in front of the bus after checking with the driver for a hand signal to cross.
- 3) Bus riders shall board the bus at their school's loading zone unless permission is granted otherwise.
- 4) Be seated without disturbing or crowding other pupils. Bus driver retains the right to assign seats.
- 5) Riders shall remain seated unless exiting the bus. If you cross the road, do so in front of the bus, after checking with the bus driver for a hand signal to cross.
- 6) Riders are not to extend any part of their bodies out of windows or move about the bus at any time.
- 7) Riders are expected to obey the school bus driver promptly.
- 8) Help keep the bus clean, sanitary, and orderly—no littering.
- 9) Damage done to seats or other bus equipment must be paid by the rider or his/her parents/guardians.
- 10) The bus is considered an extension of the classroom. Therefore the same expectations and consequences for student behavior exist while riding a school bus.

- 11) The bus driver is in charge of the bus at all times, and retains the right to establish additional rules necessary to promote the health, welfare, and safety of the riders.
- 12) Students must have permission from parents/guardians to leave the bus at a spot other than the regular loading areas.
- 13) Student requests for ridership on the bus other than school designated bus transportation will be treated on an individual basis dependent on bus routes, seating availability, and driver's discretion. Written parent/guardian request is required using the Guest Rider Permission form.
- 14) Electronic or battery powered devices and cell phones may be used unless the driver indicates they are not being used appropriately.
- 15) Flash cameras may not be used at any time on any bus without drivers permission.
- 16) These rules apply for any trip that is sponsored by the school.

**Outside of the Bus:** Students will stay outside of the danger zone, around the bus, which is five (5) feet on all sides of the bus. Do not attempt to touch the bus. If a student needs to cross the street after getting off the bus, state law requires you to wait in the front right corner of the bus where the driver can see the student and the student can see the driver. The driver will signal the student to cross after all students are off the bus and the traffic is stopped. In the morning if the student gets to the stop after the bus is there and needs to cross, the student must wait for the driver's signal.

**Consequences:** See policies: #443.2 Form 1-First Violation, Warning; #443.2 Form 2-Second Violation, Suspension of School Bus Privileges; #443.2 Form 3-Third Violation, Suspension of School Bus Privileges; #443.2 Form 4A-Fourth Violation A, Suspension/Expulsion of School Bus Privileges; and #443.2 Form 4B-Fourth Violation B, Expulsion of School Bus Privileges.

**Guest Student Riders:** Students are to ride only on assigned buses; no passengers are allowed except those authorized to ride. Exceptions will be made in emergency situations or with 24 hour notice if the following conditions are met:

- 1) Space must be available on the bus. Some routes are full.
- 2) A Guest Permission To Ride A Bus form is completed or in emergency situations only, the information supplied over the phone to the student's school.

The form is available on the District website and one is included with the bus rules in the school handbooks for future use. Transportation may be approved only with a written permission slip from the parent/guardian. The student must take the parent/guardian permission slip to the School office the morning of the day before the change is requested. The school administrator or designee must approve the request for a guest rider. The student must return the approved Guest Permission To Ride A Bus form to the bus driver on the day it is approved by the school administrator or designee. Students without a signed bus permission slip will be denied a bus ride.

**Adults on Buses:** Drivers will **NOT** allow any unauthorized adults on a bus. If an unauthorized adult gets on board and will not step off the bus when directed, the driver will call for police assistance. Parents/guardians must obtain authorization to ride a bus from the building school administrator or designee 24 hour prior to riding the bus. The school administrator or designee will then notify the Bus Company of the authorization to ride the bus. If parents/guardians have discipline concerns regarding any other student on the bus; please call the School office or the Bus Company (882-6883) to make them aware of and resolve the issues. If this is not successful, please call the appropriate school administrator.

**PLEASE REVIEW POLICIES:** #411.2-Harassment on School Bus; #443.2-443.2 Form 4B-Student Conduct on School Buses, Rules, and Violations; #751-Student Transportation Services; #751.1-Procedures for Student Transportation Services; #751.2-School Bus Safety Program; #751.3-Use of Video Cameras On School Buses; #751.4-Co-and Extra-Curricular Transportation; and #751.5-Use of Private Vehicles on School Business or to Transport Students by visiting our website at: [www.evansville.k12.wi.us](http://www.evansville.k12.wi.us) under District Policies.

## GUEST PERMISSION TO RIDE A BUS

***This form needs to be completed and turned into the building principal 24 hours before the needed transportation.***

**Guest Rider:**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Parent(s) name: \_\_\_\_\_

Parent work telephone: \_\_\_\_\_

Emergency number: \_\_\_\_\_

Parent signature: \_\_\_\_\_

**Host Rider:**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Parent(s) name: \_\_\_\_\_

Parent work telephone: \_\_\_\_\_

Emergency number: \_\_\_\_\_

Parent signature: \_\_\_\_\_

**Date of Ride:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_

**Bus Approval:** (Circle one) YES NO

**Reason:** \_\_\_\_\_

***Accommodations will be made on the basis of space available and student safety.***