



Dear ECSD Bus Riders and Families,

The Evansville Community School District (ECSD) and Go Riteway Transportation Company's first priority is to provide safe transportation for all eligible students. We want each student's day to start and end on a positive note. Please read the following expectations to help keep all students safe on the bus and at the bus stop. We appreciate your partnership.

#### **FAMILY RESPONSIBILITIES:**

In order for routes to run smoothly, please make sure your student is at their assigned bus stop five minutes before pick-up time.

Families are also responsible for making sure their student understands and follows the expectations set forth by the District and the Bus Company. We also ask you to support disciplinary actions that may be necessary. Should suspension or expulsion of riding privileges become necessary, the family will be responsible for transporting their student to and from school.

Families are encouraged to share any relevant medical information regarding their student(s) with the District and 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 behavior on the bus. Drivers receive annual training before the start of each school year about safety practices and building positive relationships with students.

Bus drivers must be able to transport students safely. They will work with families and school administration to take disciplinary action in the case of behavior that distracts or interferes with their ability to drive safely. Transportation to and from school is a privilege, which can be suspended or revoked if necessary.

## **STUDENT RESPONSIBILITIES:**

Everyone plays a role in school climate and safety, including on the bus. This requires students to understand and follow the bus expectations and procedures in addition to respecting the rights and comfort of others. It is important to remember that misconduct may distract the driver, which is a potential safety hazard. Expectations apply to all transportation for school-related activities or events.

### **At the Bus Stop:**

Please arrive and wait safely for the bus. We ask you to arrive **five minutes** before the scheduled pick-up time. While at the bus stop, please respect the property of the neighbors. Remember to be careful in approaching bus stops. Walk on the left side of the road toward oncoming traffic. If you cross the road, wait for the driver's hand signal, and cross in front of the bus. Students must board the bus at their assigned stop or school loading zone unless permission is granted otherwise.

### **On the Bus - Students will:**

1. Find a seat without disturbing or crowding others. The bus driver may assign seats if necessary.
2. Remain seated at all times. Students should not extend any part of their bodies out of windows or move about the bus at any time.
3. Listen to and follow all directions from the bus driver.
4. Help keep the bus clean and orderly. Students will refrain from eating on the bus. Students and their families will be responsible for damage done to seats or other bus equipment.

Students may use electronic or battery-powered devices including cell phones per District policy unless the driver indicates they are not being used appropriately. The bus driver is in charge of the bus at all times, and retains the right to establish additional expectations to promote the health, welfare, and safety of the riders.

**Outside of the Bus:** Students should stay outside of the danger zone, which is ten (10) feet on all sides of the bus. Please do not touch the bus. If a student needs to cross the street after getting off the bus, state law requires waiting 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 has stopped.

**Guest Riders:** Students must ride their assigned bus. Guests may only ride on buses with prior approval from a principal provided there is space available. Families must submit the Guest Rider Permission form at least 24 hours before transportation is needed. This form is available on the District Website. Students should take the form to the school office for approval by the principal.

**Consequences:** The District will work closely with bus drivers and Go Riteway to ensure student safety on the bus. In the event students do not follow the established expectations, the following consequences will take place.

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|                  |                                                                                                                                              |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| First Violation  | Warning (verbal)                                                                                                                             |
| Second Violation | Written violation issued - School administration will review incident and make behavior plan                                                 |
| Third Violation  | Written violation issued - School administration will review incident and make behavior plan; Suspension of bus privileges may occur         |
| Fourth Violation | Written violation issued - School administration will review incident and behavior plan; Suspension or expulsion of bus privileges may occur |

**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. Families must obtain authorization to ride a bus from the school administrator or designee 24 hours prior to riding the bus. The school administrator or designee will then notify the bus company. I WANT TO REMOVE THIS. BY NO CIRCUMSTANCES WOULD WE ALLOW THIS ON ROUTE TRANSPORTATION UNLESS IT IS A FIELD TRIP. THEN WE WOULD WANT TO REWORD THIS.

**Questions or Concerns:** If you have questions or concerns, please contact the Evansville Go Riteway Terminal Office at (608) 882-1067.

We appreciate your partnership as we begin a new school year!

**Related School Board Policies:** #411.2-Prohibition of Harassment on School Bus; #443.2-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 District Owned or Private Vehicles to Transport Students or Non-Students for School Business by visiting our website at: [www.evansville.k12.wi.us](http://www.evansville.k12.wi.us) under [District Policies](#)