

ALEXANDRIA COMMUNITY SCHOOL CORPORATION STUDENT TRANSPORTATION HANDBOOK

Alexandria Community School Corporation

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STUDENT TRANSPORTATION HANDBOOK

This handbook for students and parents was developed to provide an outline of transportation policies and procedures as they apply to students riding school buses to and from school in the Alexandria Community School Corporation.

Student safety is the main emphasis of the transportation department. Safety is directly related to attitudes and practices. We hope to promote better attitudes and practices through a cooperative effort with students, parents, and school personnel.

Bus Drivers

Bus 2	Jim Humphrey	
Bus 3	Pam Pierce	
Bus 4	Terry Sizelove	
Bus 6	Dennis Key	
Bus 7	Tom Quinn	
Bus 9	Brad Sayre	
Bus 10	Jan Chaplin	
Bus 11	Chris Pierce	
Bus 19	Jeremy Lower	
Bus 13	Chuck Warner	
Bus 14	Barry Ellis	
Bus 25	Bob Swisher	
Bus 20	Jessica Rossiter	
Bus 23	Teresa Sayre	
Bus 44	Jackie Pastorious	

Policies Relating To Students Riding School Buses

The State of Indiana does not require schools to provide transportation for its students. The Alexandria Community School Corporation has chosen to provide school bus transportation for its students. **Since the service is not mandatory, riding the bus is a privilege and not a right.**

Student School Bus Conduct Guidelines

1. The Bus Driver is responsible for a just, fair, and impartial enforcement of all rules and regulations. Upon recommendation of the Bus Driver, school administrators may deny the privilege of riding the school bus to any student who refuses to conduct himself/herself appropriately.
2. Loading and unloading:
 - a. Be at your assigned bus stop on time to help keep the bus on schedule.
 - b. Stay away from the roadway until the bus comes to a complete stop and the Bus Driver indicates that it is safe to board.
 - c. Do not play on or near the road while waiting for the bus to arrive.
 - d. Look in both directions before crossing any roadway.
 - e. Always use the handrail when getting on and off the bus.
 - g. When you must cross the road to enter the bus, or after leaving the bus, always wait until the bus stops and then **cross in front of the bus**.
3. Each student must proceed immediately to the seat assigned by the Bus Driver. Do not leave your seat while the bus is in motion. Wait until the bus has come to a complete stop, before you leave your seat.
4. Remain in the bus in the event of a road emergency until the Bus Driver gives instructions.
5. Keep hands and head inside the bus at all times. The window may be lowered halfway only. Do not throw anything out of the bus window.
7. Remember that loud talking, laughing or unnecessary confusion diverts the Bus Driver's attention. Loud, boisterous, or profane language or indecent conduct shall not be tolerated. .
8. Remember that students are subject to the same behavioral expectations on the bus as at school.
9. Be as quiet as absolutely possible when approaching a railroad-crossing stop.
10. Treat bus equipment respectfully. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating, drinking, or gum chewing is allowed on the bus. Books, packages, lunches or other articles must be kept out of the aisles. Do not leave books, packages, coats, lunches, or any articles on the bus.
12. Do not ask the Bus Driver to stop at places other than the regular bus stops; he/she is not permitted to do this except by proper authorization. All students are to get off at their regular stop unless they have a note from the parents/guardians and the approval of the Building Principal.
13. The Bus Driver has the right to assign seats.

14. Malicious damage done to the bus will be paid for by the student and/or parents or guardians.

15. Students violating the bus conduct rules or any other school rules on the bus may be referred to the administration and be subject to disciplinary action up to and including being suspended from the bus for the remainder of the year, as well as additional school penalties.

Students failing to comply with the rules and regulations may be disciplined using the following guidelines:

1st Offense: Verbal Warning by Bus Driver telling the student what he/she did wrong and what the consequences will be if repeated.

2nd Offense: Parent Contact. Written notice will be given to the Building Principal.

3rd Offense: Suspended from the bus for three (3) day.*

4th Offense: Suspended from the bus for two (2) weeks by the administration.*

5th Offense: Removal from the bus for the remainder of the school year.

Administrators reserve the right to waive any step, accelerate the discipline plan, or devise an alternative consequence based upon the severity of the misconduct.

***A student suspended/removed from riding their bus is suspended/removed from all school buses.**

At the Bus Stop and on the Road

1. The Bus Driver, at the beginning of the school year, will designate the stops for students. All routes will start approximately one (1) hour before school begins.

2. All students must be at their designated stop prior to the scheduled arrival time.

Bus Drivers are not required to stop and sound their horn or wait for a student who is not waiting for a bus. It is important for students to be at their stop before the bus arrives, so they will not cause other students to be late for school. Also, when a school bus is stopped for any length of time, the wait causes an unsafe traffic condition behind the bus.

3. Students should be waiting in an orderly manner at least ten (10) feet away from the road. Students should be prepared for a ten (10) minute variation in pick-up and drop-off times.

4. All students must ride their assigned bus to and from school. Riding another bus is permitted only in emergency situations. Most buses are loaded to capacity with students assigned a specific seat. Any additional students could cause an overloaded condition on the bus, which could make transporting students unsafe. Again, our purpose is only to provide transportation service from the home to school and the return trip home. In an emergency situation, the parent must write or call the school explaining the emergency. If the school approves, the Building Principal will issue a signed permission slip to the student who in turn will present it to the Bus Driver.

5. Students may only board the school bus at their designated stop. Once a student is on board they must not disembark at any location other than their designated stop or at the school. There are safety and legal reasons for this policy. The school is not responsible for a child who disembarks at a location other than their own stop. In

certain situations where arrangements have been made in writing by the parents and Building Principal, a student may disembark at a different stop, if the stop is within the same bus route.

6. Once a school bus is in motion, students will not be allowed to board the bus. This is a safety measure designed to discourage students from running after and/or between buses in a loading (congested) area. Also, when one bus stops in a line of moving buses, the chances for a chain reaction accident increase considerably. Students who miss their bus should immediately report to their Building Principal's office.

7. The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap or placed safely on the floor in the space under the seat immediately in front of the student is not permitted on the school bus. Bus Drivers will direct placement of school related objects such as band instruments.

8. To insure safety from objects rolling in or under a bus, items must be secured in a bag or sack. Students are not being permitted to bring games, toys, balls, etc., on the bus unless it is secured in a satchel, bag, or sack.

10. Traffic in or near bus loading areas is hazardous. The school has designated areas for parents to drop-off and/or pick-up students in the rear entrance of the school. Parents are asked to be very careful when they are entering this area.

11. Do not drive around or pass buses that are loading or unloading children. Parents who transport their child to school in the mornings are encouraged to drop their child off before the buses arrive. Please be patient and wait until all buses have departed before leaving with your child at the end of the day.

12. It is the Parents/Guardians responsibility to notify the school in **writing** if custodial guardianship changes occur. This is for the student's safety.

13. Parents/Guardians are to provide the Bus Driver with a note detailing any medical situation that may require immediate attention (diabetic, hemophiliac, seizures, etc.) along with emergency phone number(s). This information is for student's safety and will be kept in strict confidence.

ALL STUDENT INFORMATION IS CONFIDENTIAL!

14. Think safety, teach safety, and act safely. If possible, elementary students should carry a school bag, which allows them to organize their belongings. There are many accidents every year involving children who are pursuing dropped books or papers under school buses or children who run into traffic. Senior High School students driving to school must be cautious in bus loading zones and in school parking lots. Students driving to school are encouraged to arrive before buses unload. Student drivers shall wait until all buses have departed before leaving at the end of the day.