



SCHOOL BUS GUIDELINES HANDBOOK



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I am the parent of _____ and have read and discussed the responsibilities / behavior that is expected of my child(ren) while riding on the school bus. I understand if my child(ren) vandalizes or damages the bus that I/we will be charged for the damages done.

It is understood that in the event that my child(ren) receives a Conduct Report, I am to readdress the bus rules and the consequences in the event that the behavior continues.

Name of parent/guardian: _____

Signature: _____ Date: _____

Name of Student: _____

School my child attends: _____

Contact Us

Transportation

909 East Avenue P-8

Palmdale, CA 93550

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Palmdale School District
Transportation
909 East Avenue P-8
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The goal of the School Bus Guidelines is to help provide a safe and enjoyable experience for the children and adults who ride the school buses.

*Riding a school bus is a **privilege** provided by the school district and should be treated as such.*

Please take time to read and discuss the materials in this handbook with your children.

General Safety Rules

- Obey the instructions of the bus driver. At no time will a student act toward or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with the driver.
- Board and leave the bus at designated stops only.
- Only the students who are eligible to ride may be transported and must ride their assigned bus.
- Do not ask to ride home on another bus with a friend.
- It is the responsibility of the parent to provide transportation to school if a child misses the bus.
- Students will abide the individual school's rules and regulations concerning bus students, including conduct and dress code.

Bus Schedules

- Buses will run as close as possible to the published schedule. However, the first several weeks of school are a period of adjustment. Routes will not run early, but may occasionally run late until revisions are made. Please keep this in mind when arranging personal schedules.
- Parents should discuss with their children a plan of action if the morning bus is missed. Students should know if their parents expect them to return home, go to a neighbor, walk to school, etc. (When mechanical or other problems cause a bus to run late, the schools will be notified, and the bus will make every stop, regardless of how late it is.)

Procedures for Waiting for the Bus

- Be at your bus stop five minutes before schedule pick up time.
- Driver will not pick up a student unless they are at their designated stop.
- Stand on the sidewalk or back from the roadway while waiting for the bus.
- When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop.
- If a student misses the bus, the bus will not return. The student is to go home immediately and call their parents if they are not home.

Prohibited Items

- Tobacco
- Live animals or insects.
- Glass containers.
- Alcoholic beverages.
- Weapons, explosives (such as fireworks), knives, water guns, or unsheathed pointed articles or any other object that maybe considered dangerous or conflict with the safety of the students and the driver.
- Students will keep aisles clear. Any article (projects, band instruments, etc.) too large, to be held in the student's lap or which they impose on other riders, will not be allowed on the bus.
- Matches or cigarette lighters.
- Students will not eat on any school bus. Plastic water bottles filled with water only will be allowed on any school bus.
- Radios or tape/CD players, iPod.

Crossing the Street or a Highway

- All students living on the left side of the roadway shall exit the bus, and move to a point 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
- Check in both directions and walk directly across the road.
- Never cross the road behind the bus.
- **CAUTION!** Be alert for the vehicles that do not stop, when the bus is loading or unloading students.
- Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Bus Rules

Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior in accordance with the Code of Conduct.

In addition, the following rules will be required of students riding the school bus:

- Follow the directions of the driver
- Stay in your seat
- No foul language or rude behavior
- Keep all body parts and objects to yourself and inside the bus
- No eating or drinking on the bus
- No tobacco products, illegal substances, or hazardous materials on the bus

Notes: _____



Bus Suspension Guidelines

- If the rule violation involved insubordination to district employees, at least one day of bus suspension is awarded (examples include, but not limited to, failing to comply with the reasonable directions of district employees, demonstrating disrespect).
- If the rule violation endangered the safety, morals, health or welfare of others, besides that described in the violent conduct section of the Code of Conduct, at least two days of bus suspension is awarded (examples include, but not limited to, throwing/shooting items, spitting, lying, stealing).
- If the rule violation was a threat, other than described in the violent conduct section of the Code of Conduct, at least three days of bus suspension is awarded (examples include, but not limited to, informing someone you will beat, hit, kick, or hurt someone).
- School sites will notify you in regards to bus suspension. Suspension will be cooperative decision by school site and Transportation Department.

If the rule violation is not covered by the above, then bus suspension and length is based on the number of referrals the student has received during the present school year:

Elementary K-8

- 1st Offense – verbal warning to student by driver.
- 2nd Offense – written warning to student/parent or guardian by administrator; possible assigned seat.
- 3rd Offense – 1 school-day suspension from riding the bus
- 4th Offense – 3 school day suspension from riding the bus
- 5th Offense – 5 school-day suspension from riding the bus/meeting with parent or guardian
- 6th Offense – 10 school-day suspension from riding the bus/meeting with parent or guardian
- 7th Offense – suspended from riding the bus for the remainder of the school year

Other Discipline

Based on the severity of the 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 result from school bus/bus stop misconduct.

Vandalism/Bus Damage

The parent/guardian of a student(s) vandalizing/damaging a school bus(es), will be held accountable /responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

Assigned Seating

- The school district reserves the right to assign student seating on school buses for safety, efficiency and disciplinary reasons.
In addition, assigned seating is required on all elementary and middle school buses.
- Drivers should have assigned seats in place by early October after giving consideration to grade level, compatibility, behaviors, siblings, friends etc.
- Kindergarten students will be assigned seats toward the front of the bus.
- Assigned seats are subject to change at any time during the school year.

Philosophy

- Every time a student violates a bus rule raises the chance the driver is distracted.
- Every time the driver is distracted raises the chance of an accident happening.
- Therefore, every time a student violates a bus rule, he or she directly raises the chance of the bus being in an accident!

Bus Running Late?

Dispatch

(661) 505-6660

Bus Passes / Customer Service

Transportation

(661) 789-6588

Loading the Bus

- Do not push or shove.
- Use the handrail and steps.
- Go to your seat. The bus will not move until all students are seated.
- Students from the first stop may be assigned in the back of the bus, until the last students picked up are seated in the front.
- Once the bus door is shut and preparing to depart, a student may not be admitted to ride.

Getting off the Bus

- Stay seated until the bus is completely stopped.
- Use the handrail to take one-step at a time when leaving the bus.
- Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
- Student will be released from the bus only at their designated bus stop or attending campus.
- Stay clear of the bus when the engine is started. Do not chase or hang on the bus at any time.
- If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

PM T-Kindergarten Drop-off

School district regulations require that a parent/guardian or another responsible person be available at the bus stop in the afternoon to meet T-kindergartners and kindergartners students. Due to safety concerns, those children will not be dropped off unless, a designated person is available, and will instead be returned to their schools.

Responsible individuals include:

Other designated adults with prior written approval from parents (please provide a listing to the transportation department of any designated adults for whom you give permission to pick up your child)