

## Guidelines for Safe Bus Riding

Traveling on a school bus is the safest form of transportation for students. Maintaining this high level of safety is a priority and is the responsibility of all students, parents, school staff, bus contractors and bus drivers.

Drivers will pick up and drop off students at their designated stops. Drivers are not allowed to make route changes. If you have a question or concern regarding your students route you need to call Lakeside Transportation at 847-263-7619.

Once a student boards the bus, that student is not allowed off of the bus until they arrive at school or at their assigned stop. Students are only allowed to ride on their assigned bus. Only authorized school officials are allowed to take a student off of the bus.

The following is information regarding bus rules and procedures. We ask that you review this information with your student.

### At the Bus Stop:

- Leave home early enough to arrive at your bus stop at least five minutes before the bus is scheduled to arrive.
- Wait in a safe place – well off of the roadway.

### When Boarding a Bus:

- Stand several feet back from where the bus will stop.
- Wait for the bus to stop and the driver to open the door before moving forward to board the bus.

- Step on the bus in a timely manner, quietly, without crowding, pushing or shoving.
- Use the handrail when boarding the bus.

### While on the bus

- Always sit, facing forward and do not change seats
- Talk quietly, be courteous and use appropriate language
- Remember, loud talking and unnecessary confusion diverts the driver's attention.
- Keep all parts of your body inside the bus
- Keep your arms, legs and belongings to yourself
- No fighting, intimidating or horseplay
- Do not throw any objects in or out of the bus or damage the bus
- No eating or drinking on the bus
- Keep books, coats and all other objects out of the aisle
- Do not leave your seat while the bus is in motion
- No verbal and/or physical harassment
- In case of an emergency, follow the driver's instructions

### When Leaving the Bus:

- Do not get up from your seat until the bus stops.
- Step off of the bus in a timely manner, quietly, without crowding, pushing or shoving.
- IMMEDIATELY move away from the bus.
- If you drop something outside the bus, do not pick it up until the bus has pulled away.
- If students have to cross the roadway, walk about 10 feet in front of the bus. Your student should wait for a hand signal from the bus driver before crossing in front of the bus.

### WAYS PARENTS CAN HELP:

- Review bus safety rules with your child.

- Make sure your children leave home early enough so that they do not need to rush to catch the bus.
- Do not attempt to board the bus, or knock on the door of the bus.
- Have a contingency plan with neighbors and with your children concerning what to do if the bus is late in the morning or if you are not home in the afternoon.
- If you are a motorist, know the school bus law and obey it. The law, as written in the Illinois Rules of the Road, is:

*You must stop before meeting or overtaking a school bus loading or unloading passengers. A warning will be given at least 100 feet prior to stopping. The bus driver will flash amber and red lights on the front and rear of the bus. The stop signal arm will be extended after the school bus has come to a complete stop. You must then come to a complete stop. You may proceed when the school bus resumes motion or the bus driver signals you to do so. You may also proceed when the flashing lights are turned off and the stop signal arm is no longer extended.*

## Disciplinary Procedures

Below is a review of the bus behavior infractions. Please read this over carefully and discuss proper bus behavior with your child/children.

### Petty offenses:

1. Not sharing seats, remaining seated or facing forward.
2. Not keeping voices at a normal tone.
3. Use of unacceptable language. (i.e.: swearing or profanity)
4. Not keeping ALL body parts in the bus and out of the aisle at all times.
5. Eating, drinking or chewing gum and littering.

6. Public Displays of affection or horseplay.
7. Not using cautious, safe behavior (i.e.: tripping, pushing etc.) at the bus stop
8. Not using proper crossing procedures or being late for the bus.

1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Offense of rules 1-8 – write up slips sent to building principal for disciplinary action  
 4<sup>th</sup> offense for rules 1-8 = Probable suspension off of the bus and parental contact before student can ride again.  
 5 or more offenses for rules 1-8 – Loss of bus riding privileges/probationary time upon request.

Major offenses:

9. Fighting, arguing, verbal threat, pushing, hitting, biting, spitting, kicking or smoking, insubordination.
10. Vandalizing the bus or throwing objects.
11. Using emergency doors and windows for non-emergency situations.
12. Harassment (gender, ethnic and/or sexual).

1<sup>st</sup> offense of rules 9-12 = 2 to 5 day suspension from the bus and/or school.  
 2<sup>nd</sup> & 3<sup>rd</sup> offense of rules 9-12 – 5 to 10 day suspension from the bus and/or school.  
 4 or more offenses of rules 9-12 – Bus privileges revoked for extended period of time or permanently.

Possession of weapons or look alike weapons will result in a 10 day school suspension and a request for an expulsion hearing.

Any infraction NOT spelled out in the above list will be handled at the discretion of the Principal.

Administration reserves the right to modify consequences based on severity of offense.

*Please remember that District 187 stands behind this policy. The District hopes that with your support we will help provide a safe environment for all students.*

**STUDENT EXPECTATIONS**

District 187 feels strongly that bus safety is a number one priority. Students have the right to ride the bus in a safe environment. NO STUDENT may interfere with this right.

**Contact the school office to report any issue with regard to behavior on the bus.**

**CONCERNS**

**Bus emergency concerns:**

Contact Lakeside Transportation at 847-263-7619.

**LATE BUSES**

If the bus is more than ten minutes late, parents may call Lakeside Transportation at 847-263-7619 to find out if the bus is late, or missed a stop.

Parents who cannot stay at the bus stop should have a contingency plan with neighbors and with their children concerning what to do if the bus is more than 10 minutes late in the morning or if the parent is not home after school.

**ITEMS LEFT ON THE BUS**

In most cases the item will remain on the bus and the student can get the item from the driver the next day. You can contact Grand Prairie Transit at 847-871-1799 if you need further assistance locating the lost item.

**VANDALISM ON THE BUS**

If a student causes damage to the bus and is identified by the bus driver, a bill will be sent to the parents of the child to cover the cost of the repairs.



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