

SCHOOL BUS SAFETY

This pamphlet has been designed to inform you and your child of the rules and procedures to be followed while riding on the Casa Grande Elementary School buses.

The District feels that each student who rides a school bus is expected to behave in a manner which will help to make each ride safe and pleasant and which will enable the bus to operate on schedule. Enforcement of the bus safety rules is a responsibility shared by the driver, parent, principal, teacher and student. The driver is primarily responsible for the conduct of students being transported. Behavior on the school bus should be comparable to the type of behavior required in the classroom.

**** Only adults employed within the District are authorized to board a school bus, unless prior approval is obtained from the District Superintendent, Dr. Adam Leckie. ****

Anything prohibited on school campus would also be prohibited on a district school bus.

GENERAL

1. Obey the directions of the bus driver promptly. Students refusing to obey the driver's instructions or to obey bus regulations shall forfeit the right to ride a school bus. The Bus Driver is in charge.
2. Students are to board and to get off the bus only at their designated bus stop.
3. Students are to ride only the bus to which they are assigned. Any request for an exception must be made by a parent to the school's principal who in return may grant the request. The principal or designee must notify the driver in writing. School approval will be based on such factors as: available seating, safety factors, time schedules, etc.
4. It is the responsibility of the parent to provide transportation to/from school for a child who misses his/her bus.
5. Students may not consume food or drink at the bus stop or on the bus except for water.

WAITING FOR THE BUS

1. Be at your bus stop approximately five minutes before the bus is scheduled to arrive.
2. Stay a safe distance from the curb on the sidewalk area, do not wander into carports, lawns or on fences.
3. Do not play games in the street.

4. When the bus approaches, get in line. Line up parallel to the street away from the curb.
5. Stand clear of the bus until it has come to a complete stop. Do not push or shove while waiting. Let smaller children board first.
6. If you miss the bus, go straight home. Remember, your bus driver has a schedule to keep, and if you are not at the bus stop she/he cannot wait for you.
7. Parents should instruct their children on what to do if the bus is unable to pick them up:
 - a. Where to go to wait (home or friends).
 - b. Who to telephone (parents, school or friend).

BOARDING THE BUS

1. Always use the handrail.
2. Go up the steps one at a time and avoid pushing or shoving while boarding the bus.
3. Go directly to your seat. The bus will not move until all passengers are seated.

CONDUCT ON THE BUS

1. Passengers must remain seated while the bus is in motion.
2. Place books, parcels and musical instruments on your lap. The bus aisle must be kept clear.
3. Loud talking, screaming and unnecessary movement is not allowed as it could distract the driver and create an unsafe condition.
4. Normal conversation is permitted, but vulgar or profane language is prohibited.
5. When the bus is stopped for railroad tracks, remain quiet so the driver may listen for the sound of approaching trains.
6. Do not change seats. Stay in the first seat selected.
7. Arms, head and all body parts must be inside bus.
8. Throwing objects inside or out of the bus may cause an accident and is not allowed.
9. Chewing gum, drinking pop, or eating food or candy is not permitted.
10. Do not mark, cut or scratch any part of the bus. Vandalism costs everyone.

11. The emergency door and exits can be used only by students during supervised drills or real emergencies.

The condition of the school bus shows how you feel about your school. Show pride by helping the driver to keep the bus clean and in good shape.

GETTING OFF THE BUS

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when getting off the bus.
3. Do not push or crowd when getting off the bus.
4. Move away from the side of the bus immediately. Go directly home.
5. You must have a note signed by the principal to get on or off at a bus stop other than your regular stop.
6. If a dropped article rolls near or under the bus, do not crawl or reach under the bus. Go to the door of the bus and tell the driver. She/he will help you retrieve the article.
7. Do not chase or hang onto the bus as it is pulling away.

CROSSING THE HIGHWAY

1. If you must cross the road, walk about 10 feet in front of the bus, then wait for the driver to signal that it is safe to cross.
2. Look continuously to the left and right as you cross the road. Walk directly across the road, do not run.
3. Never cross the road behind the bus.
4. **Caution!** Be alert for vehicles that do not stop when the bus is loading or unloading passengers.
5. When crossing at an intersection, check traffic in all directions. Stay in the designated crosswalk. Cross only when it is safe to do so.

VIDEO SURVEILLANCE CAMERAS

Video surveillance cameras have been added to the school buses. The presence of these cameras are to deter inappropriate behavior which will, in turn, enhance safety on the school bus. These tapes will be available to the school principal for use in determining appropriate discipline.

PROHIBITED ITEMS

1. Smoking is not allowed on the bus.
2. Animals or live poisonous insects are not to be brought onto the bus.
3. Glass containers are not permitted on the bus.
4. Alcoholic beverages shall not be carried in a school bus.
5. No weapon, explosive device, harmful drug or chemical shall be transported in a school bus.
6. Any object (musical instrument, shop project) too large to be carried by the student and stored in the seat by the student will not be transported in the school bus.

ACCIDENTS OR OTHER EMERGENCIES

1. In case of an accident or emergency, older children should help the driver to maintain order and assist younger children.
2. Stay in the bus unless otherwise directed by the driver.
3. If you have to get off the bus, stay in a group and obey the driver's instructions.
4. The following procedure should be used for evacuating the bus in an emergency when the bus is disabled or stalled in traffic and is in an exposed or dangerous position:
 - a. The student nearest the door should open the door, get out, and if necessary hold the door open.
 - b. The students should get off the bus in a line.
 - c. The bus should be evacuated one seat at a time, starting with seat nearest the door.

EXTRA-CURRICULAR ACTIVITIES/FIELD TRIPS

1. Bus rider rules apply any time the school furnishes buses for an activity.
2. A teacher or responsible adult will ride the bus on all extra-curricular activities.
3. Teachers and other adults riding the school bus will enforce the bus rules and cooperate with the driver in maintaining passenger control.
4. Strict loading and unloading time schedules will be adhered to. Bus drivers have other scheduled activities and must return on time.

REFERRALS

The following guidelines have been developed for handling any student management issues that arise with students riding the school bus. The School Bus Referral Report is designed to inform parents/guardians that there have been some student management issues on the bus that need to be corrected. These issues will be assigned a category according to severity. The consequences are as follows:

CATEGORY 1

Consequences:

- 1st - Written Warning
- 2nd - Telephone call to parent
- 3rd - 1 day bus suspension
- 4th - 2 day bus suspension
- 5th - 5 day bus suspension
- 6th - 10 day bus suspension

CATEGORY 2

Consequences:

- 1st - 2 day bus suspension
- 2nd - 5 day bus suspension
- 3rd - 9 day bus suspension
- **Students responsible for the cost of seat repairs.

CATEGORY 3

Consequences:

- 1st - 5 day bus suspension
- 2nd - 9 day bus suspension
- 3rd - 9 day bus suspension and hearing for L/T bus suspension
- **Students responsible for the cost of seat repairs.

CATEGORY 4

Consequences:

- 1st - 9 day bus suspension and hearing - L/T bus suspension.

A complete list of infractions and consequences can be viewed on the District web site under the transportation section.



CASA GRANDE ELEMENTARY SCHOOLS

Parents and School Bus Riders:

This "Bus Rider Pamphlet" has been prepared and distributed as part of a continuing effort by the Casa Grande Elementary School District to provide for the safety of the children who ride our school buses. We encourage all parents and students to read the pamphlet carefully and discuss the material presented.

School bus transportation is a service provided by the District for students in specified transportation areas. Riding the school bus is a privilege and should be treated as such. A joint effort is required to make riding the school bus an enjoyable and safe experience.

We feel that our school buses and drivers are among the best. With parents and students working with us, we feel we can have one of the best and safest school bus operations anywhere.

If you have any questions relating to the information presented in this pamphlet, please contact your school principal or contact the Transportation Department at: (520) 836-5231.

Mrs. Darla Johnson, Transportation Director

Sincerely,

Dr. Adam Leckie
Superintendent
Dr. Adam Leckie