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## **Logan-Rogersville R-VIII School District** **BUS RULES & RESPONSIBILITIES**

The local administration has a measure of responsibility to teach students how to be good bus passengers and to observe certain rules for good discipline and SAFETY. **Although this list is not all encompassing**, the following regulations will serve as a guide:

### **STUDENT RESPONSIBILITY:**

1. Students must obey the driver promptly and respectfully. The driver is in charge of the students and the bus.
2. Students must be on time, waiting at the designated bus stop. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Students shall only get off the bus at the regular boarding location, unless they have a Bus Pass (see below).
4. Students must remain seated while on the bus.
5. A student may be assigned a seat by the bus driver.
6. Any damage to the bus should be reported at once to the driver.

### **SAFETY PROCEDURES:**

7. Parents are not allowed to board the school bus. Trespass of a school bus is a class A misdemeanor - *Missouri Revised Statute 569.155*.
8. Students must maintain a safe distance from the roadway while waiting for the bus.
9. Students must observe the instructions of the driver and supervisory personnel when boarding or exiting the bus. When crossing in front of the bus, students must walk in front of the extended crossing arm to be seen by the driver and cross only when the driver signals it is safe.
10. While the bus is in motion, students must not try to board or exit the bus.
11. Students are to keep arms and head inside the bus. Nothing should exit or hang out the window at any time.
12. Unnecessary conversation with the driver is prohibited.
13. Electronic devices may only be used / played on the bus with headphones / earbuds.
14. When loading and unloading, all backpacks, carry-on bags, etc., must be carried in front or behind– NOT on **ONE SHOULDER**. Backpacks and/or bags must be kept out of the bus aisle at all times.

### **DISCIPLINE / BEHAVIOR:**

15. Classroom conduct is to be observed while riding in the bus; “ordinary conversation” is allowed. Each School’s Code of Conduct will be observed on the bus as an extension of the classroom.
16. NO guns or weapons, tobacco products, fighting, scuffling, pushing, tripping, profanity or loud language is permitted on the bus.
17. NO objects should become a projectile by any manner on the bus.
18. NO snow or ice, animals, food/drinks (water bottle IS acceptable), or solicitation (fund-raising, etc.) is permitted on the bus.
19. Students cannot save seats for others.
20. Students must keep their hands and feet to themselves.

### **DISCIPLINE PROCEDURES:**

**1<sup>st</sup> Offense:** The driver will issue a warning to the student concerning their misbehavior. If the offense is severe or creates an unsafe situation, the student is subject to suspension by the Principal on the first offense. As an extension of the classroom, bus violations can also result in a suspension from school.

**2<sup>nd</sup> Offense:** The driver will write a referral to the Principal, who will discuss the situation with the student and notify the parent(s)/guardian(s) of the length of suspension. As an extension of the classroom, bus violations can also result in a suspension from school.

**3<sup>rd</sup> Offense:** The student may be suspended from the bus by the Principal from 1-180 days. As an extension of the classroom, bus violations can also result in a suspension from school.

### **BUS PASS PROCEDURE**

- The school office must receive a note from a Parent/Guardian indicating a change in transportation by 1:00 PM on the day the pass is needed. Please include the following information:
  - Student’s name, grade, regular bus number the student rides, destination (address) or student whom they are accompanying, parent signature, date, and phone number to contact parent if needed.
- In an emergency, exceptions will be made after 1:00 PM. Please contact your school office.
- Upon approval, a bus pass will be issued to the student by the school office. The student must present the pass to the bus driver in order to be allowed to ride. A student attempting to board without a pass will not be allowed to ride a bus other than their assigned bus.
- The Bus Pass system is utilized to ensure that district administration will know the ridership of a particular bus and whom to notify in the event of an emergency. Maximum capacity is a main concern when designing bus routes. Additional riders place a strain on the system, affecting capacity and ride time.
- Bus passes will not be issued for work or after school lessons / practices. Only those students being transported to child care (baby-sitter, day care centers) outside the home will be issued a bus pass. If space is available, exceptions will be made for students going home with a friend; the parent/guardian of the student needing a bus pass must send a note (calls will be made to verify some situations).

## **REMEMBER:**

**The Transportation System is a service.**

**Help us teach our students to obey the rules for their safety and protection.**