

Director's Statement

Statistics show that school buses are the safest form of transportation available to students. This pamphlet outlines SMCSC school bus procedures, policies, and rules. They are intended to promote the safe and efficient use of our school bus transportation services.

School District's Regulations for Safe Transportation of Students

Since a bus is an extension of the classroom, children shall be required to conduct themselves in a manner consistent with established standards for classroom behavior. Parents and students are reminded that school transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. Therefore, the driver shall keep order, maintain discipline, treat all children with respect, and provide for the safety of the children. School bus drivers and monitors shall assure that all students observe the following regulations:

1. Students are expected to conduct themselves in a proper and safe manner at bus stops. Students are expected to be at the assigned stop when the bus arrives so the driver may maintain his/her route schedule.
2. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. A temporary change in a student's assigned bus stop or bus may be granted by the principal or driver for a special need. In such cases, a note from a parent, for students in grades K-6, shall be submitted to the principal and driver stating the reason and duration of the change. In order to board the bus, guests of K-6 riders must have prior approval of the principal or driver. A permanent transfer to another route or bus stop for daily pick-up and afternoon drop-off will only be made upon approval of the Director of Transportation. Bus drivers may require students in grades 7-12 to provide a note or parents to contact them prior to riding a bus they are not assigned to.
3. Students will cross all streets/roads at least ten (10) feet in front of the school bus and after the driver has stopped and signaled the student that it is safe to cross. Students are to stay out of the bus "danger zone," a ten (10) foot area around the bus, at all times.

4. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Loud, boisterous, profane language or indecent conduct shall not be tolerated. Passengers must be quiet at railroad crossings and other danger zones as designated by the bus driver.

5. Students shall remain seated while the bus is in motion and keep all parts of their bodies inside the bus. Arms, feet, books, backpacks and instruments shall be kept out of the aisle. Seats may be assigned at the discretion of the driver.

6. Doors and windows shall only be opened or closed with the driver's permission.

7. Students are not to eat or drink on the bus, unless special permission is granted by the bus driver. Chewing gum is not allowed on the bus.

8. Objects will not be thrown in or out of the bus.

9. For safety reasons, students in grades K through 6 must carry all loose items such as books, papers and folders in a backpack.

10. Students are to follow the directions of the driver the first time they are given.

11. Transportation of certain types of cargo on the school bus shall be forbidden. Examples of such cargo shall include, but is not limited to, live animals, items forbidden by law or school regulation, objects that pose a safety hazard to the student or others on the bus, and objects too large to hold in the student's lap. Carry-ons with handles and wheels are not allowed unless special permission is granted by the principal or bus driver. If there is a question on the transportation of a particular item, the principal and/or driver should be consulted in advance.

12. Students may use wireless communication devices on the bus at the discretion of the bus driver, teacher or sponsor / advisor / coach. Other electronic devices (e.g. MP3 player, CD player, laptop) may be used on the bus as long as they are not disruptive and are used in a manner consistent with policy and established standards for classroom behavior.

13. Vandalism of buses will not be tolerated. Students will be required to pay for damaged seats or damaged equipment.

14. Maintaining discipline on the bus is the responsibility of the bus driver. Under normal circumstances progressive discipline shall be used. A bus driver has the authority to suspend a student from riding the bus for one school day or to impose other disciplinary measures. The bus driver shall notify the parent prior to any suspension from the bus. The building principal or designee has the authority to suspend a student for a period up to ten (10) days. In extreme cases a student may have riding privileges removed for a period longer than ten (10) days. The building principal or designee may take such action after an investigation has determined such action is necessary. In either case, the parents shall be informed of the length of time riding privileges will be removed and the reason for the action. When riding privileges are suspended, the student is prohibited from riding any school bus to or from school during the suspension period.

15. Neither the school corporation nor the bus driver is responsible for student items lost or damaged on the school bus.

Parent/Guardian Information

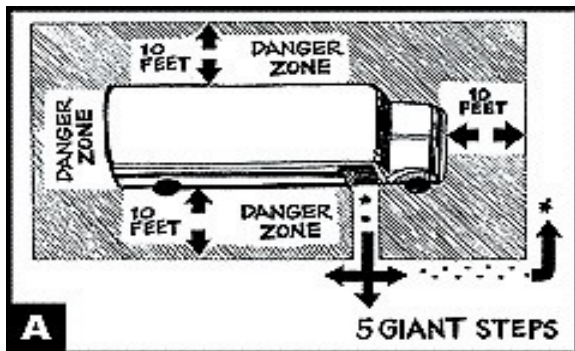
Please help us ensure your child's safety by following these simple but important procedures:

- Provide your child (grades K-6) with a backpack or book bag. Loose papers or other items can be dangerous if they are dropped near a bus.
- Check your child's clothing for long drawstrings or dangling accessories. They could get snagged in the bus door or seat as your child gets onto the bus. Please remove these accessories.
- Bright clothing or backpacks with reflective material make your child more visible at the bus stop. Consider this especially as the mornings grow darker in the winter.
- Insist that your child wait for the bus in an orderly and cautious manner. Behavior problems at the stop can create hazardous conditions.
- Have your child ready and waiting at the bus stop at least 5 minutes before the bus arrives. In order to maintain schedules and get all students safely to school on-time, drivers are not required to wait and blow their horn if students are not at the stop.

Parent Information (continued)

- When boarding or exiting the bus, your child should wait for the bus driver's signal before crossing the street. Children should board in single file.
- Teach your child to sit quietly on the bus ride. Behavior problems and loud noises could distract the bus driver and result in an accident.
- Bus safety requires your child to follow the instructions of the bus driver at all times. This is especially true should there be an accident or need to evacuate the bus quickly. Evacuation drills will be done twice each year.
- Please review this pamphlet with your child and reinforce good behavior. If he/she is suspended from the bus, it is your responsibility to provide transport to and from school.
- If you need to talk to your bus driver, call or set up a meeting at the school office. Bus route schedules do not allow time for a meeting at the bus stop.
- If your child has special physical/medical needs please provide that information to the bus driver.
- If anything makes your child feel unsafe at the bus stop or on the ride to school please contact the bus driver or the transportation department. We are deeply committed to the safety of your child as well as our community's children.

"Between home and school, safety requires cooperative effort."



Know the bus "Danger Zones!"

Indiana School Bus Law (IC 20-9.1-5-19)

When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and subject to the disciplinary measures of the bus driver and the governing body of the school corporation.

Bus Student Behavior Management Plan

The bus driver will use professional judgment when discerning between minor and serious incidents that require disciplinary action. Student behavior on the bus is addressed by a four step behavior management plan.

Incident 1: Verbal warning by the driver

Incident 2: Disciplinary intervention by the driver (ex. assigned seat, parent contact, loss of privileges, etc.).

Incident 3: Progressive discipline by the driver (ex. one-day suspension from the bus, loss of additional privileges, recommendation to principal for detention or in-school suspension, etc.). The bus driver will notify the building administrator and parent.

Incident 4: Referral to the building administrator for additional disciplinary action (ex. additional day suspension from bus, after school detention, in-school suspension, parent conference, etc.). The building administrator will contact the parent. Any incident succeeding the fourth will also be referred to the building administrator.

Serious Incidents: Incidents that endanger the safety of students or the driver (ex. blatant disrespect of the driver, sexual harassment, causing or attempting to cause physical injury, causing or attempting to cause damage to the bus, or any other activity that would be grounds for suspension from school under school board policy. **These incidents will be immediately referred to the building administrator** for appropriate disciplinary action.

South Madison Community School Corporation

Transportation Policies & Information



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765-642-5661
317-485-4478**

Candy Stewart

Director of Transportation
(extension 1016)

South Madison Community School Corporation does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.