

BUS STOP PROCEDURES:

Morning Runs:

- ▶ Students must line up at the bus stop five minutes prior to the scheduled pick up time. A parent (or designee) must remain at the bus stop until the bus departs.
- ▶ Kindergarteners will line up separately.
- ▶ It is the parents' responsibility to make sure that your child gets on the bus.

Afternoon Runs:

- ▶ All parents must arrive five minutes prior to the drop-off time after school.
- ▶ For student safety, kindergarteners will be released to parents after all other students have exited.
- ▶ Students in grades 1-3 will be released to a parent or designee visible to the bus driver.

BUS STOP SAFETY:

- ▶ To allow room for the bus, DO NOT park from the gated entrance to the playground to the corner. (It is also a city bus stop.)
- ▶ Follow all rules of the road and parking regulations when dropping off and picking up students.
- ▶ YOU MUST PARK to drop off or pick up a child.
- ▶ DO NOT allow your child to enter or exit a vehicle that is not parked in a designated spot.
- ▶ DO NOT park on the east side of Linden or cross the street with your child.
- ▶ DO NOT park on corners or in front of fire hydrants, or in front of the house at Linden & Brenda Way.
- ▶ DO NOT litter in park or on street or sidewalk.
- ▶ DO NOT pass on the sidewalk between the park fence and the road when the bus is arriving and departing.

BUS RULES:

All rules will be strictly adhered to:

1. Students shall ride only on their assigned bus routes.
2. Students shall be at their designated bus stop five minutes prior to scheduled pickup time.
3. Students shall be lined up in an orderly manner at the bus stop. No dangerous conduct will be tolerated.
4. Students shall load and unload in an orderly manner.
5. Students will sit in assigned seats as directed.
6. Seat belts are required while bus is in motion.
7. Students shall remain seated, facing forward in their seats at all times. Legs, feet or other objects are not to obstruct the aisle.
8. Students shall exit through the front door, not through emergency doors, windows, etc., except in an emergency.
9. Students shall be respectful and courteous to the driver and other passengers at all times.
10. Students will not have any dangerous items on the bus at any time.
11. Students will not fight, create excessive noise, litter, tamper with bus equipment or deface property. *Parent/guardian will be responsible for any damage caused by their child.*
12. No eating, drinking, chewing gum, cell phone use, animals, reptiles, insects, glass containers, or other hazardous objects on the bus.
13. Students shall not use abusive language or obscene gestures on or near the bus.
14. Students shall not extend any part of their body or any of their possessions out of the window of the bus.
15. Students shall not throw or pass objects out of the bus windows (including backpacks, instruments, etc.).

VIOLATIONS:

Violations are handled as reported by the bus driver or, in the case of safety concerns, as observed at the bus stop.

DENIAL OF TRANSPORTATION

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. ***Transportation is a privilege not a right.***

FIRST CITATION

Upon first violation of the bus rules, a written warning will be issued, unless in the judgment of the Transportation Committee, the penalty should be more severe.

SECOND CITATION

A second violation of the bus rules shall result in a suspension of transportation privileges for a period of time determined by the Transportation Committee. (Parents notified in writing or by email.)

THIRD CITATION

A third citation of the bus rules shall result in an additional suspension or, in the judgment of the Transportation Committee, a loss of transportation privileges. (Parents notified in writing or by email.)

TRANSPORTATION PRIVILEGES WILL BE AUTOMATICALLY DENIED FOR ANY ACT THAT ENDANGERS OTHER PASSENGERS OR THE DRIVER, OR ANY ACT OF VANDALISM.

BUS PROCEDURES, SAFETY AND RULES:

- ▶ **Parents and students are expected to abide by the procedures and rules outlined in this presentation, as well as specific guidelines further explained at the MANDATORY bus stop meeting, for the safety of all.**
- ▶ **We are guests of the City of West Sacramento, and wish to keep the goodwill of the City and neighbors.**