

Bus Transportation Expectations

Parent and Student Responsibilities

1. **Arrival at the Bus Stop:** Parents and students must be present at the bus stop at least **ten (10)** minutes before and after the scheduled time.
2. **Avoid Waiting Inside:** Do not wait inside your home or apartment or vehicles until you see or hear the bus. The student must be at the allocated stop.
3. **Waiting for the Bus:** Always wait for the bus in a safe place away from the road.
4. **Dress According to Weather:** Dress appropriately for the weather when waiting outdoors.
5. **Route Length:** Bus routes shall not be scheduled for longer than **one (1) hour**.
6. **Behavior on the Bus:** Students should stay seated at all times, keep hands, arms, and heads inside the bus and to yourself, and listen to and follow the directions of the bus driver and bus monitor.
7. **Exiting the Bus:** Leave the bus carefully using the handrail; if crossing, take **ten (10)** giant steps beyond the front bumper, look both ways before crossing the road, and keep away from the bus if you drop or forget something.
8. If the bus goes to your student's stop more than **three (3)** times and it's a no call no show, they will stop going to that stop until the parent calls to restart the stop

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Special Protocols for Preschool and Kindergarten Students

1. **Return to School:** If no adult is present, preschool and kindergarten students will be taken back to school. If this happens more than **three (3)** times, the student will be suspended from the bus.
2. **Repeated Returns:** If a student is returned to the school **three (3)** times or more, a meeting must be scheduled with the principal and the director of transportation to discuss bus privileges, which may be suspended for up to **five (5) days**.
3. **Age Requirements for Pick-up:** An approved adult must be at least **eighteen (18)** years of age and present an ID to pick up preschoolers. Kindergartens can be picked up by someone **thirteen (13)** years of age or older. Preschool parents or guardians must be **eighteen (18)** or over and have an ID to pick up. p/u
4. **Bus Tags:** Preschool students must have their bus tag (attached to their book bag) when boarding and disembarking from the bus.
5. **Lost or Missing Bus Tags:** If a child's bus tag is missing, inform the bus driver/monitor and the school to obtain a new one.
6. **Safety Harness:** All Preschool students must be strapped in a 5-point safety harness.

Students Being Returned to School

1. **Return Protocol:** If there is no authorized person at the designated bus stop at the allotted time, the student will be returned to the school.

(Authorized Pick-Up Requirement) An authorized person must be present at the bus stop with valid identification to pick up the student.

2. **Pick-Up Requirement:** Parents must pick up their child within **twenty (20)** minutes of being notified that they missed the bus (from school).