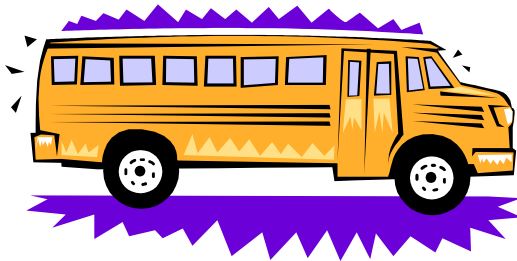


**RIVER TRAILS
SCHOOL
DISTRICT
BUS RIDER'S
SAFETY
HANDBOOK**



RIVER TRAILS SCHOOL DISTRICT BUS RIDER'S SAFETY HANDBOOK



Dear Parents/Guardians and Students,

There is NO transportation for students living within .5 miles from school (unless residing in hazardous zone).

There are NO waivers or reductions of transportation fees. Families who previously qualified for free or reduced lunch, or families with a financial hardship should contact our business services office at businessservices@rtsd26.org or 224-612-7327 for approval of a payment plan.

Transportation requests and payments MUST be received by August 1 to GUARANTEE transportation on the first day of school. Late requests will be added to existing routes/stops after Labor Day.

50% refund of transportation fees for students enrolled less than 80 days.

No transportation fee refund for students enrolled 80 days or more.

Safety is the highest priority of the transportation department. We ask your cooperation with school personnel in implementing proper behavior patterns for those pupils who ride the bus. Your assistance is greatly appreciated. You can assist us by reading and explaining the Bus Rider's Safety Handbook with your child before the start of school.

Thank you,

Transportation Coordinator

Parents and Bus Riders



The goal of the Bus Rider's Safety Handbook is to help provide safe transportation for students who ride the school buses. Parents should take time to read and discuss the material in this handbook with their child. Riding the school bus is a privilege provided by the school district and should be treated as such. To ignore these rules may result in disciplinary action or suspension of the privilege to ride the school bus.

Bus Regulations



Please note that ALL school rules apply to bus riders. In addition, the bus riders need to adhere to the following regulations and rules:

1. School bus riders, while in transit, are under the jurisdiction of the school bus driver.
2. Students on the school field trips are under the jurisdiction of the teacher and the chaperon assigned to the trip.
3. Students must be on time at the designated bus stop. Stay off the road at all times while waiting for the bus.
4. Riders must not approach the bus until it comes to a complete stop. When boarding the bus, line up and board in single file.
5. All students will use **assigned** seats.
6. Students must remain seated at all times.
7. Riders must be alert to a danger signal from the driver. In the event of an emergency, remain on the bus until the driver gives instructions.
8. Students must keep hands and heads inside the bus at all times. Do not throw anything out of the windows.
9. The noise level on the bus must be controlled. Loud talking, laughing, or unnecessary confusion divert the driver's attention and could result in a serious accident. Controlling the

noise level is especially important at railroad crossings.

10. Students are expected to take care of bus seats and other equipment. Vandalism will be prosecuted.
11. Eating, drinking, and gum chewing are **not** permitted on the bus. Students are expected to help keep the bus clean and safe.
12. Animals are prohibited on the bus.
13. The aisles must be kept clear of personal belongings.
14. Bus riders are expected to be courteous to fellow pupils and the bus driver. This includes helping to look after the safety and comfort of smaller children.
15. The throwing and shooting of materials (such as stones, rubber bands, snowballs) is strictly prohibited at all times at the bus stop and on the bus.
16. The driver is **not** permitted to stop at places other than the regular bus stop. Bus service is **not** door to door – all students are expected to use their specified communal bus stop. Communal bus stops will be at intersections, not the middle of a block if at all possible.
17. Students must observe safety precautions when leaving the bus. After exiting, move directly away from the bus. If it is necessary to cross the street, proceed to a point at least 10 feet beyond the stop arm in front of the bus on the right shoulder of the street where traffic may be observed in both directions. Wait for a signal from the driver permitting you to cross.
18. Bus riders are expected to show special consideration for the lawns, bushes, and property of people, especially when awaiting the bus in the morning or disembarking after school.
19. Students are **not** permitted to ride a bus other than the one to which they are assigned, and must get on and off the bus at their assigned stops.

Bus Video Surveillance System



1. A bus audio/video surveillance system is an operation to help monitor students while they ride district buses. Bus safety is a top priority and bus drivers cannot watch the road and closely monitor students at the same time.
2. The surveillance system will help monitor student behavior and permit the bus driver to concentrate on driving.

Consequences of Misconduct



1. Students who do not follow good habits of safety and courtesy as outlined in the **Bus Regulations** listed above will jeopardize their right to ride the school bus.
2. Bus drivers attempt to work with students in an effort to maintain discipline on the buses. They may talk to students warning them about inappropriate behavior. They may reassign students to different seats. After attempting interventions without success, bus drivers have been instructed to report behavior which does not reasonably conform to the expectations outlined in the **Bus Regulations** to the student's principal.
3. When students are reported to the principal's office for misbehavior on the bus, the following consequences may be applied:
 - The parent will be notified by the school principal that the student's behavior must improve if the student is to continue riding the bus.
 - Students may lose bus-riding privileges for up to 10 days.
 - Serious offenses may lead to the permanent expulsion from the bus.
4. **There will be NO refund of transportation fees when bus-riding privileges have been revoked.**

Bus Pass Procedures



1. Bus passes are only provided to students after the transportation fee has been paid. A student who has not been given a bus pass may **not** ride the bus
2. Bus passes are required and must be displayed **at all times** when boarding the school bus.
3. If a bus pass is lost, it must immediately be reported by the student to the school principal's office so a temporary pass can be provided to the authorized rider for the return trip home.
4. *An authorized rider may board the morning bus at their designated stop without a pass, only after the driver has identified the rider.*

Parents/Guardian's Instructions



Parents/Guardians:

1. Must realize that school transportation is a **PRIVILEGE**.
2. Shall advise their children, on an ongoing basis, of the regulations to be observed when riding a school bus.
3. Have their children at their bus stop **10 minutes prior** to the scheduled arrival of the bus.
4. Are responsible for their child's safety and conduct prior to boarding and after drop off at the designated stop.
5. Are required to meet the bus at the designated stop, be visible to the bus driver or have a responsible caregiver available when **Kindergarten students** are being picked up and dropped off. If no adult is at the bus stop, Kindergarten students will be kept on the bus and returned to school while the parent is notified. If someone other than the parent is to pick up a Kindergarten student, the parent must submit the "**Permission to Pick Up a Child From the Bus**" form to the Transportation Department. A copy of this form can be found on the Transportation page of the district website, or from the secretary at any school.
6. Are expected to cooperate with the school principal and bus driver.
7. Shall understand that **bus drivers are not authorized to change bus stops or routes**. All change requests must be sent to the Transportation Department. Requested changes are not guaranteed to be approved.
8. Must notify the child's school **and** the Transportation Department of any change of address.
9. Are financially responsible for any willful damage done to the bus by their children.
10. Are not permitted to ride the school bus.
11. Must realize that in order to ensure safe transportation, objects that may hinder the safe operation of the vehicle or the safety of the students will not be permitted on the school bus.
12. Shall remove all drawstrings and toggles from outer clothing to prevent these from being caught in handrails and doors.

