



## GUIDELINES FOR SAFE SCHOOL BUS TRANSPORTATION

The safety of passengers on school buses and the well-being of both vehicular and pedestrian traffic on roads over which buses are routed is a great concern. Bus drivers have the responsibility of both operating a large vehicle safely and maintaining an orderly environment on the bus. This responsibility can only be effected with cooperation between bus passengers and their parents or guardians, drivers, and school administrative personnel.

In order that everyone can understand what is appropriate and expected behavior on the part of bus passengers, regulations have been developed. Guidelines based on these are outlined in this publication.

# REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

### I. School Bus Safety and Discipline

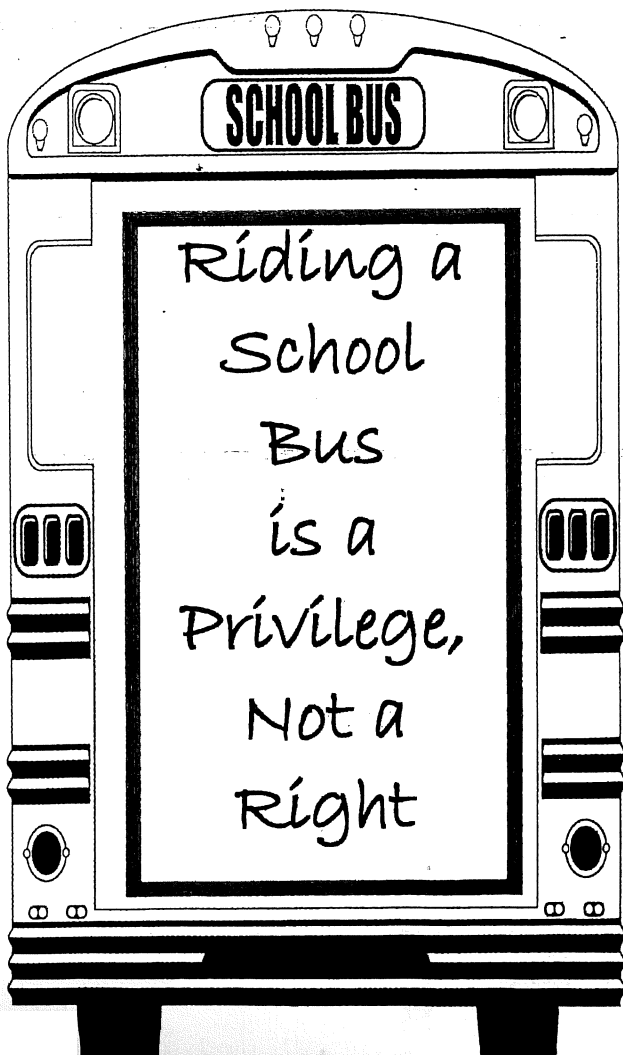
Each school principal is responsible for developing and implementing a school bus safety program and has jurisdiction over the conduct of students while being transported. **Students must be aware of the following safety procedures:**

#### A. Meeting the Bus

1. Be at the assigned bus stop at the time designated on the schedule.
2. Take the safest route to the assigned bus stop.
3. Wait in a safe place off the main road or street. Do not play in the roadway.
4. Wear bright colored clothing if there is rain, snow, or fog.
5. When the bus approaches, stand back off the road until the bus stops and the door opens.
6. Be respectful of private and public property. Do not litter. Place litter found at bus stops in the waste container on the bus.

#### B. Boarding the Bus

1. If you cross the highway to board the bus, cross at least 10 feet in front of the bus, **NEVER BEHIND IT**.
2. Enter the bus in an orderly fashion and in accordance with the driver's instruction.
3. Let younger students enter first.
4. Go directly to your assigned seat and remain seated while bus is in motion.





permitted.

17. Pets or other animals are not permitted on buses.

### C. Conduct on the Bus

1. Remain seated at all times when the bus is in motion.
2. Talk in a normal tone of voice.
3. Keep the aisle clear of feet, arms, and other objects.
4. Hold books, coats, and other personal objects when adjacent seats are needed for passengers.
5. DO NOT tamper with the bus or any of its equipment. Vandalism to the vehicle or its contents will result in responsibility for damages as per School Board Regulations regarding parent/guardian liability.
6. Be quiet at railroad crossings so the bus driver can hear warning signals.
7. State regulations prohibit smoking on school buses.
8. Students are to ride the same bus mornings and afternoons. No changes in buses may be made without a written request from the parent/guardian and approval by the school principal.
9. Fighting, scuffling, or throwing objects inside the bus are not acceptable behavior.
10. Arms, legs, the head, or other objects are not to be extended out of the bus windows.
11. Guns, knives, glass containers, cans, or any object which may be used as a weapon are not permitted on the bus.
12. Passengers should talk to the bus driver while the bus is in motion only in emergency situations.
13. Tape recorders and radios are not to be operated on the buses.
14. Food and/or drinks are not permitted on buses other than that in containers being transported for lunch purposes.
15. The bus is to be kept free of litter on the floor, in the aisles, and on the seats.
16. Obscene or vulgar language will not be

### D. Leaving the Bus

1. Pupils must remain seated until the bus comes to a complete stop.
2. Pupils are to leave the bus in an orderly fashion with those in the front seats departing first.
3. Pupils must leave the bus at their regular stop unless they have a written request from the parent/guardian to do otherwise. This request must be approved by the school principal.
4. Pupils must not loiter around the bus after departure.
5. If pupils must cross the highway, they are to do so only at a distance of at least ten feet in front of the bus. They are to cross the road only after being given a signal to do so by the driver.  
NEVER CROSS BEHIND THE BUS.

## II. Procedures for Handling Concerns

A. The guidelines listed are for information purposes. Students and parents are asked to study them carefully. Bus drivers are to require appropriate conduct, work with students to help them abide by the rules, and report repeated or serious infractions to school principals for further consideration.

B. *Riding a School Bus is a Privilege* which requires proper conduct on the part of the passenger. Should any student be reported to the school principal for behavior concerns, the principal will be responsible for disciplinary action. This can include loss of bus transportation until the parent/guardian and the principal can arrive at an understanding as to what the student's behavior will be.

C. Questions relative to the routing of school buses should be addressed to the supervisor of transportation. Those related to student behavior should be addressed to the principal of the school the child attends.

*Bus Regulations provided by the  
Caroline County School Board  
Transportation Services  
804-633-6562*