

## **HERMITAGE SCHOOL DISTRICT** **SCHOOL BUS REGULATIONS**

Rules have been established for the safety of students riding a school bus. It is the pupil's responsibility to obey the rules established and approved by the school administration and the school board. Hermitage School District provides transportation as a **courtesy** to students; it is **not required by Pennsylvania state law**. The school provides transportation from designated stop **to school** and **from school** to home designated stop.

### **A. Bus Stop Regulations**

- **5 minute rule** – Students should arrive at their bus stop **5 minutes** prior to scheduled bus arrival. Students are to wait for the bus, **not** the bus waiting for the student.
- **Reasonable time** – Students are expected to wait a reasonable amount of time when the bus does not arrive as scheduled.
- **Safe place** – Students are to wait for the bus in a safe place, well off the roadway, and conduct themselves in a safe and appropriate manner.
- **Bus stop** – Students are to wait until the bus comes to a complete stop before boarding and enter the bus in an orderly fashion.
- **Respecting property** – Students are expected to respect the property rights of persons residing at or near the bus stop.
- **Walk, do not run** – Students who must cross the roadway to board the bus must check to make sure all traffic has stopped, watch for the bus driver's signal to cross, and then proceed to walk ten (10) feet in front of the bus so the bus driver can see you.

### **B. Bus Riding Regulations**

Students are expected to respect, obey, and cooperate with the bus driver. The bus drivers are an extension of the classroom teachers. They also have the authority to assign student seats. In order to drive a safe bus, the following student behavior will result in disciplinary action:

- ❑ Singing loudly and/or profane language.
- ❑ Eating, drinking, or littering on the bus.
- ❑ Throwing objects in or outside the bus.
- ❑ Not remaining seated.
- ❑ Placing **HANDS, HEAD, or FEET** outside windows. (Windows are to be opened only with driver's permission).
- ❑ Vandalism of any sort.
- ❑ Use or possession of tobacco products or lighting of matches or lighters.
- ❑ Possession of radios, tape players, or any form of sound system without written permission of a teacher, indicating it is for school use. (The bus driver has been instructed to confiscate these items and turn them into the principal. They will be kept in the school office until a parent picks them up).
- ❑ Possession of squirt guns, water bottles, balloons, glass containers, or live animals of any kind.
- ❑ Situations not mentioned above that interfere with the safety of others will be referred to the building principal. Riders are expected to be courteous to fellow students and listen to the bus driver as they would to their teachers.

### C. Bus Unloading Procedures

- Students must remain seated until the bus comes to a complete stop.
- Students should exit the bus in a quiet, orderly manner, and proceed directly to their assigned area at school or directly to their home after school.
- Students who must cross the roadway should cross 10 feet in front of the bus. Please check traffic in both directions before proceeding across the roadway, and always watch the bus driver's signal before you cross.
- Students walking along side the bus should always stay a very safe distance away from the bus.

### D. Extra Curricular Activities

- The above regulations apply to any trips under school sponsorship.
- Students should obey and cooperate with the chaperones assigned.

### E. Emergency Procedures

- Bus evacuation drills are scheduled so that students know exactly what to do in case of an emergency on the bus.
- The bus driver or the assigned helpers must have full cooperation of the students. They must remain quiet during drills or emergency evacuation so that all directions can be heard and understood.
- Students are not to leave the bus unless instructed to do so by the bus driver.

### F. Discipline Procedure

**Riding a school bus is a privilege.** Students who are discipline problems on the bus may have their riding privileges **suspended by their principal.** The parents/guardians of suspended students are responsible for transporting their children **to and from** school safely. Bus drivers will report discipline problems to the principal on the **"Bus Misconduct Report"** form if the student(s) involved do not respond positively to the bus driver's corrective measures. The principal will investigate the incident and may include, but not limited to the following consequences:

<b><u>First Offense:</u></b>	Warning, special seating arrangement may be determined
<b><u>Second Offense:</u></b>	
Elementary:	1 day suspension or conference with principal, parent, and driver
Middle:	1 day suspension if major (fighting, etc.) or special seating arrangement
Secondary:	3 days suspension of riding privileges
<b><u>Third Offense:</u></b>	
Elementary:	3 days suspension of riding privileges
Middle:	3 days suspension of riding privileges
Secondary:	3 days suspension of riding privileges
<b><u>Fourth Offense:</u></b>	
Elementary:	5 days suspension of riding privileges
Middle:	5 days suspension of riding privileges
Secondary:	30 days suspension of riding privileges or may suspend riding privileges for remainder of the year.

**Fifth Offense:**

Elementary: 10 days suspension of riding privileges or may suspend for the remainder of the school year.

Middle: Same as elementary

Secondary: Riding privileges suspended for remainder of the school year.

**Sixth Offense:**

Elementary: 30 days suspension of riding privileges

Middle: Same as elementary

**Seventh Offense:**

Elementary: Riding privileges suspended for remainder of year

Middle: Same as elementary

Students are permitted only to ride the bus that they have been assigned. The only exception is in cases of emergency. (Going to a friend's house **is not** an emergency.) Students are to get on and off the bus at their assigned stop. A student who gets off at any stop other than the one assigned without a signed permission slip by the principal is in violation of school policy.

**School Board Policy #6184 – (Change in student's bus stop) – Adopted – August 30, 1993 – Revised – January 18, 2005**

Parents/guardians may request, in writing, that a student be re-assigned to a different loading zone and/or route due to special circumstances. A **“Re-Assignment Agreement”** form must be completed by the parent and signed by the temporary guardian receiving the child if a different bus is requested over a long period of time. Each student request must be completed on this form and arrangements made with the **transportation coordinator only**. All changes are based on available space on alternative bus plus the bus change must be long term (**five (5) consecutive days or more**). The district **will not** add additional buses or alter established routes to accommodate an individual transportation request. The district will consider an agreement with working parents who have a babysitting arrangement. An approval would mean, the child would be picked up and/or discharged at the same loading zone **everyday**. The only exceptions that will be granted are **emergency requests only**: either a death or hospitalization of an immediate family member. **Joint Custody** is also an exception!

**G. Bus Schedule – 2007-08**

- ❖ Hermitage School District will continue to operate three separate transportation runs which will accommodate the following students and approximate pick up times.
  - High School students – 9<sup>th</sup> through 12<sup>th</sup> grades – from **6:30 to 7:10 a.m.**
  - Middle School students – 5<sup>th</sup> through 8<sup>th</sup> grades – from **7:05 to 7:55 a.m.**
  - Elementary School students–Kindergarten through 4<sup>th</sup> grades – from **8:05 to 8:55a.m.**

Bus routes and schedules normally stay the same as last school year. The changes occur when a student moves from an elementary to a middle school run – **from 4<sup>th</sup> to 5<sup>th</sup> grade**. Also when a student from the middle school run moves up to a high school run – **from 8<sup>th</sup> to 9<sup>th</sup> grade**. This involves routing that student to a different assigned bus stop at a different time frame. Please check the bus listing before calling the transportation office.

Let's all work together to provide all children a safe, enjoyable, and productive year!