

TRANSPORTATION SERVICES

SCHOOL PICK-UP PROCEDURES

1. Students should be at the bus stop five (5) minutes before the scheduled departure.
2. Bus drivers WILL NOT wait for tardy students. Tardiness can be considered a safety violation.
3. Students should NOT run to catch the bus.
4. If the student misses the bus, the Parent/Guardian is responsible for transporting the student to school.
5. Students who habitually report to the bus stop late will be issued a Transportation Disciplinary Report Form.

SCHOOL DROP OFF PROCEDURES

1. The bus will not wait for parents of primary students in grades K-2, to arrive at the bus stop. If the parent is not present when the bus arrives, the student will be taken back to the school where the parent/guardian will be required to pick up their student. The bus driver will make contact by radio to the receptionist who will then call parent/guardian.
2. Bus drivers will drop off students only at designated bus stops. Please refer to your copy of the drop off points.

EMERGENCY REQUEST

1. Emergency changes are dealt with on a case-by-case manner. Emergencies are defined as: medical, accident, and funerals.

TRANSPORTATION INVOLVING STUDENTS

1. A student shall adhere to their established bus, bus schedule, and drop off points. There will be no change or deviation from the established bus, bus run or drop off point. This rule is necessary for the safety of our children, our students, and the orderly efficient transportation of our students.
2. Activity bus runs (bus service associated with a school extracurricular activity) will be conducted pursuant to the above noted policy. A block time (range of time) will be established for each activity bus service and publicized. It shall be the parent's responsibility to become informed of this block time (either by calling the school, or otherwise obtaining the times) and to be at the site during that range of time. If the bus should be late, it is the parents' responsibility to wait for its arrival. In-clement weather and other conditions may make it impossible to arrive at the site at the scheduled time. If parents fail to

pick-up their students at the site at the appropriate time, two (2) times within the school year, the student will be dropped from the activity.

3. It remains the parent's responsibility to ensure that their student/child is picked-up at the time that the student disembarks from the bus. It is impossible for the school to adjust for each individual student; therefore, school bus drivers are under orders to drop off students at the designated points at the designated times and proceed with their duties. To reiterate, it is the parent's responsibility to pick-up their child/student at that point, at that time.

BUS NOTE PROCEDURES

Students are to ride their assigned bus to and from the school every day. Requests to make a change in pick-up/drop off locations are to be written by the parent/guardian and submitted to the office by 12:00 pm on regular school days and 10:00 am on early release days. Changes should be limited to emergencies and may be denied if space is not available on the requested bus.

BUS PASSENGER EXPECTATIONS

Bus rules are for the sole purpose of keeping every student safe. Parents/Guardians should review the expectations and bus rules with their child. Students are expected to always follow these rules. We ask that you emphasize the importance of these rules.

REMINDER: RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT; ANY INFRACTION OF THE RULES WILL RESULT IN THE DISCONTINUATION OF BUS RIDING PRIVILEGES.

A. Conduct at the Bus Stop

1. Students should arrive at the bus stop five minutes before the scheduled bus arrival time. Parents/Guardians are also encouraged to accompany their younger students to and from the bus stop.
2. Students are expected to respect people and property both on the bus and around the bus stop. Parents/Guardians are monetarily responsible for the destruction of or defacement of public and private property by their students either on the bus or around the bus stop. Students' misconduct on the bus or within the vicinity of the bus stop may result in a temporary loss of bus privileges. In such circumstances parents are responsible for finding alternate means of transportation for the duration of the bus suspension as the student is still expected to attend school.
3. Students may board or exit only at their assigned bus stop. If a student should miss the bus, it is advised that a parent/guardian take him/her to the next designated bus stop or directly to the school.

4. Students are to stand 10 feet from the approaching bus and wait for the bus to make a complete stop. Once the bus driver has given the signal to begin loading the bus. Students are expected to board the bus in an orderly manner.
5. ALWAYS CROSS IN FRONT OF THE BUS. Failure to cross in front of the bus could result in an accident or injury.

B. Conduct Rules for Riding on the Bus

1. Be courteous and show respect for the driver and other students.
2. Harassment (teasing, pushing, intimidation, or fighting) will not be tolerated.
3. Remain seated at all times.
4. Use indoor voices and raise your hand if you need assistance.
5. Keep all body parts inside the bus and do not throw things in or outside the bus.
6. Keep aisles clear at all times by keeping your feet and backpacks out of the aisle.
7. Help keep the bus clean by not eating and drinking while on the bus.
8. Stay out of the driver's vicinity.
9. No items made partially or completely of glass are allowed on bus (i.e., glass jars, baking dishes, etc.).
10. No basketballs, baseballs/softballs, tennis balls, footballs, or any other type of playground ball is allowed on the bus.
11. Students will be assigned a seat on the bus and are expected to sit in that assigned seat.
12. The bus driver has complete authority on the bus.

C. Consequences for student bus misconduct

1. Violation and discipline process:
 - 1st Offense: Documented Verbal Warning
 - 2nd Offense: Documented written offence with Parent/Guardian contact
 - 3rd Offense: Principal Involvement – The principal, the bus driver, parent/guardian, and student will meet and in severe cases, discuss possible suspension of bus riding privileges.

D. Actions which may warrant immediate suspension.

- a. Fighting on the bus – all parties
- b. Possession of a firearm or dangerous weapon (or any item that resembles a weapon such as bullets, BBs, or any type of blades)
- c. Use of sparking devices, including matches or lighters
- d. Obscene gestures, profanity, or threats directed at the driver or other students.
- e. Vandalizing or destroying school property
- f. Cutting, puncturing, or writing on bus seats
- g. Laser pens
- h. Theft
- i. Extortion assault, harassment
- j. Any conduct that endangers the passengers on the bus.
- k. Use of illegal substances (alcohol, smoking, vaping, etc.)

SCHOOL PARKING PROCEDURES

SMDS encourages public safety and courteous behavior. To help maintain a safe and secure parking lot, please abide by the guidelines:

1. Use caution as pedestrians are walking within the parking lot.
2. The best deterrent to parking lot accidents is awareness and preparedness.
3. Never speed in the parking lot!
4. Park centered and straight within identified parking spaces.
5. The RED ZONE is designated as a drop off zone with NO parking allowed.