

SECTION II

GENERAL BUS GUIDELINES

GENERAL OVERVIEW

The operation of school buses for pupil transportation is strictly governed by the laws and regulations of the State of Kansas. It is the policy of USD #511 to provide the best possible service to the students at all times.

State laws and regulations require that pupils transported in a school bus are under the authority of the driver and are to obey the driver's instructions. The following quotation is appropriate: "CONTINUED DISORDERLY CONDUCT OR PERSISTENT REFUSAL TO SUBMIT TO THE AUTHORITY OF THE DRIVER OR SPONSOR WILL BE SUFFICIENT REASON FOR REFUSING TRANSPORTATION TO ANY PUPIL."

It is the aim of USD #511 to provide transportation for students according to the laws and regulations of the State of Kansas. Observing all rules and regulations will help maintain the best possible bus service.

PARENTS

Please keep in mind that your child/children's safety on the school bus is extremely important to USD #511. All of us must work together to insure this safety. PARENTS must work with us to insure that the students have the discipline and understanding of the rules and regulations of riding the buses in our district. PARENTS - please work with your child/children to develop a good understanding of proper actions on our buses for improved safety.

SAFETY

A "Safe Bus Ride" for school bus riders is the goal of every person who works in student transportation. This involves promoting proper attitudes toward safety training and riding for riders and drivers. **BUS RIDING IS A PRIVILEGE, NOT A PERSON'S RIGHT. SAFETY RULES ENSURE ALL STUDENTS WILL BE PROVIDED A SAFE RIDE.**

Be on time at the bus stop. If the driver would have to wait two minutes at each stop, some or all of the routes would have to start one hour earlier to arrive at school on time. Riders need to be safe pedestrians walking to and from the bus stops. They need to wait

in an orderly fashion, stand off the roadway, and show respect for the property of others.

Riders should line up single file, use the handrails, and take their seats promptly when boarding the bus. Riders who need to cross the road or street in front of the bus should do so ten feet in front of the bus, look both ways and wait for the driver's signal to proceed. Students will need to show the proper respect for the driver and bus. They need to help keep it clean, stay out of the aisle, and report any damage to the driver.

Below is a drawing of the "Danger Zone" surrounding a school bus. There is a ten foot zone that extends all around the bus with three especially dangerous areas. These areas are immediately in front and both sides, the right rear area, and in the opposite lane of traffic. Take time to go over this with your child/children so that they have a mental picture of these zones. The majority of accidents and fatalities have occurred in these areas surrounding buses during the past several years; therefore, this prompts us to stress the importance of them.

WHEN APPROACHING YOUR BUS, PRACTICE THESE STEPS TO CROSS THE ROAD SAFELY FOLLOWING THE 10-FOOT RULE.

- STAY** on your side of the road far away from traffic.
- WAIT** for the bus to stop and for your driver's signal to cross.
- CHECK** traffic both ways then check again.
- CROSS** directly across checking traffic both ways.
- WALK** 10 feet ahead of the bumper and board bus quickly.

REMEMBER . . .

STAY ON YOUR SIDE OF THE ROAD UNTIL YOUR DRIVER SIGNALS YOU TO CROSS.

CHECK AND RECHECK FOR TRAFFIC.

FOLLOW THE 10-FOOT RULE.

BOARD BUS QUICKLY.

GO DIRECTLY TO YOUR SEAT.

OTHER DRIVERS SHOULD STOP -- BUT THEY MAY NOT!

BUS LOADING AND UNLOADING PROCEDURES

PULS ELEMENTARY SCHOOL

Buses are to load and unload students at the west side of the building next to the curb.

ATTICA JUNIOR/SENIOR HIGH SCHOOL

Buses are to load and unload students at the west side of the building next to the curb.

OPERATION OF SCHOOL BUSES IN KANSAS

The following conditions shall be met in the operation of school buses in the State of Kansas:

1. No school bus driver shall drive more than ten consecutive hours.
2. Each school bus driver shall operate the bus in a safe, prudent and careful manner.
3. Each school bus driver shall use a seat belt at all times while the bus is in motion.
4. No trailer or other vehicle shall be towed by a school bus.
5. The bus shall not be allowed to coast with the clutch disengaged or in neutral. The door shall be closed before the bus is put into motion.
6. The fuel tank on the bus shall not be filled while the engine is running or with students on board.
7. No person shall be allowed to stand on the school bus while it is in motion.
8. No one, other than school personnel or students, may ride the bus without written permission that has been issued by the superintendent or principal except law enforcement officers.
9. A driver shall not require any student to leave the bus before destination of the student has been reached.
10. A school bus driver shall not leave the bus while the engine is running.
11. A school bus driver shall not make any repairs except emergency repairs as may be necessary while on the road.
12. The school bus shall be inspected and cleaned daily by the bus driver.
13. Substitute drivers must fulfill the same license, training, and physical requirements as a school bus driver.

SPECIAL DRIVING PROCEDURES

The following procedures shall be used for the loading or unloading of students at school:

1. The loading and unloading of students onto and from buses shall be conducted off the roadway, highway or street, in an area away from the vehicular traffic whenever possible.
2. Buses shall be parked in single file, one behind the other.
3. Buses shall be parked in single file prior to the dismissal time of the school.
4. Whenever the loading or unloading of students must be conducted on a roadway, highway or street, the following rules shall apply:
 - a. Buses shall be parked on the side of the roadway that is nearest the school with the entry door facing away from the roadway;
 - b. If roadway curbing is present, buses shall be parked adjacent to the curbing;
 - c. If roadway curbing is not present, buses shall be parked off the roadway if adequate space is available, unless to do so would threaten the stability of the bus.

The following procedures shall be used for the loading or unloading of students off school property:

1. Whenever adequate space is provided, the school bus driver shall load and unload students off the roadway unless to park the bus off the roadway would threaten the stability or safety of the bus or students.
2. Whenever the school bus does not pull off the roadway, highway or street, the loading and unloading of students shall take place in the right hand lane of the roadway, highway or street.
3. School bus drivers shall load and unload students on that side of the divided highway on which the student lives. Students are not to cross a divided highway in order to board or to reach their destination after leaving the bus.
4. Students are to cross the roadway, highway or street in front of the bus and at a

distance that allows the bus driver to see the student or students as they cross.

5. School bus drivers are not to move the school bus until all students who are discharged who must cross the roadway have done so. The driver shall also wait until the students who do not need to cross the roadway are a safe distance from the bus before moving.
6. No student shall cross the roadway while loading or unloading until the bus driver determines that it is safe to cross.

The alternately flashing signal lights on a school bus shall be used whenever a school bus is stopped on the highway for the purpose of receiving or discharging students.

ACCIDENT AND EMERGENCY PROCEDURE

Duty To Give Notice:

1. A bus driver must immediately notify or cause to be notified a law enforcement agency and the transportation monitor of any accident resulting in personal injury or property damage in any of the following circumstances:
 - a. the bus is involved;
 - b. a collision between a vehicle and a student crossing a roadway;
 - c. student or driver injured inside of the bus for any reason.

Discontinuance of Use:

2. A bus driver shall inform the transportation monitor at anytime the driver feels that the bus transporting students is unsafe for the transportation of passengers. If the driver ascertains that the bus is unsafe for the transportation of passengers, then the bus shall remain parked.

Sending For Help:

3. A bus driver shall not leave his or her bus to seek aid in the case of an accident or emergency unless there is no adult or student aboard who may be sent for help.

Accident Procedures at the Scene:

4. The bus driver shall adhere to the following procedure whenever a school transportation accident occurs unless incapacitated:
 - a. stop the bus immediately at or as near to the scene of the accident as possible - try to avoid obstructing traffic anymore than necessary;
 - b. remain at the scene of the accident unless it is necessary to leave the scene to seek assistance;
 - c. render assistance to any person injured in the accident;
 - d. do not let the students leave the scene of the accident;
 - e. direct passengers to a safe place away from the traffic;
 - f. if required, flares or warning devices shall be displayed to warn traffic.

Bus Evacuation

5. Bus evacuation drills shall be conducted as follows:
 - a. at least twice each school year each student who is transported in a bus shall participate in an emergency drill;
 - b. all bus evacuation drills shall be conducted on school grounds;
 - c. all bus evacuation drills shall be supervised by the school principal or others appointed by the superintendent of schools;
 - d. during bus evacuation drills, the driver must set the emergency brake, turn the ignition switch off and take the keys out and shall put the transmission in gear if the bus is equipped with a standard transmission.
6. A bus shall be evacuated at any time it appears the safety of those passengers inside will be jeopardized.

TRANSPORTATION POLICIES

1. Mandated transportation will be provided to and from school to all resident students enrolled in the schools of USD #511 and whose residence is outside a two and one half mile zone from their attendance center. Transportation **may** be provided to and from school to all resident students enrolled in the schools of USD #511 and whose residence is within the two and one half mile zone of their attendance center. Bus routes are established with primary regard for safety, efficiency and economy. Buses will be routed as close to students' homes as possible, but other considerations may make it necessary for students to walk a reasonable distance to the established route.
2. Based upon the recommendation of the Superintendent and Board of Education, non-resident, public school students may be granted transportation provided they meet the bus on an established route and there is room on the bus. Exception: Transportation will continue to be provided for students residing in the "gray area" between the territory included in School Districts #331 and #332 and who attend public school in Kingman.
3. Resident parochial school students who reside in an area which is served by a Kingman USD #331 attendance center bus **may** be furnished transportation under the same terms and conditions imposed on students attending the public schools.
4. Students will board the bus at the driveway leading to their residences. Buses will not travel driveways except when necessary to reverse their direction or in the interest of safety of students.
5. The Transportation Monitor, the Superintendent, Principals and Bus Drivers shall establish rules of conduct to be followed by bus students as well as disciplinary measures which will be evoked in case of non-compliance with the rules of conduct. Both the rules of conduct and the disciplinary measures will be reviewed by the Board of Education annually.
6. Guidelines on the use of the cellular telephones:
Cellular telephones are purchased to be used on the activity buses of the district. It is the intent that such telephones shall be used for emergency communications only and are not provided for general use. The driver of the vehicle shall be the person who controls the use of the cellular equipment and will be the one responsible to secure the equipment in order that use of the equipment is not abused. When the equipment is not in use, it will be secured in the manner to be determined by the director of transportation.

PASSENGER CONDUCT

The requirements of Kansas Law regulating school buses shall apply to all passengers when transported in a school bus. Violations will result in appropriate disciplinary action.

1. The bus driver shall be in charge of all passengers while they are riding, loading or unloading the bus. When there is a certified sponsor/coach on the bus, they are in charge of the passengers and the bus driver should work directly with them to correct any problems which arise.
2. In the event that the behavior of passengers on an evening route is such that the driver ascertains it is unsafe to continue, the driver is instructed to return immediately to school and notify the transportation monitor or building principal.
3. The bus driver has the authority to assign seats to the passengers.
4. If a student causes a discipline problem on a morning route, the bus driver may turn around and return the student to his parents at home.
5. Intoxicating liquor or alcohol shall not be consumed or carried in a bus.
6. Illegal drugs shall not be consumed or carried on a bus.
7. Be on time. Students are expected to be at the designated pick up place when the bus arrives. Drivers are not expected to wait for students who are not on time. Buses will not depart activity or event sites without accounting for all passengers.
8. Stay off the road while waiting for a bus. Give the bus driver space to pull the bus as far to the right of the road as possible.
9. Riders will not attempt to enter or leave a bus until it has come to a complete stop.
10. When necessary to reach their homes, students shall cross the road in front of the bus at a distance that allows the driver to observe such students as they cross. The bus will remain stationary until the students have safely crossed the road.
11. Riders will not leave their seats without the driver's permission.
12. Riders will remain in their seats facing forward at all times while the bus is in motion.

13. Riders may talk in a normal voice to seat mates. Loud talking or shouting may distract the driver and cause an accident. Use of profanity in any form is forbidden.
14. Horseplay, pushing, shoving, fighting or teasing are serious infractions and will not be tolerated.
15. Food or drink will not be allowed on regular route buses.
16. Riders are responsible for the general care of the bus. Any vandalism must be reported to the driver immediately.
17. Nothing is to be thrown from a window of a bus. Riders must not extend their hands, arms, head or bodies through the bus windows.
18. Complete silence is required when the bus stops for a railroad crossing. When drivers are faced with muddy or icy roads, riders are asked to keep the noise level lower than usual.
19. No pets or animals, firearms or weapons are permitted on a bus.
20. All aisles and emergency doors shall remain clear at all times.
21. Two exit drills per year are required. The driver may request more if deemed advisable.
22. In cold weather, riders should bring adequate clothing to cope with emergencies.
23. The use or possession of tobacco in any form or lighting matches and lighters shall not be permitted on a school bus.
24. Riders shall not open or close bus windows without the permission of the driver.
25. Students who wish to ride home with an adult or wish to get off somewhere other than their regular stop must make arrangements in advance with written permission to either the building principal, sponsor, or transportation monitor. The bus driver must be informed. Without this written permission, students will not be released to ride with an adult. In case of an emergency, a verbal request in person or by phone may be honored by the principal or designee if the request can be verified.

UNIFIED SCHOOL DISTRICT #511
BUS DISCIPLINE PROCESS

PULS ELEMENTARY SCHOOL
ATTICA JUNIOR/SENIOR HIGH SCHOOL

A.M.

1. Student violated a bus rule.
2. Driver fills out Bus Discipline Ticket on cited infraction of the rules.
3. Driver issues Bus Discipline Ticket to the building principal. He completes the form, contacts parents concerning violation and sends copies to superintendent, parents, transportation director and driver.
4. Driver and principal fill out Suggested Discipline form at the principal's office or the transportation monitor's office.
 - a. This form is turned in to the principal or the transportation monitor.
 - b. The driver keeps a copy of this form and files it with his/her Bus Discipline Tickets on that student.
5. The principal discusses the ticket with the student and the driver.
6. The principal contacts the transportation monitor and discusses the type of discipline needed.
7. A decision is made by the principal and transportation monitor as to the type of discipline needed. (The driver and/or the Suggested Discipline Form is used as a part of the decision.)
8. The driver is informed of the discipline.
9. Section B of the Bus Discipline Ticket is completed by the principal and the full ticket is issued to the student.
10. The student takes the ticket home and has a parent sign the ticket.
 - a. If the student is to have a loss of riding privileges, the parent will be notified by the principal.
 - b. The principal and transportation monitor will decide when action is to take effect.
11. The ticket must be returned to the bus driver before the student can ride the bus again.
12. If the student tries to enter the bus without the ticket or parent's signature, the driver will call the transportation monitor and report.
 - a. Transportation monitor will notify principal.
 - b. Principal will notify parent - NO RIDE!
13. If in the P.M., the problem is bad enough for the student not to ride the next morning, the driver contacts:
 - a. Transportation monitor by radio, or
 - b. Principal by phone, or
 - c. Superintendent of Schools by phone, and sets up an immediate meeting to make the necessary decisions.

UNIFIED SCHOOL DISTRICT #511
BUS DISCIPLINE PROCESS

P.M.

1. Student violated a bus rule.
2. Driver fills out Bus Discipline Ticket on cited infraction of the rules.
3. Driver issues Bus Discipline Ticket to the building principal. He completes the form, contacts parents concerning violation, and sends copies to superintendent, parents, transportation director and driver.
4. Driver and principal fill out Suggested Discipline form at the principal's office or the transportation monitor's office.
 - a. This form is turned in to the principal or the transportation monitor.
 - b. The driver keeps a copy of this form and files it with his/her "Bus Discipline Tickets" on that student.
5. The principal discusses the ticket with the student and the driver.
6. The principal contacts the transportation monitor and discusses the type of discipline needed.
7. A decision is made by the principal and transportation monitor as to the type of discipline needed. (The driver and/or the Suggested Discipline Form is used as a part of the decision.)
8. The driver is informed of the discipline.
9. Section B of the Bus Discipline Ticket is completed by the principal and the full ticket is issued to the student.
10. The student takes the ticket home and has a parent sign the ticket.
 - a. If the student is to have a loss of riding privileges, the parent will be notified by the principal.
 - b. The principal and transportation monitor will decide when action is to take effect.
11. The ticket must be returned to the bus driver before the student can ride the bus again.
12. If the student tries to enter the bus without the ticket or parent's signature, the driver will call the transportation monitor and report.
 - a. Transportation monitor will notify principal.
 - b. Principal will notify parent - NO RIDE!
13. When a problem is bad enough for the student not to ride the next morning, the driver contacts:
 - a. Transportation monitor by radio, or
 - b. Principal by phone, or
 - c. Superintendent of Schools by phone, and sets up an immediate meeting to make the necessary decisions.

BUS DISCIPLINE TICKET
USD #511

Pupil Name _____ Home Telephone _____
 Parent's Name _____
 Home Address _____ Parent(s) Work Phone _____
 School _____ Grade _____
 Date of Infraction _____ A.M. _____ P.M. _____
 Bus Number _____ Driver's Name _____

Section A

Parent:

The above named student has been cited for an infraction of our bus rules. Please discuss this matter with the child and sign below to indicate the receipt of this bus discipline ticket. **THE STUDENT MUST PRESENT THIS NOTICE WITH YOUR SIGNATURE TO THE BUS DRIVER IN ORDER TO GET BACK ON THE BUS.** Listed and checked below is/are the infraction(s) committed by the named student. (After two such notices, the student may lose riding privileges for one week. The third notice constitutes longer or permanent loss of riding privileges in accordance with the offense.)

_____ Refusing to obey the driver	_____ Continuous violation of standing while bus is moving
_____ Unacceptable language	_____ Continuous violation of not remaining seated
_____ Lighting matches	_____ Continuous violation of having feet in the aisle/obstructing aisle
_____ Violation of safety procedure	_____ Continuous harassment of others on the bus
_____ The use or possession of tobacco in any form	_____ Continuously noisy on the bus
_____ The use or possession of intoxicants in any form	_____ Continuous violation of not following bus loading/exiting rules
_____ Throwing objects from the bus	_____ Continuous violation of being late for the bus
_____ Throwing objects in the bus	_____ Disrespectful to bus driver or sponsor
_____ Extending any part of the body out of windows	_____ Spitting
_____ Vandalism	_____ Fighting
_____ Other (describe) _____	

Comments from the driver. _____

Please Keep In Mind

Although busing in Kansas is mandated, it is still a privilege to ride the school bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver or sponsor shall be sufficient reason for refusing transportation to any pupil.

Driver's signature _____ Date _____
Principal's signature _____ Date _____
Transportation Monitor's signature _____ Date _____
Parent(s) signature _____ Date _____

Copies of this ticket will be kept by USD #511 through filing with the Bus Driver, Principal, and Transportation Monitor

**Section B
Type of Discipline**

- _____ 1. Notification to student - warning but no penalties.
- _____ 2. Notification to student and parents - conference must be held with principal and parents. Student, bus driver and transportation monitor may attend if principal deems it necessary. Superintendent informed.
- _____ 3. Notification to student, parents and bus driver - student taken off the bus for _____ bus days because of the cited action and/or other actions. Superintendent consulted.
- _____ 4. Notification to student, parents and bus driver - student taken off the bus permanently because of the cited action and/or other actions. Superintendent involved in the decision.
- _____ 5. Other - In addition to the four listed above or in lieu of the four listed above.

COPIES: White - Bus Driver
Yellow - Principal
Pink - Student/Parents
Goldenrod - Transportation Monitor

**DRIVER SUGGESTED DISCIPLINE FORM
UNIFIED SCHOOL DISTRICT #511**

I, _____, filled out a "Bus Discipline Ticket" on
Driver's Name
_____ on _____, _____, and _____
Student's Name Day Date Time (A.M./P.M.)

- | | |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Refusing to obey the driver | <input type="checkbox"/> Continuous violation of standing while bus is moving |
| <input type="checkbox"/> Unacceptable language | <input type="checkbox"/> Continuous violation of not remaining seated |
| <input type="checkbox"/> Lighting matches | <input type="checkbox"/> Continuous violation of having feet in the aisle/obstructing aisle |
| <input type="checkbox"/> Violation of safety procedure | <input type="checkbox"/> Continuous harassment of others on the bus |
| <input type="checkbox"/> The use or possession of tobacco in any form. | <input type="checkbox"/> Continuously noisy on the bus |
| <input type="checkbox"/> The use or possession of intoxicants in any form | <input type="checkbox"/> Continuous violation of not following bus loading/exiting rules |
| <input type="checkbox"/> Throwing objects from the bus | <input type="checkbox"/> Continuous violation of being late for the bus |
| <input type="checkbox"/> Throwing objects in the bus | <input type="checkbox"/> Disrespectful to bus driver or sponsor |
| <input type="checkbox"/> Extending any part of the body out of windows | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Fighting |
| <input type="checkbox"/> Other (describe) _____ | |

I suggest the discipline for the student's actions should be: Check one:

- a. A reprimand by the principal
- b. A reprimand by the principal and the bus driver
- c. _____ days of suspension from riding the bus
- d. Permanent loss of riding privileges
- e. Other - suggested (example: clean bus, etc.) _____

COPIES: White - Bus Driver Yellow - Principal or Transportation Monitor

SECTION III

ACTIVITY BUS GUIDELINES

GUIDELINES FOR COACHES AND SPONSORS

1. All activity trips and field trips will follow the safety rules and regulations listed in the USD #511 bus information handbook Section II (General Bus Guidelines).
2. All activity trips and field trips will follow the State busing procedures as listed in the USD #511 bus information handbook Section II (General Bus Guidelines).
3. All activity trips and field trips will follow the accident and emergency procedures as listed in the USD #511 bus information handbook Section II (General Bus Guidelines).
4. The following procedures shall be used for loading and unloading of students on activity buses:
 - a. The loading and unloading of students should be conducted off the roadway, highway or street in an area away from vehicular traffic and, whenever possible, in a parking lot.
 - b. Whenever the loading and unloading of students must be conducted on a roadway, street or highway, the bus involved shall be parked with the entry door facing away from the roadway.
 - c. Emergency exits will not be used for loading and unloading of passengers unless the emergency procedures are in effect.
 - d. All of the bus loading and unloading procedures listed in the USD #511 bus information handbook Section II (General Bus Guidelines) will be in effect.
5. The requirements of Kansas Law regulating school buses shall apply to all passengers when transported in a school bus.
 - a. The coaches and sponsors shall be in charge of all passengers while they are riding, loading or unloading from the bus. The coach or sponsor in charge of the passengers and the bus driver should work directly together to correct any problems which arise.
 - b. In the event the behavior of passengers on the bus is such that the driver ascertains that it is unsafe to continue, the driver is instructed to return immediately and notify the transportation monitor or building principal.
 - c. The coaches or sponsors have the authority to assign seats to the passengers.
 - d. If a student causes a discipline problem on an activity trip, the bus driver may stop the bus until the sponsor or coach corrects the problem. The bus driver will

write a disciplinary ticket which is submitted to the principal and, if the coach or sponsor cannot maintain appropriate discipline, the bus driver is directed by USD #511 administration to return to the school.

- e. Intoxicating liquor or alcohol shall not be consumed or carried in a bus.
- f. Illegal drugs shall not be consumed or carried in a bus.
- g. Be on time. Students are expected to be at the designated pick up place when the bus arrives. Drivers/coaches and/or sponsors are not expected to wait for students who are not on time. Buses will not depart activity or event sites without accounting for all passengers.
- h. Riders will not attempt to enter or leave a bus until it has come to a complete stop.
- i. If necessary to deliver students to their homes, students shall cross the road in front of the bus at a distance that allows the driver to observe such students as they cross. The bus will remain stationary until the students have safely crossed the road.
- j. Riders may not leave their seats without the coach's/sponsor's permission.
- k. Riders must remain in their seats at all times while the bus is in motion.
- l. Riders may talk in a normal voice to seat mates. Loud talking or shouting may distract the driver and cause an accident. Use of profanity in any form is forbidden.
- m. Horseplay, pushing, shoving, fighting or teasing are serious infractions and will not be tolerated.
- n. Food or drink will not be allowed on school buses unless permission is given by coaches or sponsors.
- o. Riders are responsible for the general care of the bus. Any vandalism must be reported to the driver, coaches and sponsors immediately.
- p. Nothing is to be thrown from a window of a bus. Riders must not extend their hands, arms, head or bodies through the bus windows.
- q. Complete silence is required when the bus stops for a railroad crossing. When drivers are faced with muddy or icy roads, riders are asked to keep the noise level lower than usual.
- r. No pets or animals, firearms or weapons are permitted on a bus.
- s. The aisles shall remain clear at all times.
- t. In cold weather, riders should bring adequate clothing to cope with emergencies.
- u. The use or possession of tobacco in any form or lighting matches and lighters shall not be permitted on a school bus.
- v. Riders shall not open or close bus windows without the permission of the driver.
- w. Students who wish to ride home with an adult or wish to get off somewhere other than their regular stop must make arrangements in advance with written permission to either the building principal, sponsor, or transportation monitor. The bus driver must be informed. Without this written permission, students will

not be released to ride home with an adult. In case of an emergency, a verbal request in person or by phone may be honored by the principal or designee if the request can be verified.

6. It is the responsibility of coaches and sponsors to insure that buses and vans are thoroughly cleaned before excusing students from an activity trip. Failure to return a cleaned bus or van to the bus barn will result in loss of future field and activity trips for that group or team.
7. Coaches and sponsors will sit on the bus during the activity trip where all areas of the bus can be properly supervised. When only one coach or sponsor rides the bus, it is recommended that the coach or sponsor sit in the back of the bus.
8. All activity and field trips must be planned in advance. Requests for vehicles and drivers must be arranged with the transportation monitor at least one week in advance of the activity trip. Departure and arrival times must be included in the request for transportation. Any stops between the school and the activity destination must be approved by the principal and the transportation monitor. No student will be allowed to depart from the bus at any other site than those planned in the activity.
9. Students who ride the bus to an activity and request to ride home with their parents after the activity must provide written requests from their parent(s) and the request(s) must be approved by either the building principal, coaches, sponsors, or transportation monitor. The bus driver must be informed.
10. Buses will not detour from the planned route of the activity to pick up students or to drop off students going to and from an activity. It is recommended that all students participating in the activity board the bus at the school and depart from the bus at the school at the end of the activity trip. Any stops along the route to and from the activity must be approved by the building principal. Coaches, sponsors, the transportation monitor and the bus driver must be informed by the building principal of his approval.
11. Activity and field trip bus drivers shall not allow anyone other than school personnel and students to ride the bus unless written permission has been issued by the principal/transportation monitor. This provision shall not apply to law enforcement or emergency personnel who are passengers of a bus in emergency periods as designated by the governing board of the school district.

**UNIFIED SCHOOL DISTRICT #511
STUDENT PASSENGER RELEASE FORM**

Student Name _____ School _____ Grade _____

Request Information was made by:

- a. Written communication _____
- b. Telephone _____
- c. Verbal communication _____

Nature of the request: _____

Person making the request: _____

Date: _____ Time: _____

Principal's approval: Yes _____ No _____

Principal or designee's signature: _____

Date: _____ Time: _____

Office Information:

- 1. Please attach note to this form if brought to school.
- 2. Make one (1) copy of this completed form and give it to the bus driver.
- 3. Keep the original completed form in the school office until the end of the school year.

**UNIFIED SCHOOL DISTRICT #511
ADULT PASSENGER RELEASE FORM**

Adult Name _____ School _____

Request Information was made by:

- a. Written communication _____
- b. Telephone _____
- c. Verbal communication _____

Nature of the request: _____

Person making the request: _____

Date: _____ Time: _____

Principal's approval: Yes _____ No _____

Principal or designee's signature: _____

Date: _____ Time: _____

Office Information:

1. Please attach note to this form if brought to school.
2. Make one (1) copy of this completed form and give it to the bus driver.
3. Keep the original completed form in the school office until the end of the school year.

