



## Chillicothe R-II Bus Rider Handbook

This handbook is designed to help provide a safe and enjoyable experience for the bus rider through the communication of this district's transportation regulations and procedures. The primary goal of Chillicothe R-2 School District Transportation Department is the safe and orderly transportation of eligible students to and from school as well as to and from school related activities.

Students who have the privilege of bus transportation are under the authority of Chillicothe R-II and should obey and follow the instructions of the drivers as if they were a classroom teacher. Riders are expected to respect this authority and to behave in such a way that the driver will not be distracted while operating the bus. All rules that apply in the classroom carry over to the bus. All school board policies that apply to student conduct and other student related activities apply to the bus. Students are expected to do their part in making the trip pleasant and safe for all riders. Discipline will be administered by the Principal and Director of Transportation.

All district bus drivers, either regular route, substitutes, or trip drivers, have the appropriate required certification licenses and receive additional training each year in safe driving and emergency procedures.

All buses are equipped with two-way communication devices. If a student will not ride the bus on a particular morning, parents are asked to call the bus barn by 6:45 AM. The bus barn has an answering machine which you can leave messages on if you call when no one is in the office. It is checked before drivers leave on their morning routes. If a student does not ride for three consecutive days without notifying the bus barn of the change, the bus will not stop again until the parent calls the bus barn to resume pick-up/drop-off.

**For any changes in the regular busing routine, please contact the bus barn directly at 646-6309. All changes must be made before 2:00 pm. The bus barn conveys changes to the appropriate schools and drivers.**

If you are the parent of a kindergartener there must be arrangements made for a responsible party to meet them at the bus stop. Students that have no one at the stop are considered undeliverable and will be returned to their home school or to the bus barn for pick up.

*Parents, please review this handbook with your child so that he/she will know that you, as well as the Chillicothe R-II School District, expect them to follow the simple rules outlined. Persons other than the students scheduled to ride a bus, including parents, are not to board a school bus. Doing so may be considered trespass of a school bus which is a class A misdemeanor. If there are questions concerning bus routes or bus drivers, contact the Transportation Department at 646-6309 instead of trying to board the bus to confront a driver.*

**ELIGIBILITY**

Chillicothe R-II School District provides transportation for eligible students enrolled in the public schools from home to school each morning and from school to home each afternoon. Eligible students include: all at the High School and the new Chillicothe Elementary School, Field students living west of Washington Street, Middle School and Dewey School students living one or more miles from the school in which they are enrolled, or if a railroad track runs between home and school. All stops (daycare, relatives' homes, etc.) must meet eligibility requirements. Transportation is not provided to or from businesses.

**ASSIGNED BUSES ONLY**

Students are assigned to a bus and a bus stop. No change in either bus or bus stop is permitted without authorization. Failure to ride assigned bus from bus stop or school may jeopardize student's safety and could result in disciplinary action.

**ACCIDENTS OR EMERGENCIES**

- Follow the bus driver's instructions.
- Do not touch the emergency equipment or safety releases, unless you are told to do so.
- If you must leave the bus, keep your hands free leaving everything behind. If you must jump from the bus, keep your knees bent slightly as you jump. Move quickly away from the exit and stay in a group away from any point of danger.

**VIDEO**

The District uses video cameras on the buses for safety purposes. Student discipline is recorded and viewed by District Administration. Videos may also be viewed by the local Law Enforcement Agency and may be subject to release through a court ordered subpoena. Because of student privacy issues, parents may not view students by video. This policy is in effect to protect our total student population.

**INCLEMENT WEATHER**

The following methods will be used for notification purposes in case of unscheduled early outs, late starts, and school cancellation days: Text caster; district email; local radio stations- KCHI, KMZU, KTTN, KFMZ/KBZK; TV stations- Ch. 2, 4, 5, & 9.

Late Start days: Buses will run the same routes only 2 hours later.

## Chillicothe R-II School District School Bus Safety Rules

It is very important that students are aware of and follow all of these bus safety rules for the welfare of all students. The privilege of riding the bus may be revoked for just cause. Busing rights depend on the rider's behavior and cooperation.

### 1. ***At the bus stop***

- Be on time at your stops; the driver will wait only a short time.
- If there are no sidewalks on your route to the bus stop, walk on the left side of the street or road, facing traffic. Stay as far off the road as possible.
- If you are walking with others where there are no sidewalks, go single-file.
- Do not stand in the street to wait for the bus or step into the street.
- Don't play around or be involved in horseplay
- When the bus approaches, stand back at a safe distance until the bus has come to a complete halt.
- Do not cross the road at the bus stop until directed to do so by the driver. Look left, right, and then left again before crossing. Cross in front of the bus - never behind.

### 2. ***Loading the bus***

- Line up in a single file line and board in a safe and orderly manner. Don't push or shove.
- Use the handrail as you go up the steps one at a time.
- Take your assigned seat and remain in it until the bus has come to a complete halt at your school.

### 3. ***Getting off the bus***

- Students will not be allowed to leave the bus at any point other than their school or bus stop
- Stay seated until the bus comes to a complete stop.
- Use the handrail when exiting the bus.
- Do not push or crowd while leaving the bus.
- If a student has to cross a street or highway, they should move 10 feet away from the side of the bus and walk 12 to 15 feet in front of the right bumper; look at the driver and wait until signaled to cross; check both directions and walk directly across the road. Never cross behind the bus.

**CAUTION! Be alert for vehicles that do not stop for the bus loading and unloading.**

4. ***The driver is in charge.*** Obey the driver's directions, or other adult in charge such as a bus monitor, promptly and without argument the first time they are given.

5. ***The driver may assign seats.***

6. ***Students must be seated before the bus is put in motion and remain seated throughout the trip.*** Stay in your seat, with feet on the floor, while the bus is in motion. Only when the bus has come to a complete stop will students be allowed to exit a bus.

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7. ***No excessive noise*** such as loud talking, screaming, whistling, or by the use of electronic equipment. Students who bring electronic devices on the bus do so at their own risk.

8. ***The driver will not discharge students at places other than their regular bus stop or at school, unless authorized by the appropriate school district personnel.*** These arrangements will be made before departing the bus barn or school.

9. ***No handling of the emergency equipment*** (emergency doors, fire extinguisher).

10. ***Horseplay, fighting and the use of obscene, vulgar or profane language or gestures are forbidden and may constitute dismissal from the bus.***

NOTE: The school administrator and resource officer will be involved when there are fights on the school bus.

11. ***Not allowed on the bus:*** weapons, explosives, (such as fireworks) knives, water guns, jam boxes, laser pointers, cameras, gasoline cans (even if empty), balloons, animals or any other object that could be considered dangerous or a distraction to the driver.

12. ***Do not litter, spit, write on or damage the bus.*** Damage to bus should be reported immediately to driver—the bus is school property. Students must use the trash basket on the bus. Throwing items on the floor or out the window is prohibited. Students who are caught vandalizing (damaging) any part of a school bus could lose bus riding privileges and be held responsible for the cost of repairs. In severe cases of vandalism where older students are involved, law enforcement officials will be contacted.

13. ***Students are not allowed to eat or drink on the school bus.*** Doing so is a liability because of food allergies and possible choking hazard. Bottles or cans whether full or empty will not be allowed on the school bus unless they are kept in a lunchbox or backpack. Exceptions may be made on activity or athletic trips.

14. ***Tobacco, drugs, alcohol, matches, and cigarette lighters are not allowed on the bus.***

15. ***Bullying is not allowed*** - neither physical nor verbal. Teasing and put-downs are considered bullying. Report bullying to driver, principal and parents.

16. ***No behavior that jeopardizes the safe operation of the bus.***

**17. Photos are not to be taken on the bus.**

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**18. Students may bring onto the bus only items that will fit on their lap or under the seat and not interfere with seating of fellow passengers.**

State Board of Education Rule 5 CSR 30-261.010, requires that school bus aisles not be blocked. The aisles must be free of any obstruction so the bus, if needed, could be evacuated quickly. Band instruments that are excessive in size should not be brought on the bus, i.e., tuba, drums. If the instrument will fit either in the student's lap or under the seat it will be allowed on the bus. Instruments may not be in the aisles or take the place of another student. Consult with the Band Director about transporting these items home.

**19. Do not open windows without the driver's permission. Do not lean against windows as some are designed to pop out under pressure in case of an emergency.** Students should not extend any part of their body or any article out the window of the bus whether the bus is in motion or not.

Drivers have the right to confiscate any items causing a distraction or disturbance on the bus. They will be returned to the student as they exit the bus or turned in to the school's office for parent pick up.

Drivers and school officials are not responsible for articles left on the bus.

## CHILLICOTHE R-II SCHOOL DISTRICT BUS DISCIPLINE CONSEQUENCES

The school bus driver makes every effort to deal individually with minor discipline problems on the bus. When a student's disruptive behavior is persistent or when a student's behavior puts the safety of other students in jeopardy, then the student will be subject to the following consequences: ***It should be noted that consequences will be handled on a yearly basis—meaning the student has the following consequences for the entire school year.*** If a student receives a fourth conduct slip they will be suspended thirty days. After thirty days the student will be reinstated to the bus route for transportation service. If the student receives a fifth conduct slip, the student will be indefinitely suspended from bus transportation service. Fighting or serious threats may move the consequences more quickly.

- *A bus discipline conduct report will be sent home as a **“warning”** to the student and the parents that any further disruption may result in suspension of bus riding privileges for the student. The student must return the form signed by parent or legal guardian to the bus driver the following day or the student will not be allowed to ride the bus. A copy of the report will also be sent to the school principal, who will confer with the student concerning further consequences.*
- *If a student receives a **second conduct report, the student will receive from 1 to 3 days** suspension of bus riding privileges from the building principal. The principal will notify the assistant superintendent of any suspension. The parent(s) will be responsible for the student's transportation during the suspension period.*
- *Should a student receive a **third discipline conduct report, the student will be referred to the building Principal and the student will receive an automatic 5 day suspension of bus riding privileges.** The student and the student's parents will be required to have a conference with the Principal before the student will be allowed to ride the bus again.*
- *Should a student receive a **fourth conduct report or if a severe behavior problem occurs, the student will be referred to the Assistant Superintendent and the student will receive a thirty day suspension of bus riding privileges.** The student and the student's parents will be required to have a conference with the Assistant Superintendent before the student will be allowed to ride the bus again.*

- *Should a student receive a **fifth conduct slip after a thirty day suspension, the student's bus privileges could be suspended indefinitely** from bus transportation service for the rest of the school year.*

Students who intentionally damage or cause damage to a bus will be required to make payment for repairs and may also be required to provide community service hours for cleaning buses in addition to receiving a suspension of bus riding privileges.

**\*Students receiving bus suspensions of riding privileges for regular routes will not be allowed to ride activity and athletic trip buses during the time of their suspension. Unfulfilled suspensions received during the regular school year will continue into Summer School.**

## **2018-19 Bus Rider Safety Handbook Acknowledgement Form**

This will acknowledge that I, as parent/guardian of

\_\_\_\_\_,  
*(first and last name of child-please print)*

have received and reviewed the Bus Rider Safety Handbook and have gone over these rules and regulations with my child.

\_\_\_\_\_

(Parent/Guardian Signature)

Date: \_\_\_\_\_

*Please sign and return this form to your child's teacher/school.*



