



PROSPECT INTERNATIONAL SCHOOL

Transportation Department

School Bus Policies and Procedures

These school bus policies and procedures have been established so students and parents in the community, will receive information leading to an understanding of the expectation of students while they are being transported to and from school. These policies call for cooperation on the parts of students, parents, bus drivers, and other school personnel, and have been developed to promote safety. Parents are encouraged to study these policies and procedures with their child/children. Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school.

GETTING ON AND OFF THE BUS.

- Help the driver maintain the scheduled pickup times by being ready and waiting 10 minutes before the bus arrives. Students are to be waiting on their **residential side of the street, at their designated place of safety and not in their house, vehicle, on the front porch. If the driver cannot see the student waiting, the driver will continue on to the next stop.** Too frequent and long stops cause delays in the fixed bus schedule, increase traffic congestion, and delay the arrival of students at schools. This is unfair to students, schools and other highway users, and multiplies hazards for the bus and its occupants.
- When dropping off students at the end of the day, students are to go to their designated place of safety and remain there until the bus departs. Parents are encouraged to be at the designated place of arrival before the bus gets there.
- Parents are responsible for the conduct of students while going to or from pick-up points and for students' meeting the bus on schedule. This fact does not relieve parents of students from the responsibility of supervisor until such time as the student boards the bus and after the student leaves the bus at the end of the school day.
- Students living in developments (*bad roads, blocked intersections etc.*) with a **single access road** shall walk to the designated pick-up spot.
- Bus stops are limited, where feasible, so that students from several homes can meet at a central point safely for group pick-up or drop off at a **reasonable location**.
- Students shall be waiting, in an orderly manner, at the assigned loading area to board the bus when it stops in the morning. No pushing or shoving will be allowed when boarding or getting off the bus.
- After the bus stops, wait until you get a signal from the driver before crossing streets to get on or off the bus.
- Walk quickly, but safely, so that the bus will not be holding up traffic.
- Use caution crossing the road after getting off the bus. Some drivers of other vehicles may not observe the rule requiring them to stop for a stationary bus.

RIDING THE BUS

- Only students eligible for transportation are permitted to board and ride Prospect International School buses.
- No student shall leave or be out of his/her seat while the bus is in motion.
- Do not throw anything in the bus or out an open window.
- Nothing shall be held so it extends out of the window or in the aisle of the bus.

- **Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their child/children.**

- Learn how to get off the bus in case of an emergency. The bus driver will conduct practice drills periodically.

- Students must ride their assigned bus to and from school. Changes in bus assignments and/or stops can be made only in the case of an emergency. Approval for any change must be requested by the parent or guardian from the administration.

OBEYING THE PASSENGER RULES

- The driver will be responsible for the orderly conduct of his passengers on the bus, the student is under the authority of, and directly responsible to the bus driver or aide, where applicable.

- The driver has the authority to enforce the established procedures for bus conduct. If any student willfully refuses to obey the bus driver or the posted safety rules, a **School Bus Discipline Report** shall be completed and turned in to the Administration Office. A copy will be forwarded to the Headmaster. The Headmaster will handle all discipline and advise parents of any disciplinary procedures or action taken.

- When it becomes necessary to refuse a student transportation due to misconduct, the school administrator shall make the decision and notify the parents in writing of such refusal with an explanation for this action. The bus driver will not permit the student to board the bus until the suspension is completed or the Administrator stipulates otherwise.

- It should be clear that all suspensions or matters needing the Headmasters attention will be handled and directed through him/her.

TRANSPORTATION TO/FROM OTHER THAN HOME ADDRESS

- All bus transportation will be based on the student's workable location, if established that the bus cannot use the route to the home address, an understanding must be reached to drop off the ward at the next convenient stop. An agreement is reached by the Parent/Guardian and the Driver. Note that the Administrator must be notified of any route changes of the bus.

- All students must be picked up at the **SAME location Monday through Friday and dropped off at the SAME location Monday through Friday**. (Example: pick up student at home every morning; drop off at shop every afternoon.) **DAILY CHANGES CANNOT BE ACCOMMODATED**. (Example: cannot pick up student Monday through Wednesday from home and from shop Thursday and Friday.) Parents must arrange for transportation to and from any unauthorized address. Emergency situations arising require authorization from Headmaster or the Administrator.

- In instances where the bus encounters certain problems, parents will be notified as soon as possible.

- Pricing is based on distances and applies to all routes accordingly.

- Parents with three or more children are entitled to a discount. Contact the administrator for pricing packages.

PLEASE REMEMBER THAT RIDING A BUS IS A PRIVILEGE!