

Skyline Education, Inc. School Bus Guidelines and Rules

The conduct of students aboard a school bus must be controlled in order to provide safe and efficient transportation. The students aboard a bus are under the authority of the bus driver and directly responsible to the driver. The attached articles are provided for driver guidance in maintaining student discipline.

In the enforcement of student discipline, the drivers should work closely with school administrators. In the event of unresolved problems aboard the bus, after consulting with the school administrator, drivers should bring the matter to the attention of the Director of Transportation.

1. **DRIVER'S AUTHORITY:** Students in a school bus are the complete responsibility of the bus driver and under his/her direction; students must be courteous and show respect for the driver and obey the driver's instructions at all times.
2. **BUS STOP ASSIGNMENT:** Students may not get on or off the bus at any location other than their regularly scheduled stop. Parents must submit in writing a bus change 24 hours in advance. When an emergency situation occurs, a parent may arrange for an alternative authorized bus stop on a limited basis.
3. **BUS DEPARTURE TIMES:** Students should be at their bus stop at least 10 minutes prior to the scheduled pick up time; buses must operate on a definite schedule and drivers will not wait for late arrivals. Students are not to arrive at the stop more than 10 minutes prior to the departure time. Excessive late arrivals to the bus stop will result in disciplinary action.
4. **BOARDING THE BUS:** As the bus approaches, students must form an orderly single-file line and stand no closer than 10 feet. Students shall not move towards the bus until it has come to a complete stop. Students must enter the bus one at a time, with no pushing or shoving in line.
5. **SEAT ASSIGNMENT:** Students are to take the seat indicated by the driver; they may not exchange seats without the driver's permission.
6. **STUDENTS MUST REMAIN SEATED:** Students must sit upright, face the front of the bus, keep feet out of the aisle, and in no way obstruct aisles or bar progress of other students moving in or out of the bus. Standing, walking, or any movement out of seats while the bus is in motion is prohibited.
7. **BUS WINDOWS:** Windows may not be lowered without the driver's permission and at no time may they be lowered below the second notch (the window should never be open more than 6 inches).
8. ***HANDS/BODY OUT OF WINDOWS:** Students may not extend hands, arms, head or any other part of the body out of the window at any time on the school bus. Unauthorized exiting from emergency doors and windows is prohibited.
9. ***TAMPERING WITH BUS EQUIPMENT:** Tampering of any kind with bus doors, emergency exits, radio, or controls is prohibited.
10. ***SMOKING NOT ALLOWED:** Smoking, use of any tobacco product, lighters, or lighting of any material is prohibited and is against the law.
11. **EXCESSIVE NOISE/DISORDERLY CONDUCT:** Students are prohibited from creating disturbances such as whistling, playing musical instruments, yelling or talking loudly, throwing articles, shooting rubber bands, scuffling, etc. Students shall quietly converse only with those students sitting in the same seat they occupy. Distractions and noise levels inside the bus must be kept to a minimum so the driver can hear and observe approaching emergency vehicles, horns, or other impending hazards.
12. ***PROFANE LANGUAGE/GESTURES:** Using profane language or obscene gestures is prohibited.
13. **LITTERING:** Littering or throwing of objects of any kind is prohibited.
14. ***FIGHTING:** Students may not interfere with others, nor destroy the property of others; they may not intimidate or threaten anyone on the bus. Students must keep their hands to themselves; fighting, slapping, hitting, poking, shoving, pulling hair, etc., in the bus or at the stop, is prohibited.
15. **EATING/DRINKING:** Drinking, items other than water, or eating, including gum and candy, is prohibited at all times.

16. **PROHIBITED OBJECTS:** Items such as glass containers and large or dangerous objects are not allowed on the bus. Transporting live animals, fish, reptiles, or insects on the bus is prohibited.
17. ***DAMAGE TO THE SCHOOL BUS OR BUS STOP:** Students may not vandalize or damage the school bus or bus stop. *Parent(s)/Guardian(s) will be required to pay for damage done by their child to either the school bus or to private property at the bus stop location.*

WHEN ENFORCEMENT OF DISCIPLINE IS REQUIRED THE FOLLOWING DISCIPLINE FLOW CHART IS USED:

The school bus driver will issue:

- At least 2 verbal warnings, then
- One written warning, then
- If the student's behavior does not improve, the driver will make a recommendation of denial of bus privileges to the school administrator
 - On occasion, a school administrator may request the driver to request a parent conference or a bus driver may request to attend. In either case, arrangements to attend and participate should be coordinated through the Director of Transportation. School administrators will be responsible for informing the Director of times and dates.

The situations listed below, and asterisked under the Bus Guidelines and Rules, are serious offenses and are regarded as Disorderly Conduct. The Discipline Flow Chart will not be followed; an immediate recommendation to deny transportation will be given:

- Unauthorized jumping out or entering the bus through windows and emergency exits
- Tampering with bus equipment e.g. emergency door, brakes, switches or other devices used in the operation of a school bus
- Smoking in the school bus
- Lighting lighters, matches or other materials; exploding firecrackers or burning papers on the bus
- Degrading, vulgar or profane speech or gestures directed at the driver or other students on the bus
- Use of physical force upon the driver or inflicting injury upon other students through the use of physical force
- Intentional destruction or defacing of seats or paneling within the bus
- Refusal to remain seated while the bus is in motion after verbal warnings.

Charter Schools are not reimbursed for transportation, therefore Skyline Education, Inc. transportation is a courtesy to our students. We must follow pre-determined routes. The \$25.00 fee is a reservation fee, non-refundable,(first come first serve) so we do not over populate the bus. Due to this you may not get a seat on the bus to school and it is not the schools responsibility to transport your student to and from school. Charter Schools are schools of choice and the ADE does not reimburse the school for transporting any student.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE BUS GUIDELINES AND RULES AS RIDING THE BUS IS A PRIVILEGE

STUDENT NAME (PRINTED): _____

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT NAME (PRINTED): _____