

'NA AKSA GYILAK' YOO SCHOOL BUS TRANSPORTATION GUIDELINES



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Table of contents

Eligible Passengers -----	pg. 2
Responsibilities & Duties -----	pg. 3
School Bus Rules & Expectations -----	pg. 3-4
School Bus Disciplinary -----	pg. 4
School Bus Guidelines -----	pg. 5

ELIGIBLE PASSENGERS

STUDENTS:

Eligibility is not intended to mean that students have the “right” to transportation services. Bus service is a privilege, which eligible students can use.

Being eligible for transportation services does not guarantee full door-to-door services.

STAFF & VOLUNTEERS:

- teachers
- support staff
- volunteers (must be authorized by Principal and have a CRC on file)

RESPONSIBILITIES & DUTIES

1. **Lead Bus Driver: *Reports to Principal***

- a. Responsible for overall safety and operation of the transportation department;
- b. Establish routes, schedules and stops
- c. Oversee driver training, maintenance schedules and repairs to the bus fleet;
- d. Provide overall supervision of riding privileges based on student behaviors on the bus;
- e. Work in consultation with the school Principals to establish consequences for inappropriate student behavior on the bus.

2. **Bus Operators**

- a. Bus Operators are responsible for the safe operation of the bus;
- b. Bus Operators bear primary authority over students while they are aboard the bus;
- c. In circumstances where a teacher is riding the bus with the students, the teacher will assume primary responsibility for student behavior;
- d. Bus Operators shall follow assigned routes, adhering strictly to designated pickup and drop off stops, and meeting assigned schedules;
- e. Bus Operators may not extend or vary a route, or deviate from assigned route, except in the event of road closure or emergency circumstances, without the expressed permission of the Transportation Manager.

3. **Parent/Students will:**

- a. Abide by the posted passenger regulations;
- b. Arrive at pick-up and drop-off points at least 5 minutes before;
- c. Ensure that the student's clothing is appropriate for weather conditions;
- d. Assume responsibility for students until they board the bus, and after they leave the bus;
- e. Not board any bus without consent from the driver.
- f. Communicate to the school if a child is not riding the bus.

SCHOOL BUS RULES & EXPECTATIONS

1. **Students shall:**

- a. Conduct themselves in a respectful and orderly manner;
- b. follow instructions given by the bus driver;
- c. Remain seated until they reach their destination;
- d. Follow safe bus rules (as posted in bus);
- e. Follow safe bus procedures

2. **Parents shall ensure that their child:**

- a. is at the correct pick-up spot approximately five minutes early;
- b. waits for, and boards, the bus in a safe manner;

- c. returns home safely, from the designated bus stop, at the end of the school day;
- d. recognizes that, under these regulations, appropriate disciplinary action may be taken for any unsafe or inappropriate behavior on the school bus.

SCHOOL BUS DISCIPLINARY

1. Verbal Warning – Normally, a verbal warning will be given by the Bus Operator to correct the student misbehavior while aboard the bus.
2. Written Warning – Should the verbal warning be ignored and student conduct continues to be unacceptable, the Bus Operator will issue a written warning. A written warning may also be given when misconduct is serious enough to warrant parents (or guardian) being notified of the student’s behavior. (This written warning will either be sent home with the student or e-mailed to the parent with e-mail on student file).
3. School bus suspension -Should the written warning not be heeded or if extreme behaviors occur:
 - a. a one (1) to five (5) day suspension of bus riding privileges
 - b. a two (2) to ten (10) day suspension of bus riding privileges.
 - c. Misbehavior on a school bus may result in further consequences, to be determined by the school principal.

SCHOOL BUS PASSENGER GUIDELINES

1. The following guideline apply to all passengers carried aboard NAGK school buses;
 - a. The Bus Operator always has immediate authority of the school bus;
 - b. The Bus Operator may designate seating for any purpose;
 - c. Student behavior and conduct must not create a distraction for the Bus Operator;
 - d. For the safety of students, no eating or drinking is permitted on the bus;
 - e. Students are responsible for maintaining their area of the bus in a neat and presentable manner;
 - f. Students will remain in their seat and will not extend arms or heads out of windows;
 - g. When loading or unloading the bus, students must obey directions from the Bus Operator and /or supervisors.

2. It is permissible for students to carry aboard school buses the following items subject to limitations as noted:
 - a. Electronic devices may be used while on the bus ONLY with the permission of the driver, and must not interfere with the driver or other passengers;
 - b. Field trip Equipment and supplies;
 - c. Personal clothing is packed in a bag or backpack

Note: A student transportation acknowledgment form is filled out at time of enrollment to 'Na Aksa Gyilak'yoo School.