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### **Policies are available on the District Website**

#### **[POLICY BOOK](#)**

Unusually Hazardous Transportation (policy 751)	
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Intra-District Limited Open Enrollment Requests (policy 433)	
Village Bus/Van Transportation (policy 751.7)	
Van/Bussing of 4K, 5K and Early Childhood Students (policy 751.6)	
School Bus/Van Safety Program (policy 751.2)	
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# **TRANSPORTATION HANDBOOK**

## **2022-2023**

*The Rosendale- Brandon School District asks that you contact Johnson School Bus (920-921-3003) directly with any issues regarding routes and transportation.*

### **SCHOOL DISTRICT RESPONSIBILITIES**

#### **I. SUPERINTENDENT AND SCHOOL BOARD RESPONSIBILITIES**

- A. Shall require the enforcement of the legal provisions relating to pupil transportation in the Wisconsin Statutes.
- B. Shall provide safe and adequate school sites, loading and unloading zones, and pupil waiting areas.
- C. Shall require the enforcement of all district pupil transportation policies and practices.
- D. Shall close district schools during inclement weather conditions subsequent to the advice of the school bus contractor. School may be closed if temperatures reach minus twenty degrees or minus forty degrees wind chill factor.

#### **TRANSPORTATION DIRECTOR RESPONSIBILITIES**

- A. Shall effectively supervise and coordinate the pupil transportation program.
- B. Shall do monthly reviews and inspections of all school a.m. and p.m. loading and unloading sites.
- C. Shall follow up transportation complaints made by schools and parents with written communication to the bus contractor and/or other proper parties.
- D. Shall annually review the routes with the assigned drivers and maintain route sheets with driver's name and student passenger information.
- E. Shall maintain other effective pupil transportation practices and policies to ensure safe, adequate, efficient and economical transportation service.
- F. Shall assist the principals in providing school bus safety materials and information to staff and students.
- G. Shall be responsible for instructing teachers, chaperones, and others designated as escorts in pupil discipline and conduct to be observed while in transit and until pupils are returned to school or parental control.

#### **III. PRINCIPAL RESPONSIBILITIES**

- A. Shall effectively maintain pupil-community relations with respect to the transportation program.
- B. Shall enforce the specified transportation rules and regulations.
- C. Shall maintain pupil transportation discipline upon receiving disciplinary referrals. Copies of all correspondence pertaining to these referrals must be returned to the transportation director as soon as possible.
- D. Shall assist in coordinating the transportation safety program, which includes the improvement of instruction, school site precautions, bus routing guidelines, bus riding rules, and annual bus safety demonstrations using RBSD Bus Safety Drill Checklist/Compliance Form. Refer to Appendix C.
- E. Shall be responsible for students from the time they board the bus for school and until they leave the bus for home.
- F. The responsibility of the principal for the safety of pupils is delegated to the bus driver when pupils are loading and unloading at points not immediately adjacent to the school and while in transit.

#### IV. TEACHER RESPONSIBILITIES

- A. School bus safety materials and information will be made available to the instructional staff. In addition to annual bus safety demonstrations conducted by principals, primary students will receive bus safety instruction by the individual teacher during the first four weeks of school.
- B. Designated teachers shall supervise pupils while buses are loading on school grounds. Buses will depart when given the OK to leave.

#### V. PARENT RESPONSIBILITIES

- A. A parent or responsible person must be present to receive a kindergartener or younger student from the school bus stop.
- B. Parents must realize that school bus transportation is a “privilege, not a right”. Students who misbehave may be denied the privilege of riding on the bus since their misbehavior jeopardizes the safety of the entire load and could result in injury to others.
- C. The transportation director or designee will notify parents before withdrawal of such privileges.
- D. Parents should periodically review the bus transportation and safety rules with their children, (reference Appendix D).
- E. Parents should encourage their children to observe and practice all of the rules and regulations.
- F. Students will ride on assigned buses. Students will get on and off at designated stops only. Parents must request in writing any exception to this rule. Requests will only be made in writing to the school principal or their designee. Requests must be signed and dated by the same. The transportation director/bus contractor will have the final say for approval, depending on available space, behavior problems, etc.
- G. Parents should call Johnson School Bus (920-921-3003) if their child is not riding the bus. Parents should notify Johnson School Bus when students will not be riding the bus due to vacations, etc., stating begin date and date that they will resume riding the bus.
- H. Parents are responsible for paying for damage to school buses when such damage is the result of vandalism.
- I. The responsibility for students using the school bus rests with the parents until the students actually board the bus for school and after the students get off the bus on the return trip. See policy 751.6.
- J. Parents are expected to cooperate with the school and/or representative of the bus contractor relative to student safety violations or conduct reports.
- K. Parents are encouraged to communicate with school officials or bus contractors concerning any transportation problem or situation.
- L. Parents must observe all school property, traffic and road regulations. **DO NOT PARK OR STOP IN BUS LOADING AND UNLOADING AREAS.**

#### VI. STUDENT RESPONSIBILITIES

- A. General
  - 1. Within 2 weeks of receiving the transportation handbook, students and a parent must sign and return the acknowledgement form.
  - 2. Students must realize that school bus transportation is a privilege, not a right.
  - 3. Students who misbehave may be denied the privilege of riding the bus.
  - 4. Students shall respect and obey the instructions of the bus driver.
  - 5. Always respect and look after the safety of younger children.
  - 6. Students shall observe all rules and regulations that apply to bus transportation.
  - 7. Students shall conduct themselves in a safe manner at all times.
  - 8. Students shall ride on assigned buses.
  - 9. Students will board and leave their bus at selected designation unless written parental permission is granted and approved by the principal or designee to board or leave at another stop.
  - 10. Students must respect other people and their property while waiting for the bus.

11. When necessary, all students will walk on the roadside facing traffic.
12. Students are never to go between or behind buses (except in specially designated loading areas).
13. Students are responsible for all items that they bring on the bus. They must be kept in their possession and under their control, per Wisconsin State Statute. Any items not necessary for school should be left at home.

B. Previous to Loading (at the bus stop and at school)

1. Be on time at the designated school bus stop. Bus drivers are not expected to wait for a student at his/her home. When picking up the student(s) at their home, the student should be ready to board the bus when it stops. If the student is not visible, the driver may leave immediately after coming to a stop.
2. Stay off the road while waiting for the bus.
3. Line up in an orderly single file line at the end of the driveway (not on the road). Do not proceed towards the bus until the bus comes to a complete stop, the bus driver gives the signal for crossing and you have checked for oncoming traffic. Proceed across the road in front of the bus and around the crossing gate.
4. Use the handrail and watch your step when entering and leaving the bus.
5. Be courteous. Do not take advantage of younger children in order to get a seat.

C. While on the Bus

1. Keep all body parts in the bus at all times. Sit quietly facing the front of the bus.
2. Assist in keeping the bus safe and sanitary at all times. Eating and drinking is not permitted on the bus except during various co-curricular trips with the approval of the chaperone and bus driver.
3. Loud talking and laughing or unnecessary confusion will not be permitted as it can divert the driver's attention and may result in a serious accident.
4. Treat the bus equipment with respect. Damage to seats, windows, and other equipment must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Books, packages, coats, and other such objects should be held in your lap, not in the aisles or driver's area. Large musical instruments, large art and industrial art projects, and other similar objects are not to be transported without the approval from the principal and/or the bus driver. Ask the bus driver if you are in doubt as to what objects may be transported on the school bus. Animals are not permitted on the bus or van unless for student aid.
7. Remain in the bus in case of road emergency unless directed to do otherwise by the bus driver. The emergency exit is for that use only. Students shall not use the emergency exit unless there is an emergency or an emergency practice.
8. Do not throw objects inside the bus or out of the bus. Bus windows should only be opened half way down. That means half of the half.
9. Always remain in your seat while the bus is in motion. While the bus is stopped at a previous stop, you may move to the front of the bus so you are ready to get off at your stop.
10. Always be courteous to fellow students, the bus driver, and pedestrians.
11. Keep absolutely quiet when approaching a railroad-crossing stop, and remain quiet until the bus has crossed the railroad tracks.
12. No eating or drinking is permitted on the bus.

D. Arrival at School or Designated Stop

1. Remain seated until it is your turn to leave the bus.
2. Unload the bus from front to back one (1) seat at a time starting with the left front seat (the seat behind the driver) and then the right seat and alternating towards the back until all seats are emptied.

3. Be quiet and orderly as you leave the bus.

E. After Leaving the Bus

1. If you have to cross the road
  - a. Do not loiter near the bus.
  - b. Do not walk alongside the bus toward the rear of the bus.
  - c. Keep your hands off the bus.
  - d. After receiving a signal from the bus driver, proceed beyond the crossing arm when crossing in front of the bus.
  - e. Cross the road only after receiving a signal from the bus driver and after you have checked for oncoming traffic.
  - f. Go directly home.

F. Co-curricular Activity Trips

1. The transportation handbook rules and regulations will apply to any trip sponsored by the school district.
2. Students shall respect the wishes of chaperones appointed by the school officials to accompany the bus riders.
3. Students attending a co-curricular trip must return on the same bus unless written authorization has been presented to the chaperone or coach in advance by the parent or guardian. Under no circumstances will students be allowed to be dropped off at any location other than the original departure point on the return of a co-curricular trip.
4. Chaperones will maintain the classroom atmosphere on the bus on special trips. Chaperones are to read the rules before leaving school (refer to appendix E).

## **I. TRANSPORTATION GUIDELINES**

The school district shall provide transportation for pupils residing within the school district boundaries, under provisions of Wisconsin laws and regulations and as set forth in these transportation guidelines.

### **GENERAL ORGANIZATIONAL FLOW OF AUTHORITY**

The responsibility for the daily operation, enforcement, and administration of the pupil transportation system shall be delegated from the Board of Education, through the Superintendent of Schools, to the Director of Transportation. This director shall also act as liaison between the administrative staff, bus contractor, and citizens of this district in resolving transportation problems that might arise in the implementation of these transportation guidelines.

The principal of a school is delegated the responsibility for the safety and discipline of the pupils from the time they board the bus to the time they get off the bus. They are also responsible for such other areas as outlined within the policy.

The bus contractor is responsible for ensuring that vehicles and drivers used in transporting pupils follow the rules and regulations adopted by the Federal Government, the Wisconsin Motor Vehicle Department, and the School Board, and that such vehicles are well maintained. The responsibility of the principal for the safety and discipline of pupils shall be delegated to the bus contractor, and subsequently the bus driver (chaperone), while students are in transit.

### **GENERAL OPERATION**

#### **A. Education Field Trips**

1. Field trips will be permitted under the conditions outlined in the following sections governing “co-curricular bus trip”.

2. Written parental approval must be secured prior to the field trip for all K-12 students.
3. Tentative requests for field trips should be submitted to the principal at budget time to facilitate planning and development of a long-range field trip schedule.
4. No overnight trips will be allowed at the elementary level and only by special permission of the Superintendent of Schools and principal at the secondary level.
5. Field trips held during non-school hours will be permitted. These trips are not mandatory upon the student.
6. Principals and teacher advisors are to make certain that buses are used to their fullest capacity with regard to the number of students assigned to each bus.

#### **B. Co-curricular Bus Trips**

1. Buses will begin co-curricular trips only when a professional employee of the Rosendale-Brandon School District is present on the bus in addition to the bus driver. However, when extenuating circumstances exist, this provision can be waived upon mutual agreement between the transportation director or school principal and the bus driver.
2. Standards of conduct on co-curricular trips shall be the responsibility of the chaperone and the bus driver.
3. Students attending a co-curricular trip must return on the same bus unless written authorization has been presented to the chaperone or coach in advance by the parent or guardian. Under no circumstances will students be allowed to be dropped off at any location other than the original departure point on the return of a co-curricular trip.
4. If a bus on a trip deviates from the designated point requested, the driver will note these deviations or stops on the trip ticket and the same will be initialed by the chaperone.
5. If available, school buses from the local bus contractor will be utilized for all co-curricular trips in the local area (40 mile radius). Special arrangements for the trips beyond this radius may be made to the transportation director or building principal for approval. (Policy 377.1(b))
6. All requests for co-curricular trips should be submitted to and received by the bus contractor no later than three school days before the trip is scheduled. (Exceptions sometimes are granted for spectator buses.) All requests for transportation will be accepted on a first come basis in the event of too many requests.
7. In case of cancellation, the bus contractor must be notified at least three hours before the scheduled departure time. Failure to notify the bus contractor may result in the activity being charged for the bus service although it was not used.
8. The building principals or athletic director must approve all requests for co-curricular transportation prior to the times the bus contractor is notified.
9. For any co-curricular trips not budgeted by the Rosendale-Brandon School District, the cost of transportation must be borne by the principal or other sponsoring organization. The money collected to cover the cost of transportation must be turned over to the building principal before notifying the bus contractor.
10. Each month, the bus contractor will bill the school district directly for all buses used in transporting students of the district. In turn, each activity will be charged the appropriate amount or the principal billed for their usage of the busing.

#### **C. Non-resident Students**

1. Students living outside the school district boundaries who desire to attend the Rosendale-Brandon School District, and who are accepted as students, may arrange through transportation director approval to board one of the school buses at a regular stop on its route.

#### **D. Other Transportation**

1. Parents may provide transportation in private vehicles

### **E. Riding Time for Students**

1. Bus routes, exclusive of shuttle bus time, will attempt to stay within 75 minutes time on the bus for any student or any one trip.
2. Exceptions to the established riding limit may be made in the case of a student who is temporarily or permanently physically or mentally handicapped. A physician may be requested to verify the status of the student for consideration.
3. Exceptions to the established riding limit may also be made when transporting special education students out of the school in their regular attendance area. An earnest attempt will be made to deliver these students to their assigned school before the start of the school day. However, if this is not possible or practical, it may be necessary for the student to arrive at school after the start of the school day, this late arrival time will not exceed sixty minutes.

### **F. School Bus Routes**

1. The Rosendale/Brandon School Board has recommended that students will not be allowed to cross Hwy 23 or Hwy 26 when being picked up or dropped off by the school bus.
2. The Director of Transportation will meet with bus contractors and drivers to discuss and approve all school bus routes and schedules no later than one week before the start of the school year. Routes will be distributed throughout the school district as follows:
  - a. In school buses to which they pertain.
  - b. In each school serviced by bus transportation.
  - c. In the office of the Director of Transportation.
  - d. In the office of the bus contractor.
  - e. In the office of the Superintendent.
3. Should permanent changes in routes or scheduling become necessary, up to three business days of notice will be required. Parents of student(s) affected will be notified before the change is placed into effect. Generally, the length of time any one child would be required to remain on the bus, proximity of bus stops to pupil's residences, safe practice in bus operation school schedules and other factors ensuring safety and within reason of operation shall figure in determining the routing of each bus and the location of pickup and discharge points.

### **G. Student Control**

1. The responsibility of the principal for the discipline of students is delegated to the bus driver when students are loading and unloading at points not immediately adjacent to the school, and while in transit.
2. Bus drivers may request students to be suspended.
3. The bus driver will report breaches of discipline to the principal/designee/transportation director of the school the student attends. Should the misbehavior result in suspension of bus privileges, the principal will do the following:
  - a. Confer with the student (hearing) and ascertain facts relative to the guilt or innocence of the student involved.
  - b. Should the facts merit suspension of bus privileges, the principal will provide written notification to the parent or guardian with the bus conduct report.

### **H. Disciplinary Procedures / Suspension of Bus Privileges**

1. Referral to Principal – This procedure can be accomplished by utilizing any of the following methods:
  - a. Bus Conduct Report – Complete this form along with a recommendation and submit it to the principal, transportation director, or designee.

NOTE: Refer to Appendix F for an example of a bus conduct report.

- b. Visit or call the principal and explain the situation and give recommendations.

2. The principal and/or transportation director may enforce a one, three, or five-day suspension. After the third suspension, any more problems will result in a recommendation to the school board to be suspended from the bus for the remainder of the year.
3. Bus drivers will contact the Director of Transportation if they are unable to contact a principal.
4. Students can never be suspended unless prior notice is given to the parent.
5. Prior to sending a registered letter (or bus conduct report) to the parent, the principal should call the parent and the suspension can take effect on the following school day. Should it be impossible to call the parent, the principal will:
  - a. Give the letter to the student to take home to the parent. The suspension will begin on the school day after the parents have been notified by phone.
  - b. In some situations, it is possible that the student will be transported, but only until he/she is given the letter or the parent is called.
  - c. The principal is to be certain that the bus driver is aware of the exact dates of the suspension.

#### **I. Use of School Van**

1. Approval to use the school van is the responsibility of the transportation director. Usage will be determined on a first come basis.
2. The driver of the school van will be required to possess a valid operator's license and complete online District Driver Safety Guideline (available on District website)

#### **J. Vehicles Used for Transportation**

1. All drivers of vehicles (school owned or contracted) used to transport students and authorized personnel shall meet the requirements of the State Department of Public Instruction and Motor Vehicle Department.
2. The operation of school buses by persons other than qualified and licensed bus drivers is forbidden.

#### **K. Who May Be Transported**

1. Authorized Personnel
  - a. Only personnel authorized by the Transportation Director will be permitted to ride on the school buses.
2. Handicapped Students
  - a. Pursuant to Wisconsin Statutes, transportation shall be provided to all students who are determined to be physically or mentally handicapped and reside within the school district.
  - b. Handicapped students will be transported on the regular buses if they are able to get on and off the bus with little or no assistance and do not require any special care while on the bus.
3. Handicapped Students Under Physicians Care
  - a. The Board of Education may authorize transportation for handicapped students that are under a physician's care and cannot make other satisfactory arrangements to get to school. A letter from a physician stating the reasons necessary for special transportation must be on file in the transportation office prior to transportation being provided. This letter must be renewed yearly if continued transportation is to be provided.
4. Hazardous Transportation
  - a. Students living within the village limits will be transported if they are subjected to an "unusual hazard" while walking to school. "An unusual hazard" exists for those students who are required to walk to school on a town road, county or state highway where there are no sidewalks and the speed limit is in excess of 25 miles per hour. (Refer to "Hazardous Transportation Policy" – Appendix A)
5. Interschool Shuttle Routes
  - a. When it becomes necessary to transfer students out of the school in their regular attendance area, for balancing of classroom loads, the school district will provide transportation to the school to which they are assigned. These students will be picked up at pre-scheduled pickup points to receive transportation to their assigned school.



6. Nonpublic School Students
  - a. In compliance with Wisconsin Statutes, the same regulations for school bus transportation will apply to all students residing in the school district whether attending public or non-public schools within the school district. Reference Policy 433.
  - b. Students attending nonpublic schools outside the school district, but within five miles of district boundaries, will be evaluated on an annual basis, per Wisconsin Statute 121.155(3). In the case that the cost to transport students to the private school is one and a half (1.5) times more than the cost to transport the public students, the parent(s) will be offered a contract to transport their students to the private school. This contract will be the amount of the per public student cost based on the prior year using the DPI worksheet provided in Appendix B. It will be prorated to actual days transported as confirmed by the private school attendance records. All payments will be made annually before June 30 each year. Enrollment with the private school will be verified by May 15 of each school year for the following year. If enrollment cannot be verified by this date, there will be no contract or transportation offered to the family. Parents of students enrolled in the private school will receive notice 30 days before the start of the public school session with either a contract or notification of transportation being provided. Rejection of either the contract or offered transportation each year will result in no obligation by the public school to provide either transportation or monetary reimbursement for transportation.
7. Regular Education Students
  - a. All students living beyond the village limits of Brandon and Rosendale who are required to attend school will be transported.
8. Special Education Students
  - a. Students who attend Rosendale/Brandon Schools and reside within the village limits will not be transported to school unless their IEP states otherwise.

**L. Inclement Weather**

1. Weather conditions can cause delays or cancellations of a single or all routes before, after, and even during the school day. The decision to delay or cancel route(s) will be made subsequent to the advice of the bus contractor. Such decisions will be communicated to Parents/Guardians by use of our automated phone calling system, will be posted on our website ([www.rbsd.k12.wi.us](http://www.rbsd.k12.wi.us)), Facebook/Twitter, and announced on many of the local radio/TV stations as well.
2. Likewise, should any bus/van driver be of the opinion that road or weather conditions are such that it would be hazardous/unsafe to continue their route, the driver needs to find a safe stopping point which is off the road, and contact the bus contractor to describe the unsafe condition. The driver will not proceed on the route until directed to do so by the bus contractor or Transportation Director. The Transportation Director and bus contractor will work together to notify parents/guardians that their children will be returning home or not be transported due to unsafe conditions.
3. The above mentioned events are considered a period of emergency. Please do not telephone the schools during a period of emergency as it is necessary to keep the lines of communication open.

**M. Accident or Bus Breakdown**

1. Each bus is to carry an emergency card which lists telephone numbers to be used to summon help in case of an emergency or equipped with outside communication devices, i.e. radios, cell phones, etc. In the event that the driver is non-responsive, the following safety procedures are recommended:
  - g. Decide whether students are safe on the vehicle or whether they should be evacuated. If evacuation is necessary, supervise the unloading and give directions to maintain safety. Injured persons should not be moved unless they are in further danger from fire or additional collisions.
  - h. Set out flags, reflectors, or flares at least 100 feet to the front and to the rear of the bus.

- i. Determine what assistance is needed and send two students to summon help if communication devices failed.
  - j. Determine injuries to pupils and administer first aid. Be sure all pupils are accounted for.
2. Tornado Emergency Recommendations
- a. Evacuation drills from buses should be held.
  - b. If caught in the path of a tornado, stop the bus and take the students to the nearest ditch or ravine, away from the bus and any power lines, and have them lie flat on the ground. The bus riders should be instructed to leave the bus as rapidly as possible using both the emergency door and the service door. Under no condition should they attempt to pick up their personal belongings. The only thing to take with you from the school bus would be the first aid kit.
  - c. If near a home, a basement usually offers the greatest protection during a storm. Stay away from windows.
3. Emergency Unloading Procedures
- a. Students should be aware of proper evacuation of the bus in the event of any emergency. Practice drills will be held yearly as directed by the administration. Recommended procedures are as follows:
  - b. Front door evacuation
    - i. Students sitting in the left front seat move out first, followed by those in the right front seat. Continue alternating from the front of the bus to the rear until all students are off.
  - c. Rear emergency door evacuation
    - i. Two older children should open the door and exit first in order to help the remaining pupils off the bus. Students sitting in the rear of the bus should exit first and continue to the front until the students are all off.
  - d. Evacuation using front and rear doors
    - i. If a rapid evacuation is necessary, the driver should order the use of both doors (use procedures a and b above).

Buses are also equipped with side emergency windows and roof hatches which can also be used in an emergency.

#### **N. Bus Stops on Dead-End Roads**

1. School buses shall travel dead-end roads to pick up students when such roads are more than one-third mile in length provided there is a suitable and safe turnaround. Buses may travel dead-end roads which are one-third mile in length or less:
  - a. To pick-up or to drop-off kindergarten students.
  - b. To pick-up or to drop-off primary students (grades 1-3) where there is no child in the family in the fourth grade or above regularly using school transportation.
  - c. To pick-up or to drop-off handicapped students.
  - d. Where the traveling of such dead-end roads result in a suitable safe turnaround. It is the responsibility of the homeowner to adequately maintain the driveway and turnaround.
  - e. Or at the discretion of the bus driver to discharge students, on the return trip, when weather conditions are severe or hazardous. Note: The Director of Transportation shall make final determination of the pick-up and drop-off points for all students. Reference Policy 751.1.

**PARENT CONTRACT FOR TRANSPORTATION TO PRIVATE SCHOOLS**

It is agreed between the **Rosendale-Brandon School District**, party of the first part, and \_\_\_\_\_, party of the second part, that said \_\_\_\_\_, being parent or guardian of the child (children) as named in this contract is to transport or cause to be transported said child (children) at his/her own risk; safely, regularly, promptly, and comfortably to and from school as indicated for the \_\_\_\_\_ school year in accordance with the provisions of Section 121.55(3) of the Wisconsin Statutes for an annual prorated payment for each pupil of \$ \_\_\_\_\_ by orders drawn upon the funds of said school district.

Children: \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_ Address

\_\_\_\_\_ City State Zip

Mileage from Home to  
School \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Note: Payment of more than \$600 in calendar year will be issued a Federal Form 1099

SS# of Parent/Guardian: \_\_\_\_\_

***PLEASE SIGN AND RETURN ONE COPY OF CONTRACT***

**ROSENDALE-BRANDON SCHOOL DISTRICT  
BUS SAFETY DRILL CHECKLIST / COMPLIANCE FORM**

**Instructions to driver/attendant:** Use this checklist as a guide when conducting a bus safety drill.

**Tip:** Strongly encourage active student participation in the drill. Don't just lecture them.

**Note:** Before the drill, select two reliable student helpers to assist you.

- **INTRODUCE THE DRILL** – Explain why drills are conducted. Stress the importance of following driver directions in an emergency. Introduce your student helpers, which you selected prior to the drill. Select students seated near the rear of the bus who ride most of the route.
- **RIDERSHIP RULES** – Read aloud and briefly discuss the posted bus rules. Stress the whys. Discuss disciplinary consequences for students who refuse to follow the bus rules.
- **EMERGENCY EQUIPMENT AND EXITS** – Have students point out the location of all emergency equipment – extinguisher, first aid kit, reflectors, etc. Point out and open all exits. Don't forget the passenger door. Explain the danger of playing with emergency exits.
- **DISABLED DRIVER** – Demonstrate how to stop, secure, and shut off the bus. Explain why students should know the bus number and route. Demonstrate how to use the bus radio.
- **PRACTICE EVACUATION** – To prevent injuries, demand order during evacuation practice. Student helpers should serve as outside “spotters” during the evacuation practice. Require all students to “sit and slide” from the emergency door. Never let students jump out the door or engage in horseplay during the practice. Students should leave book bags and all other personal items on the bus. Point out a safe area for students to gather outside the bus. Tell students to “buddy up”. Younger students should hold hands as they move away from the bus. **Note:** Shut off and secure the bus, and activate red flashers during the evacuation practice.
- **SAFE LOADING AND UNLOADING DEMONSTRATION** – after the evacuation practice is over, gather students in front of your bus and demonstrate the Safe Crossing Rule. Let students point out Danger Zones. Review your operation's “Safe to Cross” and “Danger – Go Back!” signals. Remind students to never try to retrieve something they've dropped near the bus, and never to run after a missed bus. Explain the dangers of drawstrings or other dangling clothing. Discuss the special dangers of loading and unloading in severe weather conditions.
- **CONCLUDE THE DRILL** – If your students paid attention and did a good job during the drill, remember to thank them and thank any teachers or school officials who assisted.

Driver Name: \_\_\_\_\_

Attendant Name: (if applicable) \_\_\_\_\_

Bus # \_\_\_\_\_ Date and Time of Drill: \_\_\_\_\_

School Observer Initials (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_



## School Bus Safety Tips for Students to Follow

### Walking to the Bus Stop

- ✓ Always walk on the sidewalk to the bus stop, never run. If there is no sidewalk, walk on the left facing traffic.
- ✓ Go to the bus stop about five minutes before the bus is scheduled to arrive. While at the bus stop, wait quietly in a safe place well away from the road. Do not run and play while waiting.

### Getting On and Off the Bus

- ✓ Enter the bus in line with younger students in front. Hold the handrail while going up and down the stairs.
- ✓ When entering the bus, go directly to a seat. Remain seated and face forward during the entire ride.

### Riding the Bus

- ✓ Always speak quietly on the bus so the driver will not be distracted. Always be silent when a bus comes to a railroad crossing so the driver can hear if a train is coming.
- ✓ Never throw things on the bus or out the windows. Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap. Large instruments or sports equipment should not block the aisle or emergency exits.
- ✓ Never play with the emergency exits. Large instruments or sports equipment should not block the aisle or emergency exits. If there is an emergency, listen to the driver and follow instructions.
- ✓ Hands should be kept to yourself at all times while riding on the bus. Fighting and picking on others creates a dangerous bus ride.
- ✓ No food or drink allowed on the bus.

### Exiting the Bus

- ✓ If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and he/she may begin moving the bus. Make sure that drawstrings and other loose objects are secure before getting off the bus so that they do not get caught on the handrail or the door.
- ✓ Respect the “Danger Zone” which surrounds all sides of the bus. The “Danger Zone” is ten feet wide on all sides of the bus. Always remain 10 steps away from the bus to be out of the “Danger Zone” and where the driver can see you.
- ✓ Always cross the street in front of the bus. Never go behind the bus. If you drop something near the bus, tell the bus driver before you attempt to pick it up, so they will know where you are.
- ✓ Never speak to strangers at the bus stop and never get into the car with a stranger. Always go straight home and tell your parents if a stranger tries to talk to you or pick you up.

**Thank You,  
Cody Moon, Transportation Coordinator**

## **REMINDER TO ALL TEACHERS COACHES AND ADVISORS**

Regular bus rules to be followed:

1. Students have to sit in seats
2. Do not use back seats unless necessary
3. Windows half open
4. Back door is emergency exit only
5. Coach or chaperone should check bus for cleanliness after the trip
6. Equipment has to be in the seat with students
7. Coach or chaperone is responsible for students and their behavior. When two or more coaches or chaperones are on the bus one should be seated in the front of the bus and the other should be seated in the back of the bus for proper supervision
8. Language – no foul language or yelling out the windows
9. Quiet at railroad crossings
10. Students are not allowed on the bus if bus driver is not on, and if behavior is not acceptable, students will be asked to get off and wait for coach or chaperone before allowed on the bus
11. Students should not chase the bus from where it is parked. Wait until bus is at pick-up point before coming near the bus
12. Bus transportation will not be provided for any non-school extracurricular activity

Teachers, coaches or chaperone responsible for taking roll and letting bus driver know when they are ready to leave.

Thank you for your cooperation.

Cody Moon, Transportation Coordinator

## BUS CONDUCT REPORT

TO: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

The purpose of this report is to inform you of a disciplinary incident involving your son/daughter on the school bus. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.



### DRIVER'S REPORT

- |  |   |
|--|---|
|  | Disobedient or disrespectful to the bus driver                              |
|  | Unusually loud talking or undue noise; distracting to the driver            |
|  | Using unacceptable language   |
|  | Scuffing, tripping or fighting on the bus                                   |
|  | Violation of Safety Procedure: Moving around while bus is in motion         |
|  | Violation of Safety Procedure: Sticking head or hands out the window        |
|  | Violation of Safety Procedure: Throwing objects                             |
|  | Violation of Safety Procedure: Failure to remain quiet at railroad crossing |
|  | Tampering with bus or some of its equipment                                 |
|  | Destruction or vandalism of the bus   |
|  | Littering/Eating/Drinking on the bus  |
|  | Smoking /use of flammable materials on the bus                              |
|  | Disturbing others; rude; annoying   |
|  | Excessive mischief  |
|  | Other   |

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PRINCIPAL / TRANSPORTATION DIRECTOR'S REPORT

- |  |                              |  |                           |
|--|------------------------------|--|---------------------------|
|  | Checked student folder       |  | Sent previous report home |
|  | Consulted counselor          |  | Telephone parent          |
|  | Held conference with student |  | Other                     |
|  | Sent letter home             |  |                           |

### ACTION TAKEN AND RECOMMENDATIONS

- |  |  |
|--|--|
|  | Student denied bus privileges thru _____   |
|  | Students regrets incident; was cooperative |
|  | Detention time issued                      |
|  | Other                                      |

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Driver's signature

\_\_\_\_\_  
Principal / Transportation Director's signature