

## **BUS RULES**

Riding a bus is a *privilege*, which can be suspended. Students violating rules or creating other types of disturbances may be suspended from riding a bus by the school authorities. Any damage caused by the student will be paid for by that student. The following rules and policies shall be enforced by the South Eastern School District and by bus contractors and drivers:

1. When an administrator or bus driver assigns a seat, the student must sit in that seat.
2. All students must be seated while the bus is in motion.
3. Permission to open windows must be received from the bus driver.
4. No eating or drinking is permitted on the school bus.
5. Possession of tobacco, drugs or alcohol is a policy violation, which shall result in suspension from the bus.

## **RIDER RESPONSIBILITY AT DESIGNATED BUS STOPS**

Waiting riders should wait on the sidewalk or off the main traveled portion of the roadway. The designated waiting area, when possible, should be ten (10) feet back from the edge of the roadway to increase protection from the traffic movement.

Riders should wait until the bus has completely stopped before approaching the bus. Riders should not enter or leave from the rear of the bus unless an emergency evacuation is required. Riders should make a conscientious effort to be seen by the bus driver as they approach or leave a designated bus stop. Bus drivers are not to stop the bus to look for students. Bus drivers are not required to wait at bus stops.

Riders should observe the following rules for bus stop citizenship:

### **LOADING**

1. Report to the assigned bus stop at least five (5) minutes prior to assigned time.
2. Be punctual and wait quietly.
3. Avoid disturbing private property.
4. Move to the stopped bus in an orderly fashion.
5. Walk facing oncoming traffic or on a sidewalk, if possible.

## **UNLOADING**

1. Move away from the bus.
2. Take six (6) or more steps forward from the bus before starting to cross the road.
3. *Stop in line with the left front corner of the bus to enable a clear view of traffic lanes to the rear of the bus.*
4. Look left and right and left again toward the driver for his or her signal before continuing to cross the road.
5. Walk briskly across the road.

## **SCHOOL BUS STOPS, BUS ASSIGNMENTS AND SCHEDULES**

The major purpose of school bus transportation is to transport students in a safe and efficient manner. The Transportation Director will be responsible for establishing school bus stops and schedules. Drivers are not permitted to deviate from the designated stops or bus routes listed on their run sheets unless an emergency situation arises and they cannot proceed to said stops.

Only those students designated by the administration as eligible for regular transportation shall be allowed to ride buses.

Only those students assigned to a particular bus may ride that bus. Exception to this will only be allowed when a student presents an emergency pass from the building administration. Only South Eastern School District students are permitted to ride the buses. Students from other districts, adults and parents are not permitted to ride unless given permission by the Superintendent. Notes from parents to drivers concerning student ridership are not permitted.

If an assigned stop is missed and the driver cannot safely turn around to take the student to his assigned stop, the transportation office is to be notified. Additional information will be given to you depending on the situation and location. The student's parents will be notified.

These regulations are necessary in order to equalize bus loads and to account for every student.

## **SEATING ON THE BUS**

The bus driver has the authority to assign individual students to a specific seat, or to assign all students on the bus to specific seats, and to make changes in seating assignments as deemed necessary. It is recommended that students be assigned seats the first week of school. Seating charts are available in the Transportation Director's office. Students are not permitted to stand or sit in the aisles at any time.

### **BOARDING OF BUS BY UNAUTHORIZED INDIVIDUAL**

Pursuant to Title 18, Section 5517 of the Pennsylvania Vehicle Code, entry onto a school bus by any unauthorized individual is forbidden. South Eastern School District will strictly enforce current law regarding unauthorized entrance or attempted entrance on a bus by any individual. Drivers should advise individuals to address their concerns with the Transportation Director. Drivers must advise any unauthorized individual that they may not enter the bus and the driver should attempt to close the bus door and continue their run. Should an individual disregard this warning and enter the bus without authorization, the bus driver will immediately contact the Transportation Director by two-way radio or cellular telephone. The Transportation Director will contact the appropriate authorities and South Eastern School District will pursue legal action.

### **ITEMS BROUGHT ON THE BUS**

It shall be the responsibility of the driver to monitor the size of any school project, musical instrument or other items brought onto the bus. These items shall not be placed in the aisle or areas near the entrance or exit doors. Students should only bring items on the bus that can be held on his or her lap. Parcels too large to be placed on a student's lap may not be transported.

Students are permitted to transport fundraiser items on the bus if they can be held on his or her lap. However, students are not permitted to sell fundraiser items, such as candy bars, to other students on the bus.

Students shall not transport live animals, weapons, or any object considered to be dangerous in nature.