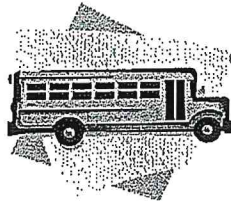


Flushing Community Schools Transportation Rules and Procedures



The personal conduct of students riding school buses is a very important aspect of safe and efficient operation of buses, second only to the skill and performance of the bus driver. Acceptable behavior of students on buses is as important as acceptable behavior in classrooms, if not more important, since improper behavior can lead to putting all students on the bus in an unsafe situation. The bus driver, who must transport everyone safely, cannot be expected to be responsible for correcting all misbehavior of students. Parents need to assume the responsibility of expecting appropriate behavior from their children while riding the bus. A Bus Rider Contract will be distributed yearly which all students and their parent/guardian must sign, date, and return to school in a timely manner.

1. Only students eligible for transportation will be permitted to ride the bus.
2. Riding the bus is a privilege. Students riding the bus must obey all rules and regulations.
3. The driver is the adult supervisor and in charge of the bus. Students shall render him/her the respect and courtesy given all adults.
4. While waiting for the bus at the bus stop:
 - Arrive at the bus stop no more than/but no less than 5 minutes before the bus arrives.
 - Stay back from the edge of the road.
 - Stand quietly-respect other people's property.
 - Do not push or play at the stop.
 - Those arriving to the stop late or are "straggling" will be warned once, and then will be left behind as the driver has a schedule to maintain.
 - Wait until the bus comes to a complete stop before attempting to get on the bus.

5. When boarding or leaving the bus:

- Step on and off quickly and quietly.
- No pushing or shoving.
- Watch your step.
- Sit in the seat assigned by the bus driver.
- Cross properly; exit the bus, move to the front of the bus ten (10) feet and watch the driver. The driver will have his/her palm in a stop position. When it is clear the driver will change the signal to two (2) fingers pointing to the left. The student may cross.

6. While on the bus:

- Remain seated until the bus stops.
- Keep hands, feet and articles out of the aisles.
- Keep head and arms inside the bus.
- Talk quietly and do not play actively on the bus.
- Help keep the bus clean.
- Be quiet when crossing railroad tracks and for any emergency vehicles.
- Do not shout, whistle or gesture to strangers/friends from the bus windows.
- Students who deface the bus in any way will pay costs regarding the damage and may lose their privilege to ride the bus.
- Students must sit in their assigned seats and may be required to sit three (3) students to a seat. Move over; keep all objects on your lap to make room for others.
- Keep your hands and feet to yourself.
- No animals, glass objects, or objects bigger than what will fit on a student's lap will be permitted on the bus.

7. In case of an Emergency:

- Remain calm
- Listen to the driver's instructions.
- Exit promptly if need be.
- The emergency door must never be opened by students except in the case of an emergency.

8. Permission slip:

- Students who are going to ride another bus other than their own or get off at another bus stop must have a permission slip/note from their parents and it must be signed by the building principal.

Students failing to follow the above rules and regulations will have a Bus Conduct Report sent to their principal. Continued disregard for the rules and regulations will result in losing the privilege of riding the bus.

Outline of Discipline Procedure

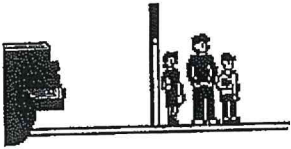




Students receiving a written Bus Conduct Report:

1. Verbal discussion of violation.
2. One (1) day removal from the bus.
3. Three (3) day removal from the bus.
4. Five (5) day removal from the bus with a meeting with the parents and building principal.
5. Removal from the bus for either fifteen (15) days or the remainder of the semester/school year.
6. At the end of each semester the student will begin with a new discipline record.

The only exceptions are:

- Fighting: Automatic removal from the bus for both students for three (3) days.
- Weapons: Automatic removal from the bus as per school law/district policy.

Flushing Community Schools Bus Expectations

Bus	Safe	Responsible	Respectful
<p>Waiting for the bus</p> 	<ul style="list-style-type: none"> • Keep hands, feet, & objects to self • Wait for driver directions 	<ul style="list-style-type: none"> • Follow driver directions • Line up appropriately • Remain in line 	<ul style="list-style-type: none"> • Greet the bus driver • Be respectful of others and their property • Keep hands, feet & objects to self
<p>Entering the bus</p> 	<ul style="list-style-type: none"> • Wait for driver directions • Walk • Hold the handrail • One person at a time 	<ul style="list-style-type: none"> • Be seated quickly and slide over • Remain seated • Carry on objects must fit in your lap. • Plastic, paper, or cloth items only 	<ul style="list-style-type: none"> • Keep arm's length between you and person in front of you • Quiet voice
<p>Riding the bus</p> 	<ul style="list-style-type: none"> • Stay seated • Keep aisles & emergency exits clear • Keep self & objects inside the bus • Keep your belongings on your lap 	<ul style="list-style-type: none"> • Sit in assigned seat • Keep food and drink in your bag • Follow driver directions • Keep bus clean • Put up windows 	<ul style="list-style-type: none"> • Keep hands, feet, & objects to self • Ask permission to open windows • Use appropriate language • Quiet voice • Use kind words • Cell phones off
<p>Exiting the bus</p> 	<ul style="list-style-type: none"> • Wait for driver directions • Walk • Take turns leaving; Front to back • Move to a safe spot away from the bus 	<ul style="list-style-type: none"> • Stay seated until door opens • Take belongings with you 	<ul style="list-style-type: none"> • Keep arm's length between you & person in front of you • Quiet voice
<p>Evacuation</p> 	<ul style="list-style-type: none"> • Listen for driver directions • Stay quiet • Leave belongings on bus 	<ul style="list-style-type: none"> • Follow driver directions • Help others when appropriate 	<ul style="list-style-type: none"> • Exit quickly and safely