

***North Putnam Community School Corporation***

# ***The Ride-Guide***



Information for Parents and Students  
About School Transportation

Reviewed and Amended by the Board of Trustees – May 17, 2007

# ***Who to call...***

## ***To discuss discipline concerns:***

Bainbridge Elementary 522-6233

Roachdale Elementary 522-1732

North Putnam Middle School 522-2900

North Putnam High School 522-6282

## ***For routing and general information:***

Bus Barn 522-6220

# ***NORTH PUTNAM COMMUNITY SCHOOL CORPORATION***

## **TRANSPORTATION**

The North Putnam Community School Corporation offers bus transportation to many of our students at all grade levels. Our goal each day is to get students to school and home safely. To accomplish this task takes a great deal of cooperation from everyone.

Students and parents are reminded that the bus transportation is a privilege and not a right. Improper conduct on buses or at bus stops could result in this privilege being revoked. Rules have been developed to promote a safe, orderly, efficient, and enjoyable bus ride for everyone. At the beginning of each school year each student receives a copy of these bus conduct rules. The bus driver has the same relationship to the students as does the teacher in the classroom. Failure to follow the rules/or directions of the bus driver is sufficient grounds for disciplinary action to be taken by the bus driver and/or administration. This action could include the denial of bus riding privileges. If transportation privileges are denied, parents or guardians are responsible for getting their children to and from school. We sincerely hope that this step never has to occur.

Under no circumstances, should a parent ever confront a bus driver at a bus stop to discuss or resolve a discipline issue. Parents' questions regarding disciplinary actions are to be referred to the student's home school. A parent, bus driver, or school administrator may call for a conference to discuss and resolve any issues regarding student conduct. Parent questions on bus schedules and/or procedures should be referred to the Secretary of Transportation at 522-6220, or the child's home school.

## **SCHOOL BUS DISCIPLINE GUIDELINES**

School bus drivers are to have control of all students transported between their homes and the schools. The driver shall maintain discipline among the students while on the bus or along the route, shall treat all students in a civil manner, shall see that no student is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the students under his/her care.

Students shall be subject to the discipline of the bus driver and the school administration. The school bus is an extension of the school and all regular school rules shall apply. Failure of a student to behave in an appropriate manner may result in the denial of the privilege to ride any North Putnam bus to/from school.

# SCHOOL BUS CONDUCT AND SAFETY RULES

These rules are designed to promote safety on the buses at all times, since safety of all students is our top priority. School bus transportation is a privilege, not a right. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. To promote a safe, orderly, efficient and enjoyable bus ride to and from school, the rules listed below MUST be followed by all students:

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**NOTE:** When students are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to the disciplinary measures of the bus driver and the governing body of the school corporation. All student rules in the student handbook will apply on the bus and at the bus stop. The School Bus driver may also establish reasonable rules in support of those rules outlined above as a means of maintaining safety and cleanliness of the bus.

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## AT THE BUS STOP

1. Be at the bus stop five (5) minutes before your scheduled pick-up time. Board only at the regularly assigned stop.
2. Stay back at least ten (10) feet from the roadway while waiting for the bus.
3. Respect surrounding property.
4. Respect fellow students and adults.
5. After the bus comes to a complete stop, wait until you see the driver signal you to cross the road or board the bus. Take your turn and do not push when entering the bus.

## ON THE BUS

1. Obey the driver promptly and respectfully.
2. Be seated promptly and face forward. Stay in the seat assigned by the driver.
3. Keep all books and materials on your lap.
4. Be courteous and speak in a low voice.
5. Keep all belongings, as well as your head, hands, and feet inside the bus, out of the aisle, and to yourself.
6. Students are responsible for their own belongings.
7. Cell phones are not to be used on the bus.
8. The discharge of perfumes, aerosols, or other sprays while on the bus is prohibited.
9. Never throw objects inside or outside the bus.
10. Never eat, drink, or chew gum on the bus.
11. Treat the bus and equipment with care and respect.
12. You must be quiet when the bus stops at railroad crossings.
13. Keep bus clean and orderly.
14. The corporation reserves the right to use bus cameras, without notification, to video tape students without notification.

## LEAVING THE BUS

1. You are to get off only at your assigned stop.
2. Remain in your seat until the bus comes to a full stop, the door has been opened by the driver, and the driver releases you. Take your turn and do not push when leaving the bus.
3. When it is necessary for you to cross the road, you MUST cross in front of the bus. You are to proceed across only after the driver has signaled you to do so.
4. Never walk along the side of, or behind the bus.

## STUDENT DISCIPLINE PROCEDURES

Safety while transporting students to and from school is of utmost importance to the North Putnam Community School Corporation. We urge you to talk to your child about safety and the importance of following "School Bus Conduct and Safety Rules" while on the bus. If all students follow these rules, the chances are very minimal that the driver will be distracted from his/her driving.

Yet, we find that some students create unnecessary problems that cause the driver's attention to be distracted from the road. We want the driver to be able to give maximum attention to driving and less to student discipline. The following student discipline procedure will be followed for those students who do not conduct themselves properly on the bus.

If minor misconduct occurs, the drivers may wish to attempt to handle the problem without passing it along to the building administrator. The drivers may give the student(s) a verbal warning, conference with the student(s), contact the parents, and/or inform the administrator(s) by issuing a bus conduct report noted "For Records Only". If the behavior does not improve, the driver will fill out a bus conduct report and submit it to the building administrator for disciplinary action.

### FIRST CONDUCT REPORT - WARNING

If problems continue, the bus driver will issue to the student a first bus conduct report. The driver will submit the Bus Conduct Report to the building administrator. Depending on the seriousness of the offense, the building administrator may conference with the student(s), contact the parents, and/or conference with parents and student(s), or take more serious disciplinary action. The report will be sent home to the parents to be signed and returned to the school. Failure of the student to return the Bus Conduct Report within three days of issuance may result in a one day suspension from riding all buses.

### SECOND CONDUCT REPORT - 1 Day Bus Suspension

The driver will write a Bus Conduct Report to the building administrator. The school administration will notify the parents/guardians of the suspension from all buses.

### THIRD CONDUCT REPORT- 3-to-5 Day Bus Suspension

The driver will write a Bus Conduct Report to the building administrator. The school administration will notify the parents/guardians of the suspension from all buses.

## FOURTH CONDUCT REPORT- 5-to-10 Day Suspension

The driver will write a Bus Conduct Report to the building administrator. The school administration will notify the parents/guardians of the suspension from all buses.

## FIFTH CONDUCT REPORT – Additional Suspension

The fifth conduct report will result in the student being suspended from riding any bus for up to eighteen weeks. The driver will write a Bus Conduct Report to the building administrator. The school administration will notify the parents/guardians of the suspension. If the school year has less than eighteen weeks remaining the suspension may be carried into the first semester of the following school year.

Any further incidents may mean loss of privileges for the rest of the year.

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### NOTE: SEVERE CLAUSE

When a school administrator, after consulting with the bus driver, feels that a violation is severe and warrants immediate suspension from bus and/or school, any/or all the above steps may be by-passed. The student may be denied bus privileges up to 10 days and/or possible expulsion from the bus and/or school. The school administrator will notify the parents/guardian of the suspension/expulsion verbally and by a certified letter.

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## BUS TRANSPORTATION PASS PROCEDURES

The North Putnam Community School Corporation supports and encourages transporting students for the purpose related to their educational development. However, certain transportation activities may not be essential to the educational development of students and hence, they ARE NOT permitted. Such activities include, but are not limited to, overnight stays, birthday/slumber parties, camp outs, etc.

If a student must ride home on a different bus for emergency reasons or get off the bus at a different stop, he/she shall have a pass from the school office. Students must bring a verifiable note from their parents explaining the reason for the requested pass, bus number, and destination. If a student does NOT have a note he/she will be sent home on their regular bus.

School transportation has been organized to first accommodate students who live along established bus routes. Students staying with baby-sitters may be accommodated within the limits of bus capacity. If bus capacity has been reached, students staying with baby-sitters/daycare provider will need to find another means of transportation.

*Be Cool*  
*Follow the Rules*

