

PENN MANOR SCHOOL DISTRICT

BUS REGULATIONS AND SAFETY PROCEDURES

A student is under the care, guidance, and control of the school when riding a school bus and the school is responsible for his/her welfare. **Pupils are expected to respect the driver and follow his/her direction without questioning or delay.** Pupils eligible for transportation are given busing assignments by the school district's transportation department. Matters of persistent misbehavior or serious infractions of school regulations may be referred to the building principal of the school the student attends. The principal has the authority and responsibility to take the appropriate disciplinary action.

There are rules regarding the expectations for student behavior for conduct and safety of the occupants of a school bus. It is the student's responsibility to obey these rules. Therefore, students must be aware of these rules. It is a violation of transportation policy for a student to ride a district-provided bus other than the one to which he/she has been assigned. Students must travel on the assigned bus that arrives to pick them up and transports them to school. Later that day, students will be discharged at the same site. Students may not board or depart their bus at any stop other than his/her assigned stop. Requests to change buses to visit classmates/tutoring or any other reason will not be granted.

A. Prior to Boarding the School Bus:

1. Be on time at the assigned bus stop. Plan on arriving at the bus stop at least five minutes in advance of the scheduled time. When the school bus does not arrive at the bus stop on time due to mechanical failure, road or weather conditions, the student is expected to wait for the bus for a reasonable length of time dependent on weather conditions (at least 30 minutes).
2. Be careful in approaching bus stops.
3. Respect the property rights of others who reside at or near the bus stops. Keep off lawns.
4. Stand on the side of highway or sidewalk. Do not interfere with traffic. Bus riders must conduct themselves in a safe manner while waiting for their bus to arrive.
5. Wait until the bus comes to a complete stop before attempting to board the bus. Board the bus in an orderly manner. On school property, do not walk between buses or parked cars until all buses are completely stopped. Use extreme caution at all times when approaching a school bus.
6. Note: Students should not go to another bus stop if they miss their bus and attempt to access another bus to transport them to school. By Pennsylvania state law, drivers are permitted to pick up students **only** at their designated stop.
7. At dismissal, students must report **promptly** to their assigned bus in an orderly fashion, board the bus, and sit in their assigned seat.
8. Students are not permitted to bring items that may endanger the health, comfort and safety of others on the bus. Objects other than those for the regular educational program should not be transported by the school bus. Therefore, items that are large or bulky, such as projects, toys, music recording devices, pets, etc., will not be acceptable materials to bring on the bus.
9. Affectionate displays of emotion are not permitted by students while waiting for the bus, on the bus, or at the bus stop.

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B. While Traveling on the School Bus:

1. Students shall observe regular classroom rules for conduct while traveling on the school bus. Casual and quiet conversation is permitted.
2. Students shall take their assigned seats and remain seated when bus is in motion. Reserving seats for other students is not necessary or permitted.
3. Students shall keep hands, head and arms inside the school bus.
4. Students shall avoid loud talking, laughter, and confusion which divert the driver's attention and may result in a serious accident.
5. Students shall treat school bus equipment with the same respect that they would valuable furniture in their own home. Damage to seats, windows, etc., must be paid for by the offender.
6. Keep the aisle clear.
7. Students shall never tamper with the bus or its equipment.
8. Students shall not throw anything out of the bus window.
9. Remember that behaviors such as scuffling, fighting, smoking, chewing, use of profane or indecent language is strictly forbidden and may result in severe disciplinary actions.
10. Assist in keeping the bus safe and sanitary at all times. Eating and drinking are not permitted.

C. After Departing the School Bus:

1. When necessary, cross the road at least ten feet in front of the bus. Use caution and cross the road only after looking to be sure that no traffic is approaching from either direction.
2. When appropriate, help look after the safety and comfort of small children.
3. Be alert to the danger signal from driver.

D. Extracurricular Activities:

1. Observe the regulations recorded above, which apply to any trip under school sponsorship.
2. Respect the wishes of chaperones appointed by the school.
3. Obey directions from the athletic coaches or faculty sponsors who are responsible for the conduct of riders on athletic or activity trips.

E. Violation of Bus Rules:

Violation of any of the above regulations poses a potential safety hazard for the passengers on the bus. A student may lose his/her privileges to ride the bus, if the regulations are violated. If students lose their privilege of riding on a district bus to school due to their behavior, they are still required to attend school. Parents/guardians may need to provide an alternate form of travel during this time. Pennsylvania School Code regulations for attendance will be applied to all student absences.

F. Bus Evacuations:

Bus evacuation drills are held periodically so that pupils know exactly what actions to take in case of an emergency. Bus riders are asked to cooperate fully with the bus driver and the assigned helpers. Absolute silence must be observed when such drills are conducted.



**Students are to be at their scheduled bus stop when the bus arrives.
Drivers are instructed not to wait for students who are habitually not at the stop on time.**