

BUS DRIVER AND RIDER RULES, DUTIES AND RESPONSIBILITIES

Bus Driver Shall

- A. Give first consideration to the health and safety of the bus rider at all times.
- B. Follow a strict pick up and discharge schedule except when the safety of the riders would be sacrificed.
- C. Observe and follow the instructions of all official highway and road signs.
- D. Pick up and discharge students only at designated route stops or loading zones.
- E. Require and maintain order on the bus at all times.
- F. Always comply with the instructions and orders of the school Administrator or his representative. This includes the bus supervisor.
- G. Promptly report all accidents to the Transportation Supervisor and District Administrator.
- H. Practice emergency evacuation procedure as prescribed by law and arranged by the bus supervisor.
- I. Never leave the students alone on the bus without adult supervision.
- J. Set an example of proper personal behavior, conduct and cleanliness.

Bus Riders Shall

- A. Understand that school bus transportation is a privilege, not a right.
- B. Understand that misbehavior of any kind will not be tolerated and that such conduct can result in suspension from school and/or denial of the privilege of riding the bus.
- C. Ride only assigned buses. Written request may be accepted as an exception to this rule. **Notes signed from BOTH families stating who wants to go where should be made first to the Principal for approval. All notes must have a current date and the child(ren's) name(s) will require advanced planning, but it will help keep all children safe. The note(s) will be copied and kept on file in the office and the original will be given to the bus driver.**

- D. Board and disembark only at assigned locations. Again, only a signed parent permission slip, approved by the Principal, will be accepted exception.
- E. Provide the bus driver and the school with a certificate or statement from a medical doctor to substantiate a handicapping condition, which would require special treatment or provisions. A permanent handicap will require only an initial statement, while a temporary handicap will require one annually. Parents are responsible for obtaining the statement and forwarding it to the Superintendent's office.
- F. Only the bus rules and regulations issued by the School Board and Administration.

4-Year Old Kindergarten

If preschool parents accept transportation for their child from preschool to the child's home or an alternate place, they will guarantee that an adult be visible to the bus driver at the designated bus stop. If no adult is present, the driver will return the student to school and the parent or designated emergency person will be contacted to pick the student up at school.

Students will be dropped off at the location specified unless otherwise notified by either a note or a telephone call. Students can be dropped off at different locations other than the one specified, only if it does not take the bus a greater distance out of the way and delay the drop off of other students, thereby causing a concern for other parents.

Adopted:	November 11, 1980
Revised:	October 9, 2006, November 11, 2013, March 9, 2020

Legal	Administrative Code:
References:	Wisconsin Statutes: 121.52