

BUS STOPS

The Department of Transportation will designate bus stops for the pick-up and discharge of passengers in accordance with West Virginia school transportation regulations.

- Bus operators will pick-up and discharge passengers only at their designated stop(s).
- If a student is to ride a different bus and/or picked up or discharged at an alternate established bus stop, the bus operator must be provided with a note from the parent which has been **signed by the school principal**.
- An adult should be designated the responsibility of meeting the bus every day to accept responsibility for younger children.
- Designated bus stops are limited to a primary (home) and one secondary stop in the same school district. Transportation to any additional sites will be the responsibility of the parent.
- Transportation is not provided for students who choose to attend a school outside their own district.

STUDENT CONDUCT ON BUSES

The Berkeley County Board of Education policy for Expected Behavior in Safe and Supportive Schools applies while students are on a school bus and at a school bus stop.

- The bus operator is in charge of the bus and passengers. Passengers must obey the operator. Insubordination will not be tolerated.
- Be courteous, use no profane or obscene language or gestures.
- Do not eat, drink or chew gum on the bus.
- Keep the bus clean.
- Controlled substances and tobacco products are prohibited on the bus.
- Do not be destructive.
- Stay in your seats at all times.
- Keep head, hands and feet inside bus at all times.
- Bus operator is required to assign seats.
- No glass bottles or aerosol cans.
- All band instruments must be encased and be able to be held on the student's lap.
- Skateboards, animals and toys are prohibited on school buses.
- Be at the designated bus stop 3-5 minutes prior to bus arrival.
- No unauthorized or inappropriate phone or other electronic device use.

The interventions and consequences included in the Expected Behavior in Safe and Supportive Schools Manual apply to all students riding school buses and at school bus stops. If a student violates any of the posted rules, he or she will be given a verbal warning. The second violation will result in a Warning Letter to take home to be signed by the parent and returned to the driver the next day the student rides the bus. The third violation will result in a Bus Conduct Report, indicating 2 to 5 days suspension from riding the bus. The parent will be notified and a copy of the Bus Conduct Report, indicating the offense, will be sent to the parent via the student. The blue copy will be given to the principal, the pink copy will be given to the Transportation Department, and the yellow copy will stay with the driver.

Any Level 3 or Level 4 misconduct may result in suspension from the bus for up to 10 days and may result in suspension and/or expulsion from school. No verbal or written warning will be given. Only Bus Operator signature required. When a Level 3 or Level 4 behavior occurs, the bus operator will fill out a "Bus Conduct Report" indicating the infraction(s). The report will be signed by the bus operator and the white copy sent

home to the parent/guardian via the student. The blue copy will be given to the principal, the pink copy will be given to the Transportation Department and the yellow copy will stay with the driver.

When the student has been suspended for 3 violations of any of the Student Bus Regulations, a meeting with parent, student, bus operator, and school administrator will be conducted during the suspension.

Students who repeatedly violate the Student Bus Regulations and/or endanger other students, will be recommended to the Berkeley County Board of Education for expulsion from the bus. Students suspended from a bus are suspended from riding ANY other bus to or from school.

SCHOOL BUS SAFETY GUIDELINES

Parents

- Dress your child in brightly colored clothing that drivers can see easily;
- Provide a book bag or backpack to carry books and notes;
- Clip or trim drawstrings of coats, book bags, and backpacks to avoid catching in door closing.
- Have an alternative plan for your child in the event of weather-delayed openings or early closings - let your driver know if your child is to be picked up or dropped off at a different spot (note must be approved and signed by principal prior to giving to bus driver).
- Teach your child to take 3 steps away from the bus and 10 steps forward before crossing in front of the bus-
- As a driver and a parent, drive carefully and obey all school bus signals.
- You may not enter a school bus without the consent of the school bus operator.

Students

- Obey all school bus rules and driver's instructions the first time;
- Wait for the driver's signal BEFORE crossing in front of the bus;
- If you drop a book or paper, check for traffic before stopping to pick it up;
- Always check for traffic yourself before crossing;
- Cross in FRONT of the bus; do not go near the BACK of the bus;
- Don't push or shove at the bus stop or on the bus;
- Keep everything - arms, heads, papers, etc., inside bus.

STUDENT RIGHTS

Student's rights and freedoms are respected in all school policies and activities. Parents may review the Expected Behavior in Safe and Supportive Schools Manual online at www.berekeleycountyschools.org any may request a copy of the manual at any school or by contacting the Communications Office at (304)267-3588.