

## TRANSPORTATION MEMO

TO: School Bus Riders and Parents – Please Read With Your Child

FROM: Chambersburg Area School District Transportation Supervisor – LaDonna Naugle

Dear Parents,

We in the transportation department of the Chambersburg Area School District wish to make your student's ride to and from school safe and enjoyable. To accomplish this task, we need your support in reviewing the rules of student conduct while your student is being transported. Take this opportunity to review the rules listed below. These are for your student's safety.

1. The bus driver is in full charge of the bus and riders at all times.
2. It is dangerous for children to move while the bus is in motion. You must not change seats while the bus is in motion or scuffle on the bus.
3. Any distraction of the driver's attention to remind you of some regulation or to answer an unnecessary question jeopardizes the safety of every student on the bus. Students must not carry on unnecessary conversations with the bus driver.
4. Students should always be ready for the bus at least five minutes before the scheduled arrival time. Changing weather and road conditions make it impossible for the bus driver to arrive at the exact time.
5. Students should wait for the bus ten feet from the roadway, and not in the traffic lanes, as prescribed in School Bus Pub. 117. When the bus is approaching the bus stop, students **must** remain seated until the bus comes to a complete stop.
6. **LOADING** – When students must cross the road to be picked up, the driver, after looking for approaching cars, beckons them to cross. **The students will wait for the driver's signal and cross promptly.**
7. **UNLOADING** – At all discharge points where it is necessary for the students to cross the highway, the driver will permit you to cross in front of the bus while the red lights are flashing. Look both ways prior to crossing after receiving the driver's signal. Cross only in front of the bus for your protection. Never cross to the rear of the bus. Be sure to cross while the red lights are flashing.
8. Students should not at any time extend their arms or heads out of the bus windows. This is a state regulation.
9. You should do your part to keep the floor clear of wastepaper and dirt, and to keep the upholstering and interior finish of the bus in excellent condition.
10. Any damage to the bus should be reported to the driver immediately.
11. Cell phones/or any other communication device is prohibited. This includes any camera and or recording devices.
12. Eating/Drinking on a school bus is prohibited.
13. Spitting or any other transfer of body fluids is prohibited.

14. Students' personal items should not include live animals, fireworks, firearms, glass jars, pets, or any dangerous items. Gym bags, band instruments, school projects shall be held on the students' lap and not placed in the aisle. This is for the safety of all the students riding the bus as prescribed in the Pennsylvania School Bus Handbook - Pub. 91.
15. SCHOOL BOARD POLICY # 810 ASSIGNMENT OF STUDENTS FOR GRADES K-12  
Prior to the beginning of each school year, the proposed transportation schedules for that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus stops, but must remain the same for each day of the week, (5 consecutive days).  
**No student is permitted to get on or off at a different bus stop other than his or her assigned stop in the a.m. or p.m.**
16. The use of dirty, profane, or abusive language while riding the bus will not be tolerated.
17. **Act 26** Violation by the State of Pennsylvania Prohibits
- Alcohol – Drugs – Tobacco
  - Fighting
  - Racial/Sexual harassment
  - Possession/Use of weapon
  - Terroristic Threats
  - Display of body parts

Disciplinary action by school administration & law enforcement

**PARENTS** – The following policy has been adopted by the Chambersburg Area School District in dealing with cases of unsatisfactory conduct on school buses. Principals consider each occurrence of unsatisfactory conduct in reviewing all facts in the occurrence. Should you have any questions, do not hesitate to discuss bus rider ship with your driver, school principal, or school transportation office.

Thank you for your support in our effort to provide a safe ride to and from school.

In cases of unsatisfactory conduct on any bus operated by or for the Chambersburg Area School District, the driver shall provide the principal with the names of the students and details of the incident. A warning will be given but repetition of incident will result in school bus suspension.

1. **The First Offense**: The bus driver will call the parent.
2. **The Second Offense**: The bus driver will submit report to principal of infraction. The principle will talk to student and provide discipline in the form of:
  - Time Slip
  - School Suspension
  - Withdraw of Bus Privileges (Parent/Guardian will be responsible for student transportation)

3. **The Third Offense**: Major bus misconduct may result in a suspension of bus riding privileges from one day to thirty days per incident. Parents/guardians will be notified of major incidents in writing and with a phone call where possible. If behavior fails to improve or if the safety of others is jeopardized, the students' riding privileges may be suspended for the remainder of the year. The gravity of the above-mentioned may, in the judgment of the administration, justify application of a more appropriate penalty. **If transportation privileges are suspended, transportation to and from school is the responsibility of the parents and/or guardians.**
4. **Dangerous Offenses or Threats to Commit Dangerous Offenses**: When a student commits an offense or threatens to commit an offense that could be injurious to him/herself, another student, or any other person (e.g. threats to do bodily harm to bus driver), the offense may be considered as a "second offense" or "third offense" by the principal and riding privileges accordingly withdrawn. In this case, the principal should immediately report to the Superintendent of Schools.

