



**STUDENT
TRANSPORTATION
HANDBOOK
FOR
RISD**

TRANSPORTATION SERVICES PROVIDED BY:

**HAMILL TRANSPORTATION INC.
5701 S. MAIN
622-9269
BUS #: 1-49**

**POLLARD BUS COMPANY
618 S. WYOMING
625-9122
BUS #: 50-99**

STUDENT RESPONSIBILITIES

- A. Student transportation is a privilege to students who are eligible for transportation pursuant to State Statutes 22-16-2 and 22-16-4, N.M.S.A., 1978. Students who do not obey the State and Local Regulations governing student transportation may have their transportation privileges revoked by the School District.
- B. Students shall not get on/off the bus while it is in motion.
- C. Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
- D. Students will stay out of the driver's seat and will not tamper with any equipment.
- E. Students shall be courteous and obedient to the driver.
- F. Students must cooperate with the bus driver in keeping the bus clean.
- G. Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
- H. Students shall not use profane language or obscene gestures and shall not eat any food or drink any beverage on the bus.
- I. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of the other students on the bus.
- J. Students must not extend their hands, arms, legs, heads, or any objects through windows.
- K. Students shall not throw any items inside or outside of the school bus at any time or attach any item to the bus.
- L. The use of tobacco, drugs, alcohol, or controlled substances shall not be permitted.
- M. Students will not ride on the outside of the school bus at any time.
- N. Students shall be held accountable for malicious destruction to the bus.
- O. Passengers shall report any damage to the bus from any cause to the driver, and the driver will in turn, report it to the proper school officials.

RULES WHILE ON THE BUS

- A. The driver is in full charge of students when they are riding on the bus. The student must obey the driver.
- B. Students must occupy the seats assigned to them by the bus driver and sit facing the front of the bus at all times.
- C. Students shall not be permitted in front of the passenger seating area while the bus is in motion.
- D. Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus.
- E. Animals, firearms, knives, explosives, breakable glass items, laser lights, balloon bouquets, flower arrangements or other dangerous objects are not permitted on the bus.
- F. Students must not open or close the bus windows without the permission of the driver.
- G. Don't push or shove. Use the handrail.
- H. Don't yell or shout. Don't throw things while on the bus.
- I. Always obey the driver. Be a good passenger.
- J. No profanity, fighting, or use of tobacco products.
- K. Keep the bus clean. Do not eat or drink on the bus.
- L. Students shall load or unload only at their assigned stops.
- M. Students must not extend their hands, arms, legs, head or any objects through bus windows.
- N. No talking while crossing railroad crossings.
- O. No item that will block the aisle or is unsecured shall be carried on the bus.
- P. In emergency cases, if an eligible student is to ride home on a bus they are not assigned to, they must give a signed note to the driver from a school administrator.
- Q. Students should never exit through the emergency exit of the bus, unless an actual emergency exists.

STUDENT DISCIPLINE PROCEDURE

It is the duty of the school bus driver to enforce all regulations governing the conduct of students from the time the students enter the bus in the morning until they alight from it at the school building, and from the time they enter the bus at the school building until they alight at their regular assigned stop.

The driver shall report all serious discipline cases to the Principal who will determine the appropriate punishment. The driver shall, however, have authority to temporarily suspend a student's transportation privilege, after the student has arrived at the assigned stop or school, up to a maximum of one trip for a serious problem. If this action becomes necessary, an immediate report to the school principal is required.

ELEMENTARY STUDENTS:

If a student chooses to break a rule, the Principal upon receipt of a written bus conduct report form signed by the driver, will take the following disciplinary action(s):

- A. **1st Offense** – A warning to the student with a copy of the conduct report issued to the parent/guardian. It is hoped that the parents will help to prevent a recurrence. The specific disciplinary action will depend largely on the seriousness of the infraction. Warnings are not grievable.
- B. **2nd Offense** – Disciplinary action will be taken at the discretion of the Principal depending on the seriousness of the infraction. A report to the parents will be made. Suspension of a student from his/her bus riding privileges does not necessarily mean the student is suspended from school. Suspension from school does imply automatic suspension of bus riding privileges.
- C. **3rd Offense** – Automatic suspension of riding privileges will result. The length of suspension will depend on the seriousness of the infraction. A report will be made to the parents.
- D. **Severe Disruption** – The following inappropriate and dangerous behavior will result in automatic suspension of transportation privileges as determined by the building Principal.
 - (1) Physical harm to student(s)
 - (2) Physical harm to the driver
 - (3) Physical damage to the bus
- E. In addition to the suspension of transportation privileges, criminal action may be taken and may result in an arrest.
- F. The permanent suspension of the student shall be a joint decision of the Principal, bus contractor, and the transportation supervisor. Permanent suspension from school buses may be appealed to the Superintendent whose decision shall be final.
- G. Except where there are extenuating circumstances, a student deprived of the privilege of riding one bus should not be reassigned to another.

PARENT RESPONSIBILITIES

- A. Assure that your child arrives at the designated bus stop a few minutes prior to the scheduled arrival of the bus.
- B. Provide protection or supervision for your child when unusual conditions warrant precaution beyond ordinary circumstances.
- C. Actively cooperate with school officials and school bus operators regarding appropriate conduct of your child at the bus stop and while walking to and from the bus stop.
- D. Assist with implementation and enforcement of school bus rider safety.
- E. Parents or guardians will be held responsible for malicious destruction of the bus.
- F. Parents or guardians are responsible for reviewing and explaining this handbook to your child.

MISCELLANEOUS INFORMATION

- A. Every year school bus drivers report problems with cars illegally passing buses.
- B. Buses use the amber flashers to warn motorists that the bus is about to stop on the roadway. The alternating red flasher lights and stop arm will be activated automatically when the service door is opened after the bus is completely stopped.
- C. School bus alternating flashers are NOT used when the school bus is completely off the traveled portion of the roadway or on school grounds to load or unload students.

STUDENT CONDUCT

Student behavior on the school bus is one of the most important elements of safe student transportation. Yelling, pushing, fighting, throwing objects, and moving from seat to seat are all behaviors that face a school bus driver on any given day. Keep in mind the driver is in charge of a 14-ton vehicle, has his/her back to anywhere from 35 to 75 students, and must keep his/her undivided attention on traffic. With each distraction, a driver may move his/her vision from traffic, for only a second or two, to discipline a student(s). Within those couple of seconds, imagine what can happen in traffic! We rely on our drivers to keep our students safe and we need to rely on our students to maintain proper behavior on the school bus.

BUS STOP RULES

- A. Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left facing traffic, except on a divided or multi-lane roadway.
- B. Students must be on time at their assigned bus stop. The bus driver will not wait for the students at the loading area.
- C. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid “horseplay”. When loading, the students should clear the traffic area immediately.
- D. Without the advance permission of a responsible school official, students will not be permitted to leave the bus on the way to or from school except at their regular assigned stop or school.
- E. Students who must cross the road after alighting from the bus must pass far enough in front of the bus (approximately eight to ten feet) so that the driver can see them. Students will cross the road only when the driver signals all is clear. The only exception to this rule is in urban areas where pedestrian’s crossings are provided at the intersections and students will be instructed to cross after the bus leaves the unloading zone or when traffic signals direct them to cross. Students will not cross multi-lane roadways to meet the bus except in urban areas where crosswalks or traffic signals are provided.
- F. Students shall look both ways before crossing to the opposite side of the road.
- G. Never run to or from the bus.
- H. Get off the bus carefully. Wait for the driver’s signal before crossing. Stay away from the DANGER ZONE.
- I. Never crawl under the school bus. If you drop something on the ground don’t try to pick it up. Tell the bus driver.

MIDDLE & HIGH SCHOOL STUDENTS:

Consequences for improper behavior for middle and high school students will be as follows:

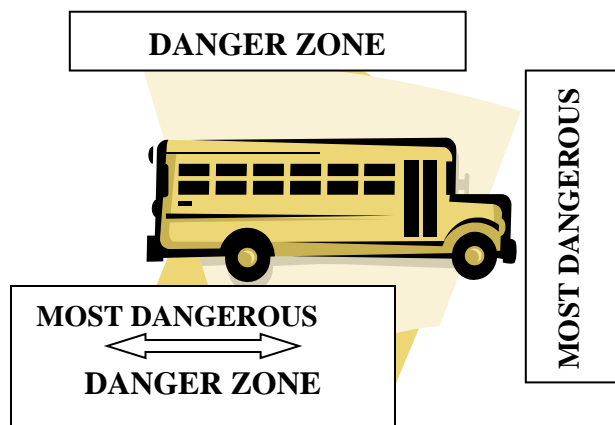
- A. First Referral – one week suspension
- B. Second referral – two weeks suspension
- C. Third referral – suspension until the end of the semester

- D. In addition to the suspension of transportation privileges, criminal action may be taken and may result in an arrest.

- E. The permanent suspension of the student shall be a joint decision of the Principal, bus contractor, and the transportation supervisor. Permanent suspension from school buses may be appealed to the Superintendent whose decision shall be final.

- F. Except where there are extenuating circumstances, a student deprived of the privilege of riding one bus should not be reassigned to another.

DANGER ZONE is the area around the school bus—10 feet in front, 10 feet behind, and 10 feet on either side of the bus. The most dangerous zone is the wheel base area and around the immediate front and back of the bus. See illustration below.



CUT ALONG DOTTED LINE AND RETURN TO DRIVER

BUS # _____ SCHOOL _____

STUDENTS NAME _____
(PRINT)

PARENTS OR GUARDIAN'S SIGNATURE:

DATE _____

STUDENTS SIGNATURE _____

I acknowledge that I have read and discussed this Student Transportation Handbook with my student.