

Transportation Handbook 2022-2023

Bus Safety Policies and Procedures

These school bus policies and procedures have been established so students and parents of The College Preparatory and Leadership Academy, both public and non-public, will receive information leading to an understanding of the expectation of students while they are being transported to and from school.

These policies call for cooperation on the part of students, parents, bus drivers, and other school personnel, and have been developed to promote safety.

Parents are encouraged to study these policies and procedures with their child/children. Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school.

Getting On and Off the Bus

Help the driver maintain the scheduled pickup times by being ready and waiting 10 minutes before the bus arrives. Too long of a wait with the departure time will cause late arrival of students to school. This is unfair to students, schools, and other highway users, and multiplies hazards for the bus and its occupants. Upon scheduled arrival times all bus drivers have the option to wait at a stop 3 to 5 minutes before pulling off. If for any reason you missed the bus, please feel free to go to the nearest bus stop on your route. Buses will not be allowed to turn around or stop at any unapproved stops.

Parents are responsible for the conduct of students while going to or from pick-up and drop-off points and for students meeting the bus on schedule. CPLA provides transportation as a courtesy to our students.

Therefore, parents are responsible for their child's supervision until such time he/she boards the bus and after the student leaves the bus at the end of the school day.

-An unsupervised request form is available through the transportation team if unsupervised arrangements need to be made.

-Students are to be waiting in the vehicle or parking lot with a parent/guardian. Parents are required to escort the child(ren) to the bus for boarding. No running, pushing, or shoving will be allowed when boarding or getting off the bus.

-Parents are not allowed on the bus or to block a bus for any reason due to safety guidelines. If this occurs transportation privileges will be revoked.

-After the bus stops, wait until you get directions from the driver before getting on or off the bus.

Riding the Bus

- Only students enrolled at The College Preparatory and Leadership Academy and registered for transportation are permitted to board the bus.
- All Students must ride their assigned bus only.
- No changes will be made within the school year without the Transportation Dept. approval.
- All school rules as listed in the Parent/Student Handbook are also in effect while traveling on school buses.
- All students will be assigned seats on the bus by CPLA Staff.
- Take assigned seats as soon as you get on the bus. No standing will be permitted.
- All seats must be shared. If the bus is filled to capacity, state law permits three to each seat as long as students are safely contained within the seat compartment; this applies to junior and senior high students as well as those in the elementary grades.
- No student shall leave or be out of his/her seat while the bus is in motion.
- All parts of a student's body shall be kept inside the bus, especially when a window is open.
- Do not throw anything in the bus or out an open window.
- Nothing shall be held so it extends out of the window or in the aisle of the bus.
- Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their child/children.
- No eating or drinking is permitted on the bus at any time.
- Talk quietly at all times. At intersections and at railroad crossings, there is to be no talking to ensure safety.
- Illegal drugs of any type shall not be permitted on the bus at any time.
- No smoking or use of tobacco products shall be allowed on the bus at any time.
- Absolutely no alcohol is allowed on the bus at any time.
- Live animals (caged or otherwise), firearms, ammunition, explosives, or other dangerous materials and objects which may interfere with the safe operation of the vehicle shall not be transported on the school bus.
- **If these safety rules are violated, bus privileges will be revoked.**

The bus driver will go over what to do and how to exit the bus safely in case of an emergency. Students must board the bus at their assigned bus depot location to and from school.

In the event your child will not ride the bus in the afternoon, please call the office before 12:00 p.m. Monday-Thursday and 9:40a.m. on Fridays.

Obeying the Passenger Rules

The First Student Monitors and the Bus driver will be responsible for the orderly conduct of his/her passengers. While on the bus, the student is under the authority of the monitors and bus drivers.

The monitor and driver have the authority to enforce the established procedures for bus conduct. If any student willfully refuses to obey the bus driver or the bus monitor's safety rules, there will be consequences and may result in being suspended from the bus.

The School Bus Incident form will be completed and reported to the transportation team and the CPLA office the day of the incident.

Safety is the number one priority when riding the bus and the School Leader shall make the decision and notify the parents in writing of bus suspension with an explanation for this action. The bus driver will not permit the student to board the bus until the suspension is completed or the School Leader stipulates otherwise. The only due process required is a notice to the parent and student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens.

All students must be picked up at the SAME bus depot location Monday through Friday and dropped off at the SAME bus depot location Monday through Friday. Emergency situations arising require parents to notify the transportation team immediately.

Please note that for morning pick-up you or an authorized adult will have to remain with your child until they are on the bus. For afternoon drop-off you will have to be present at the bus depot for the safe arrival of your child.

If you are not present, or have the proper documentation on file your child will be brought back to The CPLA and you will be contacted to pick them up. **After 2 times of failing to pick up your child, he/she will be suspended from the bus for a certain amount of days or for the rest of the year.**

Bus Behavior

Students, at all times, while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the school bus driver and/or bus/contract vehicle safety monitor.

The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges; delaying the bus schedule, fighting, smoking, inappropriate behavior of a lewd or offensive nature, using profanity or refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, departing the bus via the emergency door or windows without being told to do so by the driver, distracting the driver or monitor's attention by participating in disruptive behavior while the vehicle is in operation, standing or moving around the bus while the vehicle is in motion, throwing objects from the bus windows or doors, failing to observe and obey safety regulations, failing to sit in an assigned seat if applicable, willfully trespassing on a school-owned or operated vehicle, or violating any other Code of Conduct rule while on the school bus. If a violation of this Code also violates other rules, consequences in addition to those listed below may be implemented.

Consequences

Suspension from the bus and/or from school depending on the nature of the violation. Fighting, bullying, intimidation, profanity, parents getting on the bus or blocking the bus, any other behavior that results in the bus having to stop to deal with a student or parent will result in automatic and permanent suspension from the bus. We look forward to providing safe and quality transportation services to your family.

Ms. Watts Transportation Manager
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