

BUSING AND TRANSPORTATION

BUS REGULATIONS

The School Laws (24-2451) of Pennsylvania permit school boards to provide transportation for elementary students living more than one and a half (1½) miles from school and for secondary students living more than two (2) miles from school. The transportation service provided by the Allegheny-Clarion Valley Board of Education is a **privilege** which may be denied to students who misbehave on the bus. Students and parent/guardians must be aware of and observe the following regulations:

1. The bus driver is in charge of maintaining discipline on the bus and has the authority to verbally reprimand any student who misbehaves. The bus driver will assign seats for students and may change seat assignments at any time in order to control student behavior.
2. Bus riding privileges may be suspended for up to ten (10) days for misbehavior. Examples:
 - a. Failing to follow reasonable instructions from the driver
 - b. Eating or drinking on a school bus
 - c. Failing to remain seated in their assigned seat at all times
 - d. Entering or leaving the bus at any other point than the front door
 - e. Not keeping arms, hands, and heads inside the bus at all times
 - f. Not keeping conversations at low volume, as prescribed by the bus driver. There should be no shouting or screaming, or any behavior which might endanger anyone's safety.
3. The parent/guardian must reimburse the bus contractor the full amount of repair/replacement costs for any intentional damage to a bus by a student.
4. In addition to suspension of riding privileges, misconduct on a school bus can also result in detention (including Saturdays) or suspension.
5. When a student's bus privileges have been suspended, the parent/guardian will be notified by phone and/or in writing. The parent/guardian will be responsible for the suspended student's transportation and attendance during the suspension.
6. Kindergarten students who do not have older siblings riding the bus must be met by an adult at the bus stop during drop off. Bus drivers will not allow a kindergarten student to exit the bus if they do not see an adult present to meet them. Drivers will notify the school to contact the parents and make arrangements for them to meet the bus at another stop or the bus depot to pick up their child or the child will be returned to the school for pick up by parent/guardian.

VIDEO CAMERAS ON BUSES

Video cameras are located in the interior of the buses to assist in providing a safe environment for students while traveling to and from school and to protect the bus property and equipment related to the bus. The policy, 810.2 Transportation-Video/Audio Recording, in its entirety can be found at <http://www.boarddocs.com/pa/alcl/Board.nsf/Public#>

BUS PASSES

It is the goal of the district's transportation services to transport students safely to and from school each day. Due to bus overloading, and safety concerns, student bus stops must be consistent from day to day. Students riding a bus will be assigned a single pick up point and a single drop off point for the entire school year. If circumstances warrant, AM and PM stops may differ but once established must remain consistent throughout the year.

- The administration may authorize adjustments to a student's bus stop in extraordinary, emergency circumstances. An EMERGENCY is defined as an unforeseen event requiring a one-time change in a child's official school bus routine. The following are examples of situations which would NOT be considered emergencies: daily changes in parent's work schedule, lack of babysitter, regularly or previously scheduled appointments. The following are examples of situations which may be considered one-time emergencies: family medical emergency, traffic accident involving a family member.
- An emergency is the ONLY time a phone call will be considered for any changes and you should be prepared to provide sufficient information so that we can be sure of the caller's identity. The information will include but not be limited to: Student name, grade level, teacher's name, regular bus number, address, birth date, Parent or Guardian's name.
- On days when there is an unexpected early dismissal due to weather or loss of electricity, etc., students whose regular PM stop is the Boys' & Girls' Club in the Emlenton Crawford Center will instead be taken to their AM pick up stop (unless a PM stop was formerly designated) at dismissal as the Boys' & Girls' Club would be closed.
- In situations of joint custody, requests for alternate stops on a consistent schedule will be accommodated if accompanied by a court order of custody.

*Exceptions to the above procedures due to extenuating circumstances can be requested through the building principal or his/her designee on a case by case basis. The necessary forms for these requests can be obtained through the office of the school and will be honored at the discretion of the building principal or his/her designee.

STUDENT RULES

Loading and Unloading

1. Be at your assigned loading zone on time (5 minutes before pickup). Buses cannot wait for late students and still get to school on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.

4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load or unload.
10. All articles of clothing or attachments that dangle or swing freely while a student is walking must be secured before boarding a bus.
11. Use the hand rail while getting on and off the bus.
12. If possible, wear white or light colored clothing or carry a flashlight if you walk on the roadway in the dark in order that the motoring public can see you.
13. When you must cross the road to board or exit the bus always cross at least 10 feet in front of the bus after getting the "okay" from the driver.
14. Occasionally buses are delayed due to weather or traffic conditions. Students should wait a reasonable amount of time for a bus that is late. Parental discretion is needed for the amount of time depending on weather conditions. If a bus is more than fifteen minutes late please call the school office.

While in the Bus

1. Do not distract the driver's attention other than when necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, weapons, sharp objects, balloons, etc.). Check with the driver before taking any questionable item on the bus.
5. An open container or other object that could spill must be secured so that dropping it does not create a problem.
6. Parents should arrange transportation for students who have unusually large or cumbersome objects to take to school (very large band instruments, science projects, etc.) Fund raisers that require more than one shopping bag in addition to a book bag should not be taken on the bus.
7. Do not smoke or use profane language.
8. Do not fight or scuffle.
9. Be courteous to and follow the instructions of your bus driver.

At the Bus Stop - Due to the obvious lack of supervision the school can provide at bus stops, parents must assume responsibility for the conduct and safety of their own child as they walk to (and from) the stop and wait for the bus. Rules/regulations of student conduct and appropriate behavior also apply at these times. Students who violate them are subject to the school discipline code.

Throwing rocks, snowballs or other harmful objects is not permitted at bus stops.

PRIVATE TRANSPORTATION

Parents providing transportation for their child are asked to cooperate with the following guidelines to ensure smooth and safe conveyance to school.

1. Your student should be dropped off at the front entrance of the school.
2. Drop off your student between 7:30 - 8:05 a.m. Proper supervision is not available prior to 7:30 a.m.
3. The doors will be locked at 8:00 a.m. Students arriving after this time will be admitted by the School Resource Officer or the office secretary.

CHANGE OF ADDRESS OR PHONE NUMBER

The elementary school office must have an accurate record of the home address and phone number of all students. Parents should immediately report any change of address or phone number by submitting any new address and/or phone number to the elementary office. Parents who have unlisted phone numbers are also asked to submit their number to the office. This information will be used only by school personnel to contact parents on an as-needed basis.

When a family moves within the district, the school office must be notified for transportation purposes.