



Educating the Next Generation of Evolutionary Leader

Mission Montessori School School Bus Handbook

Introduction

This handbook for students and parents was developed to provide an outline of transportation policies, procedures, rules and regulations as they apply to students riding the school bus between Mission Montessori Academy Campuses and Field Trips. Safety is the emphasis of this handbook. Safety is directly related to attitudes and practices. We hope to promote better safety practices through a cooperative effort with students, parents, and school faculty.

Policies Relating to Students Riding School Buses

The State of Arizona does not require schools to provide transportation for its students. The Board of School Trustees of Mission Montessori Schools has chosen to provide school bus transportation service for its students. Since the service is not mandatory, riding the bus is a privilege and not a right.

- The school transportation director, with the input of school faculty, will designate the pick-up and drop-off stops for students. All routes will start approximately one-half hour before school or after school activities begin.
- All students must be at their designated stop prior to the scheduled arrival time. Bus driver will not wait for late students. It is important for students to be at their stop at least 5 minutes before the bus arrives, so that they will not cause the other students to be late for school. Also, when a school bus is stopped for any length of time, the wait causes an unsafe traffic buildup behind the bus.
- Students should be waiting in an orderly manner at least ten (10) feet away from the pick-up or drop off location.
- Students are required to have a permission slip in order to ride the bus. Most buses are loaded to capacity with students assigned a specific seat. Additional students could cause an overloaded condition on the bus. Again, our purpose is only to provide transportation service from the Larkspur campus to St. George campus and return. In an emergency situation, the parent must write or call the school explaining the emergency. If the school approves, assigned permission slip is issued to the student who in turn will present it to the school bus driver.
- Once a school bus is in motion on school grounds, students will not be allowed to board the bus. This is a safety measure designed to discourage students from running after and/or between automobiles in the loading area. Students who miss their bus, and are NOT with their parent should immediately report to the Site Manager's office and call their parent. The school is not responsible for students who miss the bus. The departure times are clearly marked and the bus will follow the times consistently.

- ☑ The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap or placed safely on the floor in the space under the seat immediately in front of the student is not permitted on the school bus. Examples of such large objects are: Musical Instruments.
- ☑ To insure safety from objects rolling IN or UNDER a bus, objects must be secured in a bag or sack. Students will not be permitted to bring games, toys, balls, scooters, etc. on a bus unless it is secured in a satchel, bag, or sack. Mission Montessori Schools is not responsible for lost, damaged or stolen items.
- ☑ Students are prohibited from bringing any potentially hazardous chemicals, animals, or breakable items on board the bus. No animals or insects will be transported. Any object that could become a missile in an accident will not be transported. No flammable or hazardous chemicals will be transported.
- ☑ Any traffic in or near bus loading areas is hazardous. All schools have designated areas for parents to drop off and or pick up students along with preferred traffic patterns. Drivers are asked to be very careful when they are in the area. Do not drive around or pass buses that are loading or unloading children. Parents who transport their child to school in the mornings MUST drop their child off before the bus arrives.
- ☑ Think safety, teach safety, and act safely. Students should carry a school bag or sack which will allow them to organize their belongings. There are many accidents every year involving children who are pursuing dropped books or papers under school buses or children who run into traffic.

Rules for Students Riding Buses

1. Upon entering the bus, each student shall take a seat as soon as possible. The driver may assign seats, if necessary. the student must put seat belt on and buckle it and not unbuckle it until driver says OK to do so.
2. If a student has a cell phone or electronic device, the device will need to be placed in the lock box upon entering the bus.
3. Girls sit with girls; boys sit with boys. No exceptions unless bus driver or teacher authorizes.
3. Students must display the same conduct on the bus as expected in the classroom, also no usage of cell phones during transportation to and from school. Upon entering the bus, you will deposit any cell phone or tablet into the lock box kept by the driver. The lock box will then be given to the teacher upon arrival at destination.
4. Students will not be permitted to stand or move from place to place while the bus is moving. Stay in your seat! Keep heads, hands, and feet inside the bus. No windows or doors will be opened or closed except by permission of the driver.

5. Loud, boisterous activity, profane language, or indecent conduct shall not be tolerated. Be courteous!
6. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in an objectionable manner.
7. Use of controlled substances, alcohol, drugs, and tobacco products is prohibited.
8. Eating and drinking on the bus is prohibited. Help keep the bus clean! NO GUM! NO CANDY!
9. No damage to the bus or equipment will be allowed. Do not be destructive! Students will be financially responsible for any damages resulting from vandalism. No student shall move from his/her seat until the bus has come to a full stop and the door has been opened by the driver.
10. Do not bring any animals or flammable materials on the bus.
11. Children should be waiting at the boarding location when the bus arrives. Children are expected to leave the bus at his/her normal boarding location upon his/her return from school.
12. If a student has discipline problems on the bus, the driver can give a verbal warning to the student. If there is another incident of the same type, the driver can give a "warning slip" to the student. This should be discussed with the student and signed by the parents. Signing does not necessarily mean agreement but does indicate to the driver that the parents have been notified. This signed slip allows the student on the bus the next day.
13. The driver is authorized to deny riding privilege for up to a five day period for continued or serious infractions of the rules. In this case a slip indicating the infraction and the time off the bus will be given to the student. The slip must be signed by the parents to allow the student to resume riding the bus. Repeated violations are referred to the school principal for extended loss of riding privileges. Again, a slip will be sent home indicating the length of time off the bus and the nature of the violation. Record of the infraction/s will be kept in the student file on school premises.
14. Approximate time schedules, bus routes and other information concerning buses will be announced prior to the opening of school each year. This information may be obtained at the office in the campus your child will attend.
15. Students must cooperate with the driver.

Discipline Procedures:

The following procedures will be followed if a student violates any procedures, rules or expectations:

First Violation:

Written warning by the bus driver. A copy of the warning will go home, given the office of the child's campus and placed in student file.

Second Violation:

Driver issues a "ticket" and contacts principal and/or parents with appropriate consequence notification.

Third Violation:

A meeting will take place with the driver, principal, student and parents. Possible short-term or long-term suspension from the bus may result.

*Exceptions to the above sequence will be made when extreme disciplinary problems occur.

Example of a Student Infraction Bus Rider Ticket



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Student Infraction Bus Rider Ticket

Student Name: _____ Date: _____

Driver: _____ Route: _____

Minor Violation:

- Improperly Seated
- Excessive Noise
- Teasing another student
- Inappropriate touching
- Food/Drink/Gum/Candy
- Throwing objects
- Inappropriate language
- Did not place cell phone or tablet in lock box
- Taking other students items
- Body parts outside window
- Playing with emergency exits
- Other _____

Major Violation:

- 3rd or more violation
- Objects thrown out of the bus
- Bullying others: Verbal Physical
- Verbal threat to driver or student
- Refusal to follow driver instructions
- Exited bus without permission
- Theft
- Vandalism
- Possession of prohibited products
- _____
- Other: _____

Extreme Violation:

- Weapons or explosive possession
 - Assault of driver
 - Assault of student
 - Possession of illegal items
 - _____
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Incident Description:

Consequence:

Verbal Warning Date(s): _____ Previous Ticket Date(s): _____

Additional Bus Consequence(s) _____

School Consequence(s) _____

_____ (1,3, or 5) Day Bus Suspension Date(s) of Suspension _____

Long Term Suspension: _____ #Days Start Date: _____ End Date: _____

Parent was contacted by: Message Conversation Meeting Date & Time: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Daily Bus Route Schedule beginning 10/7/13*

Bus will depart Larkspur campus promptly at 8:05 a.m.
Bus will arrive approximately 8:30 a.m. at St. George campus.
Bus will depart St. George campus promptly at 4:00 p.m.
Bus will arrive approximately 4:25 p.m. at Larkspur campus

*Times subject to change. Parents and school faculty will be notified immediately of any changes.