

PROCEDURE

Title: Bus Policy

| | PREPARED BY | CHECKED BY | APPROVED BY |
|-----------------|--------------------|--------------------|--------------|
| Name | Executive Director | Mrs. Amani | SMT |
| Position | Executive Director | Human Resources | SMT |
| Prepared | SY 2016-2017 | Reviewed | SY 2019-2020 |
| | | Valid until | SY 2020-2021 |

Bus Procedures and Contract

- The top priority of the Transportation Department of SIS is the safety of your children. In order to provide the safest and most efficient transportation, we need your cooperation to see that students understand the importance of and follow bus safety rules. Please review the safety rules with your child and become a partner with us by signing the behavior contract so that we will all have a clear understanding of the expectations of the Transportation Department.
- The school reserves the right to organize transport as it best fit with its operation and plans.
- The school reserves the right to expel any student or apply its discipline procedure as needed.
- The school will do its best to meet time frame set by management for bus timing.
- Payment will not be refundable for any disciplinary action that is taken by school at any time.

Students must understand that:

- 1-Transportation is a service, don't abuse it.
- 2- A pupil shall become ineligible for transportation but when his/ her behavior is such as to cause conflict on a school bus, or when he/she disobeys school rules and regulations pertaining to pupil transportation then this service will be removed.
- 3- Remember, always practice safety.

Students Must follow the following Rules:

1. While riding the bus students are under the complete supervision of the driver/monitor and shall obey the driver's first request.
2. Students will have seats assigned by the driver/monitor. Walk to your assigned seat in an orderly manner and remain seated for the entire ride.
3. Keep the bus clean. No eating, drinking, or littering on the bus.
5. Use a quiet voice. Do not speak loudly or shout, throw objects, use disrespectful language, or fight. For everyone's safety, do not distract the driver through misbehavior.
6. Keep aisles clear and keep hands and arms to yourself and inside the bus. Students should not make gestures or shout to anyone inside or outside of the bus.
7. Respect the property of others. Do not take or damage what is not yours. Students or their parents will be expected to pay for any damages they cause. Students may be suspended from riding the bus until payment has been made.
8. Students shall not ask the driver to let them off the bus at any other location except at their regular stop unless there is prior written permission of the parents and principal.
9. Students must not tamper with any safety devices such as emergency exits, fire extinguishers, radios, etc. The use of any camera, video, phone or recording devices is prohibited.

Mitigating Circumstances:

1. If the bus ride stops during any mitigating circumstances, the parents might be entitled for a bus fee refund based on the agreement to be discussed with the transportation company.
2. Parents must pay the full amount of the bus transportation for the month their child has used it (even if it was 1 day only)

PROCEDURE

Title: Bus Policy

| Minor Offences | Disciplinary Action for Minor Offences | Major Offences | Disciplinary Action for Major Offences |
|---|---|---|--|
| <ul style="list-style-type: none"> ● Eating/drinking on bus (unless permission is obtained) ● Failure to remain seated ● Improper boarding/departing ● Loud, rude or abusive behaviour ● Disrespectful language or indecent gestures ● Pushing or tripping; Hanging out of window ● Throwing objects (minor at driver's discretion) ● Other conduct effects the safe operation of the school bus | <ul style="list-style-type: none"> ● First Referral: Written Warning to be taken to parent by student ● Second Referral: Letter to Parent to be taken to parent by student and returned to the social worker signed by the parent ● Third Referral: 1- day Bus Suspension and Conference with Parent(s) ● Fourth Referral: Suspension of riding privileges for three (3) days, in addition to parent conference ● Fifth Referral: Suspension of riding privileges for the remainder of the year | <ul style="list-style-type: none"> ● Bullying or threats; fighting ● Refusing to obey driver or monitor ● Disrespectful language/cursing directed at the bus driver or monitor ● Tampering with bus equipment or destruction of property ● Unapproved use of emergency exits on bus ● Throwing objects (major at bus driver's discretion) | <ul style="list-style-type: none"> ● First Offense: 1- day suspension and parent conference ● Second Offense: 3-day suspension and parent conference ● Third Offense: Suspension of riding privileges for remainder of the year |

I have understood and discussed the safety rules listed above with my son/daughter and expect my child to assist in bus safety by following the rules. I am abiding to all the regulations mentioned above.

Parent Name.....

Signature.....

Date.....