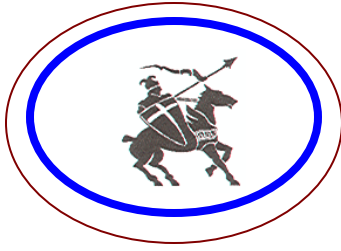


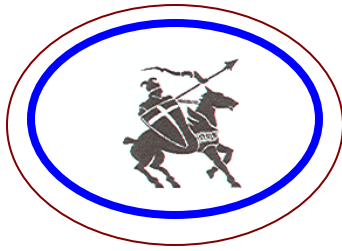
Danny Hunt, President  
Board of Directors



Dr. Andrea' M. Miller  
Director

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# **Transportation Procedures and Guidelines**



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## **School Bus Procedures and Guidelines**

In order to ensure the safety of each child, New Vision Learning Academy has set bus behavior guidelines. Please review these guidelines with your children. Ignorance of the rules is not an excuse for non-enforcement. Students violating these rules may forfeit bus-riding privileges.

New Vision Learning Academy will utilize school owned buses to provide transportation to students with specific transportation accommodations in their IEP.

When the parent or guardian of a student under the age of ten (10) or with a relevant transportation accommodation on the student's IEP is not at the bus stop, the parent or guardian will be solely responsible for getting the child to school.

## **Bus Stop Procedures**

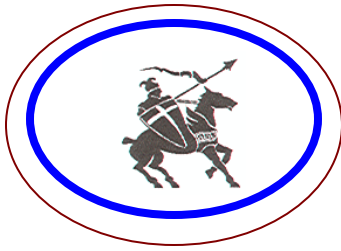
Students should observe the following procedures at bus stops:

- Be at the assigned bus stop five minutes before the bus is scheduled to arrive.
- Stay off the road when waiting so the driver has room to stop.
- Line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push.
- Use the handrail when getting on the bus. Walk up the steps one at a time.
- Have respect for people's property. Don't trample lawns, flowers, or shrubs.
- Students with bare feet will not be allowed to ride the bus.

New Vision Learning Academy will assist in solving problems at the bus stops; however, it cannot legally assume responsibility for incidents that occur.

## **Seating Procedures**

Students entering the bus should go immediately to a seat without crowding, shoving or disturbing others. They need to share seats with others; be seated at



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all times when the bus is moving; sit facing the front of the bus; and remain seated until the bus comes to a complete stop and the driver opens the door.

Drivers may assign seats in the front of the bus to students with disabilities or to students who have a temporary physical impairment.

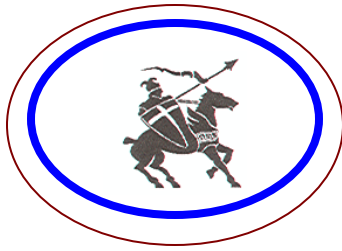
Drivers, at their option, may also assign seats to avoid misconduct.

### **Lost and Found**

Any student who loses an item on the bus should contact the driver the next time he or she rides. Items found by drivers are held on the bus for two days and then transferred to New Vision Learning Academy. Parents may contact the school at 318-338-9995.

### **Bus Stop Procedures/Criteria**

- Bus stops are generally located at corners or intersections. The designated area that students wait for the bus must be within a bus length to the corner (approximately 40 feet).
- Stopping at corners or intersections is safer due to the expectations of traffic. Students are also generally taught to cross at corners, not mid-block. When a bus makes a mid-block stop it can confuse motorists, who generally anticipate that buses will make stops at corners or intersections. It also provides the driver, or a substitute driver, a landmark (intersection) to identify prior to making the stop so the eight-lamp system can be properly activated to warn the public. This also allows the driver to scan the area for students when approaching the intersection.
- School policy for distance to a bus stop from home can be up to 3-tenths of a mile for elementary student
- School buses use the eight-light system and stop arm at all bus stops. In order to properly operate the eight-light system, no bus stop will be made within 300 feet of one another.



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- Buses are not allowed to travel down cul-de-sacs. Backing a school bus is a very dangerous maneuver. A full-sized bus needs 115 feet to safely turn and most cul-de-sacs do not fit this criteria.
- Buses are not allowed on private roads.
- There are not a fixed number of students that warrants adding or moving a stop. Stops are determined on an individual basis.
- Visibility from the home to the bus stop is not part of the criteria for establishing a bus stop.
- Stranger-Danger criteria are used only under documented, persisting or current cases that public safety can verify.
- A school bus driving by a home does not warrant adding or changing a stop. A high frequency of stops can make the motoring public impatient and cause drivers to drive around the bus causing greater safety concern than the distance a student has to walk to the bus stop. It also delays the bus, making the overall student time on the bus longer.
- Weather conditions are not part of the criteria for a bus stop change.
- School bus drivers do not have authority to change bus stops.

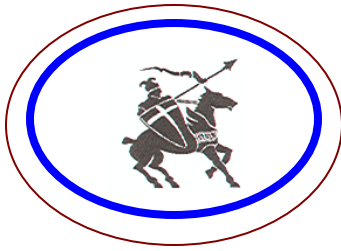
### **Inactive Stops**

A bus stop shall be declared inactive if no students ride to/from for a period of 10 days. A written or verbal request is necessary to reactivate the stop.

### **Bus Stop Changes**

Bus drivers are not authorized to make changes. All requests must come through the principal's or designee's office at New Vision Learning Academy.

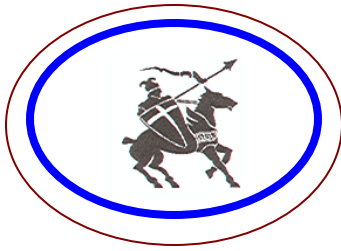
All change requests are reviewed by the principal or designee.



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### **SCHOOL BUS RULES AND REGULATIONS FOR STUDENTS:**

1. The driver is in **FULL CHARGE** of the bus. The students shall obey the driver cheerfully and promptly.
2. Students shall obey and respect the orders of monitors, aides, or patrols on duty.
3. Students shall occupy the space designated for them by the driver.
4. Students shall be on time waiting for the bus at the designated bus stop. **THE BUS CANNOT WAIT FOR THOSE WHO ARE LATE.**
5. Students shall observe the following:
  - a. Never stand in the road while waiting for the bus.
  - b. Clean feet before entering the bus.
  - c. No spitting on the floor of the bus.
  - d. Do not throw waste paper or other rubbish on the bus floor.
  - e. Do not mar or otherwise deface the bus. Report to the driver any damage to the bus. Parents shall be responsible for payment of damages.
  - f. Do not get on the bus when sick or when any member of your family has a contagious disease.
  - g. Avoid unnecessary conversation with the driver.
  - h. Tobacco products of any kind are prohibited on any bus.
  - i. Keep arms and head inside the bus window at all times.
  - j. Get on or off the bus or change seats in the bus when it is not in motion.
  - k. Do not leave the bus without driver's consent, except at home or at school.
  - l. Walk on the left side of the road, facing traffic.
  - m. Articles carried by students must be a size to fit under the seat or be held in the student's lap. It is the driver's discretion to determine if an object is distracting, dangerous, or too large to be carried on the bus. Glass objects of any size will not be allowed
  - n. Inappropriate language and/or printed materials will not be allowed.
  - o. Eating of food and drinking of beverages is not permitted.
  - p. The sale of candy or other items is forbidden on the bus.
  - q. There will be no fighting at stops while waiting for the bus nor on the bus.



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- r. Getting off at stops other than the student's regular place of drop is forbidden unless the permission of the principal or designee is obtained.
  - s. Students must remain seated until the bus has come to a complete stop.
6. Any complaints from drivers, students, or parents not specified in this list of "Rules and Regulations" shall be reported promptly to the principal or designee.

**FAILURE TO COMPLY WITH THE RULES AND REGULATIONS LISTED LATER IN THIS PAMPHLET WILL RESULT IN THE FOLLOWING ACTIONS:**

**FIRST INFRACTION**

Written discipline reports by the bus driver are submitted to the principal or designee of the school. The principal or designee shall summon the student to the office for a warning and shall notify the parent or guardian of the incident. The principal or designee shall make documentation of action taken and contact the parent. The principal or designee shall also send a copy of the discipline report to the bus driver.

**SECOND INFRACTION**

The student shall be suspended from bus riding privileges for a minimum of three (3) days, **NO EXCEPTIONS!**

**THIRD INFRACTION**

The student shall be suspended from bus riding privileges for a minimum of one (1) week. Principal or designee may hold conference with parent.

**FOURTH INFRACTION**

The student shall be suspended from bus riding privileges for the remainder of the school term. At any time, if the severity of the behavior warrants, the student may be suspended from school on the first infraction. The following actions will be considered severe behavior and students may be suspended from school for a minimum of three days or for the remainder of the school year for such behavior:

- 1. FIGHTING**
- 2. POSSESSION OF ALCOHOL OR ILLEGAL DRUGS**



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- 3. SMOKING**
- 4. POSSESSION OF ANY KIND OF WEAPON**
- 5. ASSAULT**
- 6. DESTRUCTION OF SCHOOL BOARD PROPERTY**
- 7. INTENTIONAL DISRESPECT (EX: CURSING THE DRIVER)**

As indicated above, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus or bus load to which he/she is assigned. Any emergency request to ride a bus, a different bus or a different bus load must be requested in writing by the parent/guardian and submitted to the office for the principal's or designee's signature. Students will be allowed off the bus only at school and the pickup locations requested in writing by parents. No student may ride two different buses (one in the morning and a different one in the evening.) The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus **MUST** comply with the request of the driver.

To notify the school of issues involving transportation, the parent, guardian, or students should submit in writing the date, the issue, involved parties, and must identify themselves.