

## BUS CONDUCT RULES

School bus transportation is a privilege afforded pupils by the Board of Education. It is not a right. To protect the safety and well-being of all involved, pupils must adhere to established bus conduct rules. Bus transportation privilege may be revoked if the pupil does not observe bus conduct expectations.

### Bus Conduct Rules

1. Students must always conduct themselves in an orderly manner and obey all bus safety rules.
2. All students are under the jurisdiction of the driver while aboard each bus. Students should respect others at all times.
3. The driver is responsible for seating arrangements on each bus.
4. Students are to remain seated while bus is in motion.
5. Students must refrain from loud talking, horseplay, throwing objects on or from the bus, or doing anything that will detract from the driver's attention. Students must also refrain from fighting, threats of violence, or verbal conflicts.
6. Anyone damaging a bus will be responsible for restitution.
7. All parts of the body must be kept inside the bus at all times.
8. Smoking, chewing gum, eating, or drinking on the bus is not permitted.
9. It is the responsibility of the driver and each rider to help keep the bus clean.
10. The use of profanity on the bus will not be allowed.
11. Students will be picked up and delivered at their regular designated site each day. Written requests from the parent or guardian will be filed with the principal if it becomes necessary for a student to depart a bus other than at his/her regular stop. The principal will authorize the driver to make such a stop. Exceptions may be made if a safety hazard is involved.
12. Buses are provided for transporting students; therefore, large objects such as boxes, recreation equipment, large band instruments, etc. should not be on a bus.
13. Students must refrain from inappropriate display of affection.
14. School authorities make assignments to specific buses.
15. Students are expected to abide by the Douglas County School System Student Conduct Behavior and Discipline Code.

### BUS SUSPENSION

A pupil found guilty of certain offenses may be suspended from the bus for a period up to the remainder of the school year.

## STUDENT DISCIPLINE

The school bus is an extension of the classroom. The school day begins when the student enters the bus and ends when the student leaves the bus. It is the responsibility of the individual school administration (not the driver) to determine and enforce disciplinary actions and notify the parents.



### STUDENT DISCIPLINE PROCEDURES

To protect the safety and well-being of all riders, pupils must follow bus conduct rules. Students who insist on violating the Bus Conduct Rules will be disciplined as follows:

#### General or Minor Offenses

Behavior such as chewing gum, talking loudly, bringing food or beverages on the bus, cell phone use, etc. is considered a general or minor offense.

#### Serious or Major Offenses

More serious or major offenses and repeated offenses may require immediate attention by the school administration and/or Law Enforcement/School Resource Officer. Examples of 1 offenses include (but are not limited to) weapons, illegal substances, assault, threats or intimidating behavior towards another student, bus driver, or bus monitor.

### Emergency Suspension of School Activities

Abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply, and breakdown of heating system.

Some situations affect only one school while in other cases several or all Douglas County Schools may be involved. In all instances the safety, welfare, and health of students and employees are the basic factors considered in making a decision as to whether or not to suspend temporarily the normal activities of a school day.

The Superintendent has the responsibility of making decisions on suspension of school activities. If the Superintendent is not available, a person designated by the Superintendent will assume this responsibility. School principals will be notified of such action by the most expedient direct means, either by telephone or personal contact.

### SEVERE WEATHER / EMERGENCY CLOSING OF SCHOOLS

The Superintendent is authorized to close schools in cases of emergencies or severe weather. WSB Radio and TV are the stations first notified of emergency announcements for the Douglas County School System.

## BUS LOADING ZONES

Bus loading zones at the schools are restricted to school buses only during the 30 minutes immediately before and after school. Cars in the bus lanes present a serious safety hazard for pupils. To protect pupils, unauthorized vehicles in bus loading zones are subject to ticketing.

### NEED INFORMATION??

For information about:

- Your bus route or schedules go to <http://10.215.0.66/edulog/webquery> or call your child's school.
- Your school contact information go to <http://www.douglas.k12.ga.us/?PN=Schools2>
- A bus service problem or concerns visit us at <http://www.douglas.k12.ga.us> and find the transportation tab under departments or call the Transportation Office at (770) 651-2400.

The Transportation Office is open Monday – Friday from 7:30 AM – 4:30 PM.



# THE RIDE-GUIDE

**RIDE SAFE SO YOU CAN RIDE TOMORROW**

*Information For  
Parents and Students  
About School Transportation*



Douglas County School System  
P.O. Box 1077, Douglasville, GA 30133  
Transportation Office (770) 651-2400  
[www.douglas.k12.ga.us](http://www.douglas.k12.ga.us)

The Douglas County School system does not discriminate in employment or educational activities on the basis of race, color, national origin, sex, religion, physical handicap or disability.

DOUGLAS COUNTY SCHOOL SYSTEM

## WELCOME ABOARD



The Douglas County School Transportation Department makes available school bus service for more than 25,000 students enrolled in Douglas County Schools who reside in the school district of the school they are attending. School transportation is provided in conformance with pupil transportation policies and procedures established by the State Board of Education and the Douglas County Board of Education.

The school system operates over 328 buses serving more than 440 routes averaging over 10,000 miles daily. Most drivers have an elementary school route and either a middle or a high school route. Some drivers, such as our Special Needs Drivers, may serve several different schools in both their morning and afternoon routes.

Transportation is also provided for a wide variety of school-related activities.

Douglas County's school bus fleet meets all national and state safety specifications. Each bus undergoes an annual safety inspection by the Georgia Department of Motor Vehicle Safety, as well as a monthly safety inspection conducted by our own Transportation fleet mechanics. The Georgia D.M.V.S. also conducts random safety checks throughout the year.

Bus drivers complete an intensive state mandated training program and must pass the road and written test required to secure a commercial driver's license (CDL), with Passenger, School Bus, and School Bus Watch endorsements. They undergo a physical examination before employment, including a drug test, and again at the beginning of each school year. They are also subject to random drug testing throughout the school year.

School transportation is a privilege and to maintain this privilege, a student must abide by established bus conduct rules. A pupil's transportation privilege may be suspended or revoked if conduct creates a disruption or safety hazard on the school bus. The principal or his/her designee handles all disciplinary action taken for misconduct on the school bus.

Only authorized personnel are allowed aboard a school bus. Authorized personnel include the driver, transportation department employees, pupils, approved school system personnel, chaperones, and law enforcement officers.

Written authorization from a parent, with the signature of a local school administrator must be presented to the bus driver in order for a student to leave the school bus at any stop other than his/her regular stop. On occasion a pupil may ride on a bus that they are not regularly assigned if there is space available and the pupil has written authorization from a parent signed by a local school administrator.

# SERVICE CRITERIA

School bus service is available for eligible pupils enrolled in the Douglas County School System. To be eligible for school bus service a pupil must attend school in his/her assigned district and live one-tenth or more miles from the school.

## SERVICE PROVISIONS

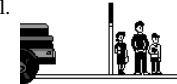
- Bus service is provided to and from a pupil's home and school. Service to other locations, such as after school daycare/babysitter, is provided only if the destination is located within the student's assigned school district. Bus service is not provided to or from business locations (other than daycare). No exceptions.
- Bus conduct rules must be obeyed. Failure to do so may result in suspension of bus privileges.
- Parents are responsible for their children going to and from the bus stop and while waiting at the bus stop.
- Written permission from a parent, signed by the principal, is required for a child to ride a bus on which he is not assigned or to leave the bus at a stop other than his assigned stop.
- Student must be at their designated bus stop 5 minutes before your scheduled pick-up time located at <http://webquery.douglas.k12.ga.us/edulog/webquery>. The time posted is an anticipated time. Please be aware that the bus is considered on time if it is within 5 minutes, early or late, of the anticipated time.
- Buses cannot wait for latecomers.
- If a student misses the bus, Douglas County School System Transportation is not responsible for coming back to pick up the student.
- Only authorized persons may board or ride a school bus.
- Glass, items too large to fit in a pupil's lap, weapons, firecrackers, pets, gum, drinks, food or candy, electronic devices, and hazardous materials are not permitted on the bus.

## ON-STREET BUS SERVICE

Buses are routed along major streets. For a bus to be routed down a street off the trunk route, the following two criteria must be met.

1. A child's walking distance to the nearest bus stop is
  - a. greater than .2 mile or more for elementary school students;
  - b. greater than .3 mile or more for middle or high school students.
2. The street is safe for bus travel and has a safe bus turnaround.

## BUS STOPS



- Drivers are not permitted to deviate from their route without permission from a route supervisor.
- Bus stops to be spaced at least two-tenths (.2) mile or more apart. Exceptions are allowed only in response to a safety hazard.
- Buses are not permitted to travel on closed or flooded roads. Bus stops served by such a road will be temporarily relocated to the closest safe location. Service will be restored once conditions permit.
- Bus stops on the routes are not always the same as the previous year.
- Buses are not to be routed on private property (this includes most mobile home parks and apartment complexes).
- If a student has no key, objects to disembarking the bus, or if the stop/home looks different than usual, the driver will radio for instructions.
- The parent/guardian is responsible for submitting special requests for permanent drop offs to transportation and the school.

## Parents can help us by:

- Making sure your child is at the bus stop five minutes early.
- Review bus safety rules with your child and stress the necessity of observing them.
- Teaching your child to obey the bus driver.
- Cooperating with school officials and school bus drivers regarding appropriate conduct of your child at the bus stop and on the bus.
- Helping your student understand that student behavior on school buses is considered an extension of classroom behavior.
- Educating your children on the rules of school bus safety.
- Reminding your child to walk on the sidewalk, or the shoulder of the road, on the way to the bus stop and not on the traveled portion of the road.
- Reminding your child to wait in a safe place, well off the road, until the bus comes to a stop.
- Students should not move toward the bus until the bus and all traffic have stopped. Students should stop and look before crossing the road when preparing to board or depart the bus. It is very important to look – do not expect approaching traffic to stop.
- Periodically remind your child of the importance of mannerly and orderly behavior at the bus stop. Periodically check on students at the bus stop.
- Accompanying very young children to the bus stop and meeting them on their return from school when possible.



## SAFE RIDING 9 Safety Rules for Students

1. Dress for the weather – umbrella and raincoat for rain; coat and gloves when cold.
2. Never stand or play in the road. Wait for the bus a safe distance from the road.
3. Always use the handrail when boarding or leaving the bus.
4. Remain seated and keep head/hands inside when the bus is moving. Your seat is designed to protect you in the event of an accident.
5. Never try to reach for anything under or beside a bus. Ask your driver for help.
6. Observe silence when approaching and while stopped for railroad crossings so the driver can hear if a train is coming.
7. Look carefully before crossing the road. Do not assume a car will stop for you – wait to be sure it is stopped before crossing. Watch for your driver's signal before crossing the road.
8. Always cross in front of the bus – NEVER behind it!
9. Talk quietly while on the bus. Do not "horseplay". Your driver must give full attention to driving to ensure your safety.

