

**International School of Louisiana
and
Prime AF, LLC BUS TRANSPORTATION**

ROLE OF PARENTS

Parents should be informed of and should understand their responsibility in working with the bus driver and school personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

RESPONSIBILITIES OF PARENTS ARE AS FOLLOWS:

1. Be familiar with and follow school policies for school bus transportation.
2. Have children ready and at their designated pickup points along the route. Arrive at the bus stop at least ten (10) minutes before the scheduled time to drop-off and pick-up your child.
3. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
4. Assist when there are disciplinary problems.
5. Avoid detaining the driver on the route. If you need to speak to your child's driver, please contact them by phone after route completion.
6. Avoid contacting drivers to change schedules, routes assignments, bus stops, etc. If a problem arises, contact the principal or Supervisor of Transportation.
7. Assist the school in monitoring safe access to passengers by keeping bus loading and unloading zones free of parked vehicles. Since most of the assigned stops are located in commercial lots, parents should park their vehicles away from the bus loading and unloading zone and walk to the bus to drop-off or pick up their child. If you're parked close to the bus, please be considerate of other students and parents by not pulling off until the bus loading/unloading zone is cleared.
8. If the child misses the bus in the morning at their assigned hub, parents are allowed to meet the bus at the next hub/stop. Please do not attempt to block the path of the bus.
- 9. Please be on time to pick up your child(ren). If the parent/guardian isn't at the bus stop to pick up his/her child, the child will be returned to school and charged**

a fee of \$25 per occurrence. If the problem persist, your child will lose his/her bus riding privileges for an extended period of time

ROLE OF STUDENTS

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the driver; your safety depends on it.
2. Be on time; the bus will not wait.
3. Cross the road/lot cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver's instructions when loading and unloading. Load/Unload the bus in a single file line. No pushing.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
7. Remain seated at all times when the bus is in motion.
8. Keep arms, head or other objects inside the bus at all times.
9. Refrain from throwing objects on the bus or out of windows and doors.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. Avoid the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus.
13. Take no glass objects or other sharp objects on the bus if prohibited by state, federal law or local school board policies. Pencils and pens should not be visible on the bus (must be stored in backpacks)
14. Take no band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat. They will not be permitted on the bus.

15.. Refrain from damaging the bus in any way. Any damage caused to the bus by the student due to student neglect, will result in parent paying for damages.

16. When boarding/exiting the bus, **never walk behind the bus.** Always walk in front of the bus. Please make yourself visible to the bus driver at all times.

17. If any injury occurs on the bus, it must be reported to the bus driver immediately.

18. Once a student has boarded the bus in the morning, he/she may not be removed at any time. Parent must precede to the school to sign the child out or send a written notice to the school if the child needs to be dropped off at another designated bus stop.

19. Be courteous, and safety-conscious. Protect your personal riding privilege, and enjoy the ride.

STUDENT DISCIPLINE GUIDELINES

Any student that misbehaves on the bus will receive a verbal warning upon first offense.

If the problem persist, the parent will be notified and the student's seat assignment will be reassigned.

If the problem continues after speaking with the parent, a behavior report will be given to the school.

After three (3) behavior reports, the student will lose bus privileges for 2 or more days.

If the problem persist, the student will lose bus privileges for an extended period of time.