

School Administrative Unit # 64
Milton School District

Student and Parent
Transportation
Handbook



Dear Parents:

We hope that you will find this handbook helpful as a means to better understand the policies and regulations, which govern the transportation of students in Milton. It is also hoped that this handbook will serve, as a useful source of information for you in instructing your children in sound safety practices related to school bus transportation.

The Milton School Districts provide transportation as a convenience and is intended to save your children a long walk to and from school each day as well as to get them to their destination safely in all kinds of weather and over roads heavy with traffic. You should plan to have your children leave home approximately the same time each day, so that they will arrive at the bus stop about five minutes before the arrival of the bus. Arriving at the bus stop too early may create a dangerous situation at the edge of a busy roadway.

A positive attitude concerning bus safety should be fostered at home before students begin their bus ride to school. Working together, we can provide safe and efficient transportation for everyone who depends upon the school bus.

I hope that you find this information useful and if you have any questions or concerns, please contact the transportation department at 652-0262 ext. 5.

Sincerely,

Timothy E. Eldridge

*Timothy E. Eldridge
Transportation Coordinator*

Student and Parent Transportation Handbook

The rules and regulations are for any student that will be using the Milton School Districts buses. This includes to and from school transportation, sports trips, field trips, vocational transportation, etc. If you are in violation of any of the rules and regulations, and a suspension from school transportation occurs, you will not be allowed to use the transportation system for any purpose during the suspension period.

RULES AND REGULATIONS FOR SCHOOL BUS STUDENTS

I. Conduct of students before boarding (on the road and at school)

A. Students must:

1. Arrive on time (five minutes prior to pick-up time) at their designated bus stop in order to help keep the bus on schedule.
2. Walk on the side of the road facing traffic to get to the bus stop.
3. Stay off the road while waiting for the bus.
4. Conduct themselves in a safe manner while waiting for the bus.
5. Wait until the bus comes to a complete stop before attempting to board the bus.
6. **Look both ways, and wait for the driver's signal** while crossing the roadway upon arrival of the bus.
7. Line up in an orderly single file to board the bus.
8. Use the handrail and watch their step while boarding the bus.
9. Be courteous!

II. Conduct of students on the school bus:

A. Students must:

1. Remain seated until the bus is fully stopped.
2. Enter and leave the bus in an orderly manner only at the front door except in cases of emergency.
3. Take a seat when they enter the bus and remain seated while the bus is in motion.
4. Move from one seat to another only by permission of the driver and at a time when the bus is not in motion.
5. Keep articles and feet out of the aisles.
6. Maintain classroom conduct at all times.
7. Be able to carry only items that can be held on their laps.

III. Conduct of students after leaving the bus:

A. Students must:

1. Cross the road immediately after getting off the bus, at least ten feet in front of the bus, and only after looking to be sure that no traffic is approaching from either direction and waiting for the driver's signal (thumbs-up).
2. Be alert to danger signals from the driver.
3. Walk on the left side facing traffic when it is necessary to walk along the highway.
4. Never cross behind the school bus.

IV. The following list is should serve as examples of behavior that students must not do before entering the school bus, riding in the school bus, or after departing from the school bus:

1. Use indecent or profane language.
2. Be rowdy or talk loudly.
3. Eat or drink on the school bus.

4. Throw waste paper, hats, caps, books, lunches or other articles while they are on the bus.
5. Keep articles and or feet in the aisles.
6. Extend their arms or head out of the bus windows at any time.
7. Throw articles from the bus windows or throw articles from outside the bus into the vehicle.
8. Shout out the bus windows at people or to other vehicles.
9. Leave the bus at any stop other than the one to which they have been assigned unless proper authorization has been given, in advance, by the parent and approved by the school or transportation office.
10. Loiter around the bus or run beside it when it is in motion.
11. Throw balls, paper, rocks, snowballs, or other objects while they are either on or off the school bus.

Other:

- A. Parents of any students who damage, injure, or deface any bus or any equipment on any bus, shall be held liable for such damages. For example, a student cut the seat cover. The parents would have to reimburse the school district for the cost of a new seat cover. The rate for a new seat cover is \$50.00.
- B. Students shall not challenge the authority of the bus driver while entering, riding, or leaving the bus.
- C. All complaints shall be directed, in writing to the transportation coordinator.
- D. All students must ride the bus to which they are assigned. If a child needs to take a bus other than the bus to which they are assigned, they must have authorization from the administration and/or transportation coordinator. A yellow bus pass will be given to the student.

V. Responsibilities of the bus driver and bus company:

- A. The driver is in full charge of the bus and students at all times while they are being transported to and from school.
- B. The bus driver is required to enforce all rules and regulations adopted by the school authorities for the conduct of students riding the bus.
- C. The bus driver will promptly report, in writing, any violation. The school principal and transportation coordinator will process the report. Copies of the above mentioned report will be sent to the parents and bus driver for follow-up in a timely manner (within three business days).
- D. The driver will adhere to all State, Federal laws and School Board policies.

VI. Procedures for handling offenders on school buses:

- A. Students are expected to conduct themselves in an appropriate manner at all times, while waiting for and riding the school bus.
 1. Students who conduct themselves in an inappropriate manner, either through behavior, safety violations, or directions by the bus driver **may lose their privileges to ride the Milton School District buses.**
 2. Prior to suspension, the principal and/or transportation coordinator will notify the parent or guardian, stating the reason for and the duration of the suspension, with an opportunity for a hearing.
 3. **Any behavior of either the student or the bus driver that violates State law will be reported to the Milton Police Departments and the SAU #64 Transportation Coordinator, for their actions.**

VII. Procedures for handling video/audio recordings:

- A. The Milton School Boards have authorized the use of audio and video recording equipment on all school buses. Students found to be in violation of the district's bus conduct rules, as stated in this handbook, will be subject to disciplinary action.
- B. Students and their families should be aware that students may be audio/video recorded while on the school bus to assist in monitoring student behavior while on the school bus.
- C. Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA). The following guidelines will apply: the tapes will remain in the custody of the Milton School Districts; parents who wish to listen to the videotape recording in response to disciplinary action taken against their student may request such access under approved disciplinary procedures; persons unrelated to a disciplinary incident will not be permitted to listen to video recordings.

VIII. The following list should serve as a sample of behaviors that will result in a bus suspension:

- A. Smoking
- B. Fighting
- C. Other behaviors relating to safety
- D. Use of obscenities or abusive behavior
- E. Vandalism
- F. Lighting matches or playing with hazardous items on the bus

IX. The following list should not be interpreted to be all-inclusive but to merely serve as examples of unacceptable behavior:

- A. Bringing articles of injurious nature aboard bus:
 - 1. Athletic equipment
 - 2. Skateboards
 - 3. Skis
 - 4. All baseballs, footballs, basketballs, etc. not in a backpack prior to boarding or while on the school bus
 - 5. Any item that cannot fit below the level of the window and takes up more than one seat will not be allowed on the bus.
- B. Failure to remain seated while the bus is in motion
- C. Refusing to obey the driver
- D. Fighting/pushing/tripping
- E. Hanging out the window
- F. Throwing objects in or out of the bus
- G. Spitting/littering
- H. Unnecessary noise
- I. Tampering with bus equipment or destruction of property
- J. Rude or discourteous conduct

X. Disciplinary guidelines for school authorities:

- A. Depending upon the seriousness of the incident, the following will be implemented. In cases of physical altercations or situations that place the safety of others at risk the administration and transportation coordinator has the right to adjust the discipline to a more serious consequence. At any time a school bus driver may assign a seat to any child, due to his/her behavior, or to remove the child from a potential issue before it arises.

1. **1st Offense**

Warning, written or verbal, from administration and transportation coordinator. Parent contact. Physical altercations or situations that place the safety of others at risk may lead to immediate suspension.

2. **2nd Offense**
Grade K - 5: Parental contact, consequence to be determined by administration. Physical altercations or situations that place the safety of others at risk may lead to immediate suspension.
Grade 6 - 12: Suspension of bus riding privileges up to (5) five school days. The number of days depends on the seriousness of the infraction and is determined by the administration and transportation coordinator.
3. **3rd Offense**
Grade K - 5: Suspension of bus riding privileges up to (5) five school days. The number of days depends on the seriousness of the infraction and is determined by the administration and transportation coordinator.
Grade 6 - 12: Suspension of bus riding privileges up to (10) ten school days. The number of days depends on the seriousness of the infraction and is determined by the administration and transportation coordinator.
4. **4th Offense**
Grade K - 5: Suspension of bus riding privileges up to (10) ten school days. The number of days depends on the seriousness of the infraction and is determined by the administration and transportation coordinator.
Grade 6 - 12: Suspension of bus riding privileges up to (20) twenty school days. The number of days depends on the seriousness of the infraction and is determined by the administration and transportation coordinator.
5. **5th Offense** Bus suspension from the school bus until a hearing with the superintendent and/or school board, at which time a determination of possible suspension for a longer period of time or up to the remainder of the school year.

XI. School closures or delay due to weather conditions:

- A. In case of **early closing** of schools, notice will be given to parents one hour prior to actual dismissal time via Power School or the below listed local media outlets.
- B. In the case of **delayed openings and/or cancellations**, notice will be given by Power School or the below listed local media outlets.

WCSH	Channel 6	Portland, ME
WMUR	Channel 9	Manchester, NH

XII. Emergency Drill:

- A. Rules and Regulations
 1. The emergency drill on school buses shall include practices and instruction in the location, use and operation of the emergency doors, fire extinguishers, first aid equipment, and windows as a means of escape in case of fire or accident. The Milton Transportation Department shall give the instruction and conduct the drills twice a year per New Hampshire law.
 2. No emergency drills are to be conducted when buses are in route.
 3. The Milton Transportation Department will make a written report to the superintendent of schools following the emergency school bus drills as well as forwarding a report to the State of New Hampshire.

XIII. Passes and transferring to other buses:

- A. All students choosing to board and depart from the school bus other than the one to which they have been assigned must have a pass.
- B. Passes can be obtained from the schools office, if the student provides the following information:
 1. A note signed note from a parent or guardian giving permission
 2. Location student will be getting on or off the school bus

- C. Students are urged to get bus passes at the beginning of the school day
- D. Student using the "Late Bus" system must have a pass prior to getting on the school bus each time they ride the school bus. If a student has failed to obtain a late bus pass they will be denied riding privileges.

XIV. Responsibilities and Duties of the School Department:

- A. The Transportation Department is obligated to:
 - 1. Enforce board policies relating to transportation of children.
 - 2. Provide a school bus safety program and enforce its regulations.
 - 3. Develop schedules and eliminate all problems relating to transportation of students.
 - 4. Maintain proper standards of pupil conduct on the school bus in cooperation with the driver.
 - 5. See that school children recognize the important duties of the bus driver and to respect his/her orders.
 - 6. Provide supervision for loading and unloading of school buses with the assistance of the school staff.
 - 7. Support the school bus driver in taking whatever disciplinary action is necessary in order to maintain good behavior on the school bus.
 - 8. Provide information to the families of pupils regarding the bus route, pick-up location, and other information pertaining to the transportation needs of the children. The transportation department will also ensure that families of new students arriving during the school year receive the same information.
 - 9. Consult with parents along with the principal or assistant principal concerning any infraction of safety rules committed by their children.
 - 10. Establish bus routes and is the sole approving authority to any changes in those routes throughout the school year.

(Revised on January 31, 2008)

(Revised on August 3, 2010)

(Revised on August 21, 2017)