

REMINDER FOR STUDENTS AND PARENTS OF BUS STUDENTS

Students:

1. Students must stay seated once they board the bus and remain seated until their bus stops at their school or afternoon stop. Students should not be jumping from seat to seat while the bus is transporting students to the school or home.
2. Students need to obey **ALL** rules set forth by the driver.
3. Students must keep their hands off other students and other student's property.
4. Students must keep hands and feet inside the bus and away from windows.
5. Students must not scream, use inappropriate language, bully other students or be disruptive to the safe operation of the school bus at any time.
6. Students are to report all incidents to the driver in a timely manner. Drivers will give written reports to a building administrator. The administrator will follow up on any complaints.
7. Students cannot ride another bus unless it is accompanied by a written excuse from a parent or guardian and verified by a bus pass issued by your child's specific school.

Parents and guardians:

1. **Parents/guardians/babysitters/older siblings etc. are not allowed on busses.** Please do not hold up the drivers from getting students to their stops or schools.
2. Please do not ask the drivers to "drop off" or "pick up" your child at a different stop other than the one they are assigned. If you need a bus change for your child please contact the school.
3. For students in elementary schools, **please be at your child's bus stop** or make sure your child knows what they are to do, especially in event of an early dismissal. A child being returned to the school for lack of a parent causes undue stress for everyone involved.
4. Please communicate with your child and school officials about any incidents on the bus. The driver's job is to ensure your child arrives and returns safely. The driver's eyes need to be on the road and traffic and please understand it is impossible to watch other drivers and students.
5. The driver can and may assign seats. They need to know what students are present on the bus at all times. This is for your child's safety, please understand that.
6. Parents/guardians **NEED** to make certain all personal information is update with their child's school. **WE MUST HAVE** a working emergency contact number on file. Please update phone numbers and addresses as soon as they change!!

7. When a parent/guardian is reporting an incident on the bus, **PLEASE TRY TO HAVE ACCURATE INFORMATION.** A child's name, bus number, route number, bus picture (apple, car, truck, banana, etc.) stop, driver, am or pm stop is all important to determine what happened. Information with "I guess," "the other children said" or "I wasn't there and someone told me" will not help with an investigation of a bus incident. Any information obtained from your child **will** benefit an incident investigation. School officials will interview students to find out what happened if an incident is reported on the bus.
8. Should there be an accident involving a bus, school officials will send out a call to let you know any information reported to us. PLEASE do not call the school. Busy phone lines will not allow us to get information to you. If your child is not on his/her correct bus, you will not receive the information!
9. **ANY ADULT OTHER THAN THE BUS DRIVER, SCHOOL OFFICIAL OR EMERGENCY PERSONNEL ARE NOT ALLOWED TO BOARD SCHOOL BUSES!!!!** Any adult that boards a bus to confront a driver or a student will have their information turned over to law enforcement.

TO THE PARENTS/GUARDIANS OF BUS STUDENTS:

The transportation of students to and from school is a very big responsibility for a number of people in our school system. Wyoming Valley West transports hundreds of students every day. This letter is to make parents aware of certain rules that will get everyone home safely.

1. Parents, **do not switch bus stops!** Please put your child on the bus at the stop they are assigned.
2. Please do not call the school close to dismissal and ask for a bus change. This can make the route difficult for drivers and school officials to keep track of students. PLEASE do not have someone other than a parent /guardian call to change a bus for dismissal that day. **IT WILL NOT BE DONE.** For the safety of the student, we cannot allow anyone else to make a change but the parent or guardian. Parents need to have a sitter or relative go to the normal bus stop if there is a change for the afternoon.
3. Please speak to your kindergarten and first grade children to **stay on the bus if you are not at their stop.** Drivers need to watch the road and the fifty plus students that are on a bus. Kindergarten and first grade parents need to have an adult at the stop. If not, kindergarten and first grade students will be returned to the school.

4. Make every effort to be at the bus stop on time. If a student needs to be returned to the school, the parent will try to be contacted. Once a child is returned to the school, it is the parents' responsibility to provide transportation home. **A bus will not bring your child home!**
5. If a parent cannot be reached once a child is returned, the local police will be notified.
6. Please do not have multiple bus stops for multiple days. **Limit the number of buses your child rides.** This eliminates the confusion for what bus on what day.
7. Make sure your contact phone numbers are up to date!
8. **Know the area.** If a stop is picked for a student and a parent realizes there is a closer stop to their house, it can be changed. However, a stop will not be changed "just because." The stop must be changed with the school or transportation, not with the bus driver.

9. The bus drivers return only kindergarten and first grade students as a courtesy. An excessive amount of returns for a single student may result in a student's transportation being cancelled.

*If your student does not get off the bus in the afternoon at the bus stop, please remain at the stop and call your child's school as soon as possible or Transportation at 570-288-6551 ext. 10801. If a parent or guardian is not seen at the stop, the driver will continue their route and may return at the end. **Only kindergarten and first grade students** are returned to the school if there is not an adult at the stop. The school will make every effort to contact a parent or guardian, if a student is returned. If the school has closed, the driver and the Transportation Department will make every effort to contact an adult on the emergency contact list provided to the schools. If an adult cannot be reached, the driver will take the student to a police station, where the police will try to contact someone.

If a student is returned to the school, a bus or van **will not take** the student home. It is the parent's/guardian's responsibility to pick up the student.

If a student is missing from a stop and **you have not contacted the school or transportation immediately upon noticing they have not come off the bus,** please call your local police department or 911 after 4:30 pm.