



## **BUS POLICIES AND PROCEDURES**

Oak Hill School buses are an extension of the school campus, and the time students spend going to and from school is considered an extension of the school day and Under the Oaks Summer Program. Below are the established bus procedures and guidelines that students and families utilizing bus transportation are expected to follow. Please carefully read the school bus procedures and guidelines to help ensure a safe environment for bus riders.

### **SCHOOL BUS PROCEDURES**

- Parents will review the guidelines with their child/children.
- The parent and child will sign and return to the school the expectations for student behavior.
- The school will provide school bus safety training for passengers.
- The bus will operate on the schedule as published.
- Students will be picked up and delivered only to the assigned locations.
- If parents arrive late in the morning or afternoon at their designated stop, they may go to the next stop on the route.
- If parents miss the stops in the morning, they must take their child to the Under the Oaks Camp at Oak Hill School.
- Parents must walk their children to the bus door to be received by the bus driver for drop off in the morning.
- Parents must meet the child at the bus door to be released by the driver in the afternoon.
- Upon arrival at school, the bus will be greeted by a designated person.
- When all of the students have appeared to depart the bus, the driver will walk through the bus and visually check the bus to ensure that all the students have departed.
- Drivers will only document students who board and exit the bus.
- If a route is canceled for that day to an unforeseen reason, the Director of Camp Services or representative for the Under Oaks Camp will email and/or call the point of contact for the children that were scheduled to ride the bus that day. Parents will be responsible for picking up their child/children from Oak Hill School.

## **BUS BEHAVIOR GUIDELINES**

### **Safe and appropriate behavior keeps our buses safe.**

Rules for bus riders help ensure that every student has a safe ride to and from school. Students are expected to follow all of the rules. Students who choose not to follow the rules may be suspended from riding the bus.

### **What students SHOULD do when riding the bus**

- Always cooperate with the bus driver, including substitutes.
- Follow the directions given by the bus driver, always being respectful
- Only board or exit the bus when it comes to a complete stop
- Sit in assigned seat, facing the front of the bus
- Stay in the seat at all times the bus is moving
- Keep the seat belt fastened at all times
- Keep the windows closed
- Keep electronic devices in backpack
- Keep any food or drink in backpack
- Keep the aisle of the bus clear
- Speak in a two-inch voice, no loud talking or screaming
- In the afternoon, walk quickly to your bus
- Only depart the bus at your designated spot

### **DISCIPLINE PROCEDURES**

All instances of misbehavior on the bus and at bus stops are serious because it can affect student safety and well-being. Discipline ranges from warning to expulsion. Major infractions are very serious. The student who commits a major infraction may be suspended from riding the bus.

Steps followed in school bus discipline procedure:

- Verbal warning from driver to student.
- Written warning from driver to student: The driver verbally warns the student, completes an Incident Warning Report and submits it to the school at the end of the bus route. The lower school and/or upper school director will receive copies of the report. Parents will be contacted when a behavior concern has occurred.
- A student may lose the privilege to ride the bus if behavior is exhibited that distracts the bus driver or affects the safety and well-being of other students.