

BUS TRANSPORTATION

The district provides bus transportation to and from school for students living 1.5 miles or more from the school and from designated stops throughout the city marked with bus stop signs. Parent/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Director of Operations.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Director of Operations. Parents will be informed of any and all inappropriate student behavior on a bus.

Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. **All school rules apply while on the bus, at a bus stop, or waiting for the bus.**
7. Personal electronics may be used at the discretion of the bus driver.
8. Use the emergency door only in an emergency.
9. In the event of an emergency, stay on the bus and await instructions from the bus driver.
10. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Do not open windows.
12. Keep the bus neat and clean.
13. Athletic footwear equipped with cleats or spikes is not allowed on the bus.
14. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
15. Be waiting at your bus stop on time.
16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
17. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
18. Eating is not permitted on the bus.
19. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct. Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

BUS TRANSPORTATION RULES

The large number of children being transported to the schools each day makes it necessary that everyone cooperate for the welfare of all students. The safety of all children is important. Students accepting transportation privileges shall abide by the rules.

Every effort is made to make the bus routes as safe and economical as possible. Bus routes are planned to give maximum service to the largest number of children, therefore, all students that live beyond 1 ½ miles from the school they attend will be transported to school by bus.

Whenever changes are made in the bus routes or the number of stops, it is to provide greater safety for your child and to meet the need for better transportation at a lower cost.

Parents are asked to read these rules carefully and sign the attached Authorization to Ride form. This slip will be his/her authorization to ride the bus and must be returned promptly to the bus driver.

RESPONSIBILITY OF PUPILS

1. To occupy the seat assigned by the driver, sitting in a forward position and to refrain at all times from moving around while the bus is in motion.
2. To **OBSERVE CLASSROOM CONDUCT**, except for ordinary conversation while riding the bus. No distracting of the driver while moving.
3. To obey the driver cheerfully.
4. Not to pick up mail or newspapers after departing the bus each day (this is a safety factor).
5. To be in the place designated at least 5 minutes prior both morning and evening, ready to board the bus at the time designated. A schedule of the time the bus will arrive at the pick-up points will be on each bus. The bus driver **will not** wait for a tardy student. In bad weather, the schedule will need to be flexible.
6. Any student or person not on a bus roster is unauthorized to ride and cannot be carried under State Law. Anyone seeking an exception must do so through the Operations Office and not through the school office.
7. Students wishing to board or get off the bus at unauthorized stops must have a permission slip signed by parent, guardian or building principal. No more than two friends will be allowed to ride for birthday, sleep over, etc.
8. Use extreme caution in crossing the road in front of the bus, to board or leave the bus. **STOP, LOOK AND LISTEN!!!**

MENOMINEE AREA PUBLIC SCHOOLS

OPERATIONS BUILDING
3331
2101 - 22ND AVENUE
MENOMINEE, MI 49858

Telephone (906) 863-

Dear Parent/Guardian:

The Menominee Area Public Schools Transportation Department has an assertive discipline plan in effect on the school busses, this also includes loading and transfer sites.

The plan consists of five basic rules posted on each bus that students are to follow. The basic rules and consequences are at the bottom of this letter. We ask you to read them to your child/children so they are fully understood. The drivers will also review the plan from time to time. Parents will receive a written discipline report if a child breaks a rule. These reports need to be signed and returned to the driver. Failure to return disciplinary reports will result in loss of riding privileges.

If you have any questions, please contact Steve Sobay, Director of Operations, at 863-3331.

ASSERTIVE DISCIPLINE RULES

1. Follow directions.
2. Stay in your seat--feet on the floor.
3. Do not eat, drink, chew gum or use tobacco.
4. No swearing, excessive noise, littering or vandalism.
5. Keep hands, feet, and objects to yourself—no pushing, teasing, or fighting.

ASSERTIVE DISCIPLINE CONSEQUENCES

These are not progressive steps.

1. Warning.
2. Move to special seat.
3. Call parents.
4. Bus supervisor--loss of bus privilege.

SEVERE CLAUSE -- Immediate removal from the bus. Disciplines issued by a sub-driver will automatically serve one day loss of bus privileges.

"It is the school district's policy not to discriminate on the basis of gender, religion, race, color, national origin, age, height, weight, marital status, handicap or retaliation in education programs, activities or employment."

AUTHORIZATION TO RIDE

PLEASE FILL OUT ONE FORM PER FAMILY AND RETURN TO THE BUS DRIVER OR OPERATIONS BUILDING, 2101 22ND AVENUE, MENOMINEE, MI 49858

BUS NUMBER _____ DATE _____

NAME _____ SCHOOL _____ GRADE _____

PARENTS _____ HOME PHONE: _____

ADDRESS _____ CITY _____ STATE _____

DAYTIME CONTACT: _____ PHONE _____

SITTER'S NAME: _____ PHONE _____

SITTER'S ADDRESS _____

My child and I have read the enclosed rules and regulations and the assertive discipline rules and consequences. We understand our responsibility to well disciplined, safe school bus transportation and so request permission to ride.

SIGNED _____

Parent or Guardian

Does your child have a health problem your driver should know about? _____
If so, list below, along with any necessary special instructions.

COMMENTS ON LAST SCHOOL YEAR: _____

SUGGESTIONS FOR THIS SCHOOL YEAR: _____

IF YOUR PHONE NUMBER SHOULD CHANGE DURING THE SCHOOL YEAR, PLEASE CONTACT THE OPERATIONS OFFICE IMMEDIATELY AT 863-3331.

Thank you,
Jon Walander
Director of Operations