



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## Bus Rules and Regulations

The River Valley School District Board of Education's primary concern in transporting its students is the safety of the children.

MISCONDUCT reports will be completed by the bus driver, and copies will be sent to the Building Principal and the parent. All misconduct reports will be made a part of the child's school record. Misconduct may result in suspension of bus riding privileges, depending upon the seriousness of the misbehavior. Continued misconduct may result in permanent removal from the bus.

### I. Previous to loading (at home and at school):

- A. Be on time at the designated school bus stops. This is mandatory if schedules are to be kept.  
**Note:** Children should be at point of pickup when bus arrives or in view of the driver. If not, the bus will **not** wait for them.
- B. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- C. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion, in single file.
- D. Do not move toward the bus at the school loading zone until the buses have been brought to a complete stop. There should be no pushing or shoving. Remember to line up in single file.

### II. While on the bus:

- A. Keep the hands and the head inside the bus at all times.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- D. Treat bus equipment as you would treat valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- E. Never tamper with the bus or any of its equipment.

- F. Leave no books, lunches or other articles on the bus. If an item is lost, please notify the bus company as soon as possible. Drivers do clean out the buses after every route and turn in lost articles. These lost articles are held for several months and then donated to charity.
- G. Keep books, packages, coats, and all other objects out of the aisles.
- H. Eating on the bus is not allowed, except when organized by a supervisor or coach (such as on a field trip or on the way to/from an athletic event), and the supervisor or coach should oversee that wrappers, bags, etc. are disposed of in proper receptacles.
- I. Selling of candies, food items, etc. will not be permitted on the bus.
- J. Follow the direction of the bus driver in case of emergency.
- K. Do not throw anything out of the bus window.
- L. Always remain in your seats while the bus is in motion.
- M. Be courteous to fellow pupils, the bus driver, the driver's assistant and to passersby.
- N. Keep absolutely quiet when approaching a railroad crossing stop, while the bus is stopped, and until the bus is safely across the tracks.
- O. Profane or indecent language will not be tolerated.
- P. The driver is responsible for controlling the bus riders. The students must obey the driver and the driver assistants promptly and cheerfully.
- Q. Inform the driver, if possible, when a rider will be absent.
- R. No live animals of any kind are allowed on the bus **except service animals (Policy 834 Service Animals)**.
- S. Electronic devices will be permitted if sound is controlled.
- T. If a musical instrument is to be brought on the bus, it must be small enough for the student to hold in his/her lap or to stand on end on the floor between their seat and the seat in front of them (no tubas or drums).
- U. No skateboards are allowed on the bus.
- V. Carrying of weapons of any type shall not be permitted at any time on buses.

### III. After leaving the bus:

- A. When it is necessary to cross the road to get on or off the bus, cross at least ten feet in front of the bus, but only after receiving the signal to do so from the driver. Also, the child should check to be sure that no traffic is approaching.
- B. Help look after the safety and comfort of small children.

- C. Be alert to the danger signal from the driver, which is a steady blast on the horn. Such a signal will be used only when the child could be in possible danger after starting to cross the road. When hearing the horn, the child should return to the spot where they were waiting for the driver's signal.
- D. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by parent and school officials.
- E. Students shall not go to the mail box to sort or gather mail until the bus has left its stop, as the driver cannot move the bus until the students have safely cleared the drop-off point.
- F. If there is no parent/responsible person present at the bus stop to greet the kindergartner (or younger student), the student will not be allowed to exit the bus.

The bus driver will then notify the bus company that he/she is keeping the student on the bus and will continue on with the bus route. In the meantime, the bus company will try to contact the parent by phone. If the parent cannot be contacted by phone, the emergency contact person listed for the student will be contacted by phone. Arrangements will be made during this phone conversation as to where the parent/emergency contact person can safely receive the student. The meeting point might be:

- the school; OR
- the bus company (located on Hwy. 23 in Spring Green); OR
- another location determined during the phone conversation.

#### IV. Co-curricular activity trips:

- A. The above rules and regulations will apply to any trip made under school sponsorship.
- B. Pupils shall respect the directions of chaperones appointed by the school officials to accompany the bus riders.
- C. Students making a co-curricular or special activity trip must return on the same bus, unless written authorization has been presented to the supervising employee in advance by the parent or guardian of the student to go with a student's parent.
- D. Windows shall remain closed at the discretion of the bus driver.
- E. Electronic devices are permitted if sound is controlled.
- F. Violation of any of the above rules will be reported to the Building Principal of the school the student attends.

Cross Reference: **Policy 834 Service Animals**

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