

Penn-Harris-Madison  
Transportation Department

- Bus transportation is provided to all students residing in our school district. Designated corner bus stops are used in higher populated areas and on dead-end roads or cul-de-sacs.
- Kindergarten transportation is provided along with the regular elementary routes only. Noontime transportation is not available for half-day kindergarten students.
- All students who request and receive approval to transfer to a school in an attendance area other than where they reside must also arrange their own transportation. Bus service is not provided to transfer students.
- Students will not be assigned to more than 2 bus routes. Complex daycare schedules will not be maintained by the school or Transportation Dept.
- Parents are not permitted to board the school bus unless they are acting as chaperones for a field trip and have prior approval by the school.
- Your child will be assigned to a bus route and have a designated bus stop. Any student wishing to ride a different bus route **MUST** submit a written note from the parent; this note must be approved by the school and Transportation Dept., and then the approved note is given to the bus driver. Students attempting to ride without a note will be sent to the school office.
- Indiana Statutes state, “When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the School Corporation. Please make children aware they **MUST** follow the bus driver’s directions and transportation procedures.



**Penn-Harris-Madison**  
**Transportation Department**

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## SCHOOL BUS TRANSPORTATION

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## SAFETY TIPS AND GUIDELINES

## SAFETY FIRST

The safe transportation of students to and from school is a shared responsibility between the Transportation Dept., the bus driver, the parents and the students.

The Penn-Harris-Madison Transportation Dept. is committed to supporting your child's educational achievements by providing the best service possible with a safe and reliable transportation system. But, school bus safety also depends on student behavior.

This pamphlet is provided to inform parents and student about safety guidelines related to students. We are asking that all parents and students please take a moment to review these safety tips and guidelines so that we can ensure a safe and enjoyable year for all bus riders.

## BUS CONDUCT GUIDELINES

1. Follow directions given by the bus driver.
2. Stay seated, facing front in selected or assigned seat. Do not sit with your feet in the aisle. The aisles must be kept clear at all times.
3. Keep hands, feet, books, pencils, etc. to yourself. Students shall not bully, intimidate, harass, fight, push, trip or hit any other student.
4. If the bus driver can recognize your voice, you are talking too loud.
5. No eating, drinking or use of any prohibited material will be permitted on the school bus.
6. Rude, discourteous or annoying behavior, and profane or obscene language/gestures will not be tolerated on the bus.
7. Destruction of property, vandalism, theft of property not belonging to student, or tampering with bus equipment is not permitted. Parents will be billed for damages caused by their child/children.

## BUS CONDUCT GUIDELINES –

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8. No throwing of objects of any kind while on the school bus or out the windows.
9. No spitting, littering or leaving trash on the bus.
10. Windows can be opened only with the approval of the school bus driver.
11. Other behavior(s) jeopardizing to the safety and respect of others will not be tolerated.

***If students choose to break the Bus Conduct Guidelines, it may result in any or all of the following steps:***

- Assigned or Reassigned seat by bus driver.
- Parent phone call by the bus driver and/or principal phone call/letter.
- Verbal Reprimand by driver and/or school principal.
- Parent conference.
- Written bus referral.
- Before/After school detention.
- Bus suspension and/or out of school suspension.

Any step in the process could be used in extreme cases.

During suspension periods, it is the responsibility of the parent or guardian to provide transportation for the student to and from school.

### Severe Behavior:

Any behavior such as violence, defiance of the bus driver's instructions, destruction of property, or interference with the safe operation of the school bus on the part of any student or parent chaperone will result in immediate removal from transportation services.

## BUS RIDING TIPS

1. Students must be waiting at their designated bus stop 10 minutes prior to the scheduled bus stop time. Buses are on time schedules that do not allow for waiting – if a student is not out at the designated bus stop at the scheduled time, the bus driver will be unable to wait.
2. While waiting for a bus at the bus stop, students must stand back a reasonable distance, refrain from any horseplay and be respectful of other's property. Any student found destroying private property will be disciplined.
3. Students must board the bus in an orderly manner and immediately take their seats. Students may transport musical instruments only if they can be held on the student's lap or stored under the seat without violating safety considerations. Animals, balloons, special displays or posters, and class projects or unusually large size items are not acceptable for transportation. Bus aisles must be kept clear at all times.
4. Windows and doors on the school bus shall not be opened except with the permission of the driver. No objects of any kind, whether a body part or piece of paper, is allowed to be placed or thrown out the window.
5. When boarding or leaving a school bus and the student must cross a street, students must cross at least ten feet in front of the bus. Prior to crossing the street; the bus must be completely stopped, the stop arm extended, and the students must look to the driver for approval to cross.

**Note: *The Penn-Harris-Madison Transportation Dept. utilizes video cameras on all school buses and will view such video in disciplinary cases.***