



PROVIDENCE DAY
SCHOOL

Bus Conduct, Bus Safety Rules and Responsibilities of Students on Buses

Conduct of Students

Rules of conduct as set forth in the Providence Day School Student-Parent Handbook apply at bus pick-up/drop-off points and while students are on the bus. In addition to the rules of conduct in the handbook, the following rules apply:

- The driver is a member of the PDS staff and the driver's instructions must be obeyed.
- The driver is responsible for maintaining the bus schedule and will not wait past the scheduled departure time. If the bus is late please call the PDS transportation office at (704) 887-7525 or the transportation coordinator's mobile phone at (704) 650-5308.
- Parents are expected to pick up their children (or make arrangements to have them picked up) promptly when the bus arrives. The bus driver will return students to Extended Day if they are not picked up promptly. Parents are responsible for communicating any special pick-up arrangements by emailing pds.transportation@providenceday.org
- Only those students enrolled in the bus program may ride the bus.
- Students may be assigned seats at the discretion of PDS staff.
- Distracting the driver's attention or tampering with or willfully damaging any part of the bus will result in disciplinary action by PDS.

Safety Rules

Students' ridership is considered an extension of the school day. All rules that apply to proper conduct in the classroom and/or during the school day apply to ridership. In an effort to keep students safe, riders must abide by the following:

Students

- While waiting for the bus, stay away from traffic in the designated waiting zone.
- Do not approach a moving bus until it stops. Once the bus has stopped, you may board the bus.
- Never walk behind the bus when getting on the bus or when getting off the bus.
- Enter or leave the bus only by the front door, except in case of emergency.
- Remain seated at all times, facing forward.
- Keep aisles clear of backpacks and other belongings.
- Do not bring on board objects such as band instruments or special school projects that are too large to be safely held (or placed under a seat or in an unoccupied seat).
- Keep head, hands and feet inside the bus whether the bus is in motion or standing still.
- Do not throw objects inside the bus or out of the windows.
- Do not eat or drink on the bus.
- Use "inside voices". No loud talking or other noises.
- Respect and obey the driver.

Parents

- Parents should be very aware of pedestrian traffic and drive slowly in and out of the bus loading zone.
- Parents of Lower School riders should bring their children to the door of the bus to board the bus in the morning as well as come to the door of the bus to pick up their child in the afternoon.
- New parents or babysitters may be required to show i.d.. Please bring this with you.
- Parents or other adults will not be allowed to board the bus at any time unless in the case of a medical emergency.

School Transportation Services Suspension

- School transportation service is a privilege. The Head of School may suspend a student's school transportation services privilege. The appropriate school director and/or the honor council will handle violations of bus rules, safety rules or rules of conduct as stated in the PDS Student-Parent Handbook.

Bus rules and the actions of bus drivers are for the safety of our students. Providence Day School continually strives to keep our bus passengers safe. We need your support and cooperation to accomplish this objective.

Please review the information presented above with your children, sign in the space below, and return with your registration. Please keep a copy of this form for your records. Registrations will not be processed unless accompanied by a signed copy of *Bus Conduct*, *Bus Safety Rules and Responsibilities of Students on Buses*.

I have reviewed the *PDS Bus Conduct*, *Bus Safety Rules and Responsibilities of Students on Buses* and discussed this information with my child(ren). We intend to comply with the expectations summarized herein.

Student's Name(s)

Parent/Guardian Signature

Date