



## BUS RULES AND REGULATIONS

CSD Transportation requests the cooperation of schools, students, and parents in its efforts to maintain order on each and every school bus, as transportation is a privilege, not a right. The behavior while riding a school bus is the same behavior that is expected in the classroom, and all rules of the school also apply to the buses. The rules listed below are designed for the safety and security of all riders of a school bus.

There are four video cameras on each bus that are always on recording video and starting this year, audio. Please note: Everything you do or say on the school bus is being recorded.

Failure to comply with these rules and regulations can result in disciplinary action, including suspension of school bus privileges. During the period of time a pupil is suspended from riding the bus, the parents/guardians are responsible for having the pupil transported to and from school and any other school-related function. Suspension of school bus privileges does not relieve the parent of his/her responsibility from fulfilling compulsory attendance laws. If a student is absent from school due to a bus suspension, the absence(s) will be considered *unexcused*. ALL transportation privileges are denied during the bus suspension period.

### WHILE WAITING AT THE BUS STOP OR AT SCHOOL

- Be at the bus stop ten (10) minutes before the scheduled time. Help the buses run on time.
- If the bus is delayed, wait for a reasonable length of time. If the bus will be more than 15 minutes late, a message with further information about the delay will be sent.
- Stay off the road at all times while waiting for the bus. No ball or game playing at the bus stop.
- **Wait until the bus comes to a complete stop** before trying to get on board. Do not push or crowd when boarding the bus.
- Be considerate of private property – keep off lawns, do not litter, and do not touch parked cars.
- If your stop requires that you cross the street to board the bus, **wait until the red bus lights are flashing before crossing the street.**
- Do not run after the bus in an attempt to board the bus once the bus is in motion. Do not chase the bus with a car to have children board at another place/stop.

### WHILE RIDING THE BUS

- The driver is in charge of the bus and responsible for the students on the bus. Follow driver's directions at all times. The driver is authorized to assign seats.
- Find a seat as soon as you board the bus. Do not leave your seat while the bus is in motion. If you sit in your seat and stay in your seat, you will be safe. **No one should be standing on a school bus while the bus is in motion. Wait until the bus comes to a complete stop before getting up.**
- Share your seat with others. If the seat is filled, move on to an empty space. If bus driver or school has assigned you a seat, please sit there. Elementary students may ride up to three students to a seat.

- For safety, the aisle of the bus must remain clear. Keep books, packages, coats, and all other articles out of the aisle. Gym bags, instruments, or school projects must be held on your lap or they will not be allowed on the bus. **All sports equipment must be contained in a bag. This includes footballs, basketballs, baseballs, or any other personal equipment.**
- Loud talking, laughing, and yelling can be distracting to the driver. Speak at a moderate level and do not cause disturbances on the bus. Be courteous to all passengers,
- Do not throw anything inside or out of the bus windows. Keep body parts inside the bus at all times. Keep the bus clean and do not leave trash on the bus.
- Do not tamper with or damage the bus or bus equipment. Two video cameras are on at all times. Riders found damaging the bus seats or other areas will be charged for the repairs.
- Do not bring food on the bus. Eating and drinking on a bus is not allowed.
- No smoking, lighted matches, or open flame is permitted on the bus. Do not bring skateboards, radios, glass containers, firearms, pets, or any other dangerous or objectionable items on the bus.
- **Follow these rules and have a safe trip.**

#### **WHEN LEAVING THE BUS**

- Make sure you remember all items you brought with you onto the bus.
- Always cross the street in front of the bus where the driver can see you.
- Stay a safe distance away from the side of the bus. **MINIMUM OF 10 FEET.**
- **If you drop something near the bus, do not go and get it. Get the drivers attention to let them know what is happening. The driver will tell you when it is safe to retrieve the item.**

#### **STUDENTS MAY ONLY RIDE THE BUS ASSIGNED TO THEM**

- Students may not choose to ride another bus that is near their home. All students are assigned to buses based on the number of students at each stop. If you feel another bus stop is a better location, please call the transportation office to request a change.
- Students may not choose to go home on a friend's bus for any reason.
- Bus drivers are held accountable for the students on the bus and are not to let students ride unless they are assigned to their bus route.
- Parents/guardians may not choose to put their children on another bus for any reason.
- The transportation office must approve all changes of bus stop assignments.

If you have any questions or concerns about transportation, please contact us at the following:

- **Cheltenham Transportation** | (267) 460-8698 | [transportation@cheltenham.org](mailto:transportation@cheltenham.org)
- **Derek Platt, CSD Supervisor of Transportation** | (215) 886-9500 x 6018 | [dplatt@cheltenham.org](mailto:dplatt@cheltenham.org)
- **Charlene Gallagher, CSD Transportation Specialist** | (215) 886-9500 x 6019 | [cgallagher@cheltenham.org](mailto:cgallagher@cheltenham.org)