

## **REGULATION #5400.3**

### **BUS DRIVER AND PASSENGER GUIDELINES**

---

1. Students must have bus passes or the written authority of their principal to ride school buses.
2. Students are expected to be at the pick-up point before bus arrival time – those picked up at their residence on special or disabled runs are to be ready five minutes before their assigned pick-up time.
3. Students will not be permitted to leave their bus on its return trip at other than their regular stop, unless they have the written consent of their parent/guardian; or the principal, at the request of a parent/guardian.
4. Students may be assigned seats by the driver, as seating capacity is based on three to a seat. Once seated, students are to remain in their assigned seats.  
  
If seat belts are provided they must be fastened prior to departure and kept fastened until it is time to disembark.
5. Food and beverages will not normally be consumed on school buses (extra-curricular trips may warrant special consideration).
6. As classroom behavior is expected while in the bus the following should be adhered to: no smoking, loud talking, playing of radios or tape recorders, or distracting the driver.
7. Windows and emergency doors are only to be used at the direction of the driver.
8. If, in the opinion of the driver, students are behaving in such a fashion as to cause driver distraction or fellow passenger danger, the driver may return the students to the pick-up point or, if he/she chooses, drop the offenders off at the nearest school and place them in the charge of that principal. The principal will contact the parents or guardians concerned to arrange transportation of the students.
9. All disciplinary problems are to be reported to the principal and transportation manager or his/her delegate, either on the same day or first thing in the morning subsequent to the incident.

*Revised*      2008-10-23  
*Revised:*     1987/08  
*Approved:*   1985-05-09