

**LONG BRANCH PUBLIC SCHOOLS
LONG BRANCH, NEW JERSEY**

Bus Behavior Regulations

Transportation and its related activities are an extension of the school building. Student behavior at bus stops and on buses is subject to the same standards as in the school building. These bus safety regulations have been developed so that students and parents in the Long Branch Public Schools know and understand what is expected of students when they ride school buses:

- 1.0 Bus transportation is provided as a convenient and safe way to transport to school.
- 2.0 Students who cannot or will not obey school district bus rules and Regulations forfeit their right to this service.
- 3.0 Students who follow the bus safety rules listed below will be safe bus riders.
 - 3.1 Immediately follow the directions of your driver.
 - 3.2 Sit in your seat facing forward with your seatbelt on.
 - 3.3 Talk quietly and use appropriate language.
 - 3.4 Behave safely (do not throw any object, do not stick your head or arms out of the window).
 - 3.5 Keep your arms, legs and belongings to yourself.
 - 3.6 Show respect for others (No fighting, harassment, intimidation or horseplay).
 - 3.7 Treat the bus with respect (don't damage or write on the bus).
 - 3.8 No eating, drinking or use of tobacco or drugs is allowed.
 - 3.9 Do not bring any weapon or dangerous objects on the school bus.
 - 3.10 Obtain permission before riding on any bus to which you are not normally assigned

- 4.0 Violations of any of the rules listed above shall be reported by the bus driver to the Building Principal. The Building Principal will forward a bus conduct report with action taken to the district's Transportation Manager. In the case of a classified student, the bus driver will report to the bus company who will forward a bus conduct report to the district's Transportation Manager. The Transportation Manager will file the original and forward a copy to PPS to be given the respective Case Manager.
- 4.1 A contact with the student and/or parents will take place.
- 4.2 Upon the second referral for any violation of bus regulations, the student forfeits his/her right to transportation for up to one (1) week. In the case of a classified student, the PPS Case Manager will implement an alternate strategy in accordance with the District and State Regulations.
- 4.3 A subsequent referral would again result in forfeiture of busing service for up to two (2) weeks. In the case of a classified student, the PPS Case Manager will implement an alternative strategy in accordance with the District and State Regulations.
- 4.4 Any further violations could result in forfeiture of busing service for the remainder of the year. In the case of a classified student, the PPS Case Manager will implement an alternative strategy in accordance with the District and State Regulations.
- 4.5 Other disciplinary actions may apply according to District "Student Discipline" regulations.

FOR SECONDARY STUDENTS

- 4.6 In school suspension, Saturday Detention or Out of School Suspension procedures may also apply in addition to or in lieu of the above consequences.
- 5.0 Vandalism, unauthorized use of the emergency door, or other major disruptions may result in immediate forfeiture of busing services for the rest of the year.
- 6.0 Students or parents who have complaints or questions about Bus Behavior. Guidelines should direct them to the building principal.

LONG BRANCH PUBLIC SCHOOLS LONG BRANCH, NEW JERSEY

BUS SAFETY INFORMATION

WAITING FOR THE BUS:

1. Be at the bus stop 10 minutes prior to the scheduled time.
2. Wait quietly for the bus to come.
3. Do not play in the street while waiting for the bus.
4. Do not move towards the bus until it is stopped and the driver opens the door.

BOARDING THE BUS:

1. If you must cross the street.
 - a. Wait until the bus driver stops and opens the door.
 - b. Check the traffic in both directions.
 - c. Walk in front of the bus.
2. Form a single line and do not crowd or push.
3. Use the front door only.
4. Use the handrail to take the steps one at a time.
5. Go directly to your seat, put your seatbelt on and remain seated.

LEAVING THE BUS:

1. Stay seated until the bus comes to a complete stop.
2. Do not push or shove, but move quickly.
3. Exit by the front door only.
4. Use the handrail and take the steps one at a time.
5. If you do not have to cross the street, walk immediately away from the bus.
6. If you must cross the street,
 - a. Walk far enough in front of the bus to see the driver.
 - b. Stop where you are even with the traffic side of the bus and look carefully both ways.
 - c. Cross the street quickly, but do not run.
 - d. Never stop in front of the bus. If you drop something, get the driver's attention before you try to pick it up.

BUS PASSENGER CONDUCT:

1. Children on the bus must,
 - a. remain in their seats
 - b. not scream or talk loudly
 - c. not fight or scuffle
 - d. keep hands to themselves
 - e. keep feet out of the aisle
 - f. never use profane or indecent language
 - g. not put any part of body out the window
 - h. not disturb the driver
 - i. not throw articles out of the window
 - j. not possess any harmful items
 - k. obey the bus driver and bus aide

**LONG BRANCH PUBLIC SCHOOLS
LONG BRANCH, NEW JERSEY**

TO: All Building Principals
FROM: Donna Critelli, Transportation Manager
RE: Students Boarding School Buses

Please remind all staff members responsible for supervising students in boarding the school buses of the following items:

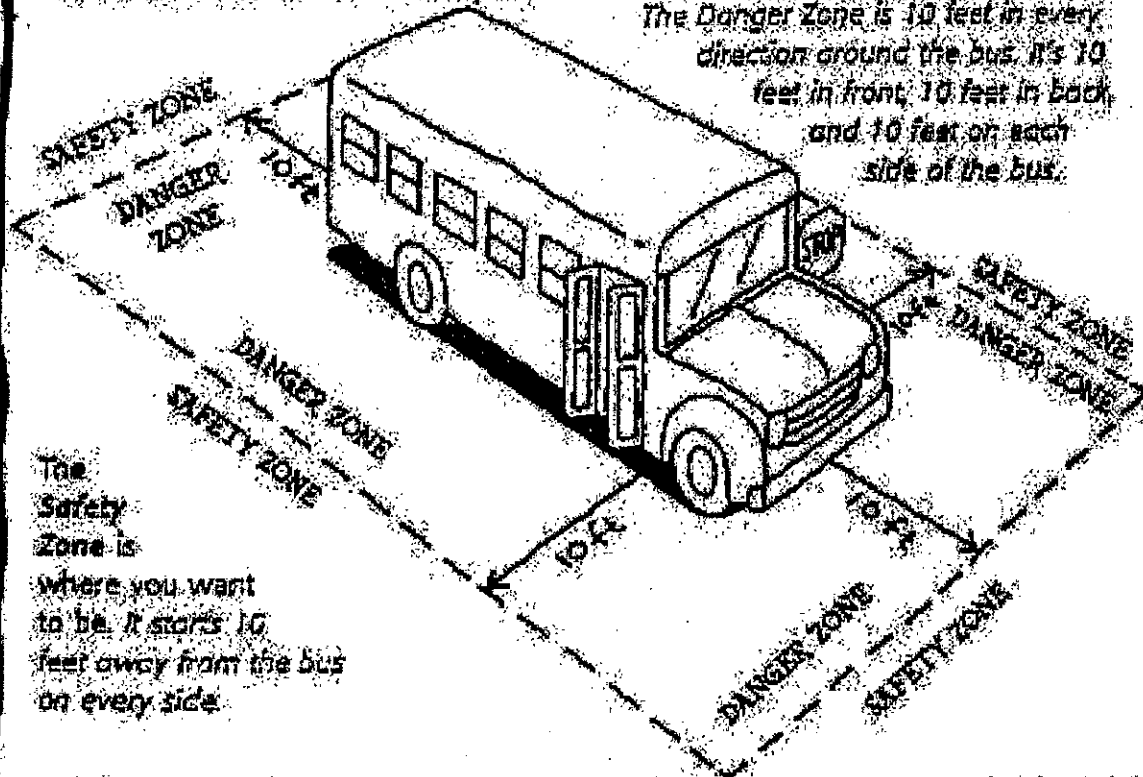
- 1) Students should not board the school bus with loose papers, i.e. artwork, homework, etc. The student can easily drop these papers as he/she is getting off the bus. During our School Bus Safety Drills, students are instructed not to go after any items they drop near the school bus. Staff members can help prevent an accident by making sure all loose papers are in the student's book bag.
- 2) Staff members should not allow students to get on the bus with candy, pens, pencils or other objects unless they are stored in the student's book bag. These items are all potentially dangerous. A student can choke on the candy, poke another student with a pencil, vandalize the seats with graffiti or tear the upholstery.
- 3) Staff members should look for certain types of children's clothing that can create a hazard in getting off the bus. Especially dangerous are long, dangling jacket or sweatshirt drawstrings, long backpack straps, long scarves or other loose clothing.

Thank you for your continued cooperation in promoting the safety of our students!

Stay Out Of The Danger Zone

Every bus has a *Danger Zone* around it. That is the area where the bus driver can't see you.

The *Danger Zone* is 10 feet in every direction around the bus. It's 10 feet in front, 10 feet in back, and 10 feet on each side of the bus.



The *Safety Zone* is where you want to be. It starts 10 feet away from the bus on every side.

POLICY

LONG BRANCH BOARD OF EDUCATION

Operations
8635/Page 1 of 1

PUPIL TRANSPORTATION VEHICLES AND SCHOOL BUSES

8635 PUPIL TRANSPORTATION VEHICLES AND SCHOOL BUSES

All pupil transportation vehicles and school buses will be scheduled to maximize their use while ensuring all routes are scheduled in a safe manner for drivers and passengers.

Pupil transportation vehicles and school buses will have time periods during the day between scheduled bus routes when they are not in use. These time periods may vary from route to route and vehicle to vehicle depending on issues such as a school's opening and ending times and the location of pupils transported to and from the school. Based on scheduling issues and the amount of time between transportation routes, the school bus driver may be required to return the school vehicle/bus to the school district transportation facility during the school day. In the event the schedule does not provide adequate time or it is not practical for the vehicle/bus to be returned to the school district's transportation facility between routes during the school day, the school bus driver may be required to park the vehicle/bus at another school building or location in the school district designated by the Transportation Manager.

If the transportation route is for pupil transportation to and from a school building out-of-district, the driver may be required to return the transportation vehicle/bus to the district's transportation facility or to a school building or location designated by the Transportation Manager for the time period between routes. In the event there is not adequate time or it is not practical for a vehicle/bus to return to the school district between out-of-district transportation routes, the Transportation Manager will authorize the vehicle/bus remain at an approved location between such routes. The Transportation Manager, in consultation with the driver and the out-of-district school, will designate a location for the driver to maintain the vehicle/bus in between the scheduled routes.

The safety and security of the transportation staff and the school vehicle/bus will be the most important consideration in designating an out-of-district location for vehicles that may not return to the transportation facility during the school day.

Adopted: 18 August 2010



**LONG BRANCH PUBLIC SCHOOLS
LONG BRANCH, NEW JERSEY**

TO: All Building Principals
FROM: Donna Critelli, Transportation Manager
RE: School Bus Safety/Evacuation Drills

School Bus Safety/Evacuation Drills are held during the Fall and Spring of each school year. The contractors will conduct these drills on our school grounds.

Building principals will be contacted by the district's Transportation Department to set up a schedule. At that time, arrangements will be made as to the number of students attending each drill, the duration of each drill, etc.

Principals, bus drivers and bus aides are required to attend these School Bus Safety/Evacuation Drills. Teachers and paraprofessionals are also encouraged to attend these drills.

Everyone plays a role in ensuring our students are transported to and from school safely.