

# MEMORANDUM

**TO: PARENTS OF CHILDREN RIDING SCHOOL BUSES**

**FROM: POINTE COUPEE PARISH SCHOOL BOARD TRANSPORTATION DEPARTMENT**

## **RULES AND REGULATIONS**

Dear Parents:

In order for you to understand the regulations covering the conduct of your child riding a Pointe Coupee Parish school bus, we are sending you a copy of the **REGULATIONS FOR PUPILS RIDING SCHOOL BUSES.**

It is requested that you and your child read these regulations.

This will be used as a permanent record throughout your child's enrollment in the Pointe Coupee Parish Schools. Your cooperation with us will make it possible to provide a **SAFE AND EFFICIENT TRANSPORTATION PROGRAM.**

Please sign and return to the principal as soon as possible in order for your child to continue riding the school bus.

### **FOR STUDENTS:**

I have read and understand the "**REGULATIONS FOR PUPILS RIDING SCHOOL BUSES**" and agree, as a passenger, to abide by said regulations.

STUDENTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### **FOR PARENT(S) OR GUARDIAN:**

I have read and understand the "**REGULATIONS FOR PUPILS RIDING SCHOOL BUSES**" and agree to assume full responsibility for my child's conduct on said buses.

PARENTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

As a safety factor, the school bus driver shall not leave his/her position behind the wheel until every pupil has been discharged from his/her bus when he reaches the school; and it shall be his/her duty to assume his/her position behind the wheel before the first pupil is loaded on his bus.

**As recommended by the Department of Education, the following rules for riding the school buses must be observed:**

- a. The driver is in full charge of the bus and the pupils.
- b. Pupils shall obey the driver cheerfully and promptly.
- c. Pupils shall obey and respect the orders of monitors or patrols on duty
- d. Pupils shall occupy the space designated for them by the driver
- e. Pupils shall be on time; the bus cannot wait for those who are not on time.

**Pupils shall observe the following:**

- NEVER STAND IN THE ROAD WHILE WAITING FOR THE BUS.
- NEVER THROW WASTE PAPER OR OTHER RUBBISH ON THE FLOOR OF THE BUS. PUPILS SHALL HELP KEEP THE BUS FREE FROM LITTER, MUD FROM SHOES, ETC.
- PUPILS SHALL NOT MARK OR OTHERWISE DEFACE THE BUS
- PUPILS SHOULD NOT START FOR SCHOOL WHEN SICK OR WHEN ANY MEMBER OF THEIR FAMILY HAS A CONTAGIOUS DISEASE.
- AVOID UNNECESSARY CONVERSATION WITH THE DRIVER
- ABSTAIN FROM USE OF TOBACCO AND PROFANE LANGUAGE.
- AT ALL TIMES KEEP ARMS AND HEAD INSIDE THE BUS WINDOWS.
- GET ON OR OFF THE BUS OR CHANGE SEATS IN THE BUS ONLY WHEN IT IS NOT IN MOTION.
- PUPILS ARE NOT TO LEAVE THE BUS WITHOUT DRIVER'S CONSENT EXCEPT AT HOME OR SCHOOL
- RESPECT PERSONS WHOM THEY PASS ON THE ROUTES
- REPORT TO THE DRIVER AT ONCE ANY DAMAGES TO THE BUS
- WALK ON THE LEFT SIDE OF THE ROAD, FACING TRAFFIC
- PUPILS, WHO MUST CROSS THE ROAD AFTER ALIGHTING FROM THE BUS, SHOULD PASS IN FRONT OF THE BUS AND NOT BEHIND IT. THE DRIVER SHOULD SEE THAT THE WAY IS CLEAR BEFORE THE CHILD IS PERMITTED TO CROSS THE ROAD.

**SHOULD ANY PUPIL PERSIST IN VIOLATING ANY OF THESE REGULATIONS, IT SHALL BE THE DUTY OF THE DRIVER TO NOTIFY THE PRINCIPAL AND AFTER DUE WARNING HAS BEEN GIVEN TO THE PUPIL, THE PRINCIPAL SHALL THEN FORBID SUCH DISOBEDIENT PUPIL THE PRIVILEGE OF RIDING THE BUS UNTIL PERMISSION TO RIDE AGAIN HAS BEEN GIVEN BY THE BOARD OF EDUCATION. WRITTEN NOTICE OF THE ACTION OF THE PRINCIPAL SHALL BE FURNISHED TO THE PARENT THROUGH THE BOARD OF EDUCATION, BUT SUCH NOTICE NEED NOT PRECEDE ACITON BY THE PRINCIPAL.**

**ANY COMPLAINTS OF DRIVERS, PUPILS, OR PARENTS, NOT SPECIFIED IN THE ABOVE REGULATIONS, SHALL BE REPORTED PROMPTLY TO THE PRINCIPAL OR SUPERINTENDENT.**

**SHOULD THE CONDUCT OF A PUPIL ON THE BUS ENDANGER THE LIVES OR MORALS OF OTHER PEOPLE AND THE OFFENDING PUPIL FAILS TO CEASE SUCH CONDUCT WHEN REQUESTED BY THE BUS DRIVER TO DO SO, IT SHALL BE THE DUTY OF THE DRIVER TO PUT THE OFENDER OFF OF THE BUS AND REPORT HIS ACTION TO THE PRINCIPAL IMMEDIATELY. THIS SHOULD BE DONE ONLY IN EXTREME CASES AND AS A LAST RESORT TO PROTECT THE SAFETY OF OTHER PUPILS.**

# BUS RULES AND REGULATIONS

**STUDENTS MUST BE ON TIME AT DESIGNATED BUS STOP**

**STUDENTS MUST OBEY THE DRIVER PROMPTLY AND CHEERFULLY**

**STUDENTS MUST OBEY AND RESPECT THE ORDERS FROM THE BUS PATROL ON DUTY**

**STUDENTS SHOULD HELP TO KEEP BUS CLEAN AND SANITARY ANYONE PURPOSELY DAMAGING, CUTTING, OR BREAKING SCHOOL PROPERTY WILL BE DISCIPLINED AND BE REQUIRED TO PAY FOR DAMAGES**

**STUDENTS SHOULD AVOID CAUSING TROUBLE BY TEASING, PULLING HAIR, SCUFFLING OR USING PROFANE, OBSCENE OR ABUSIVE LANGUAGE.**

**ARMS AND HEAD MUST BE KEPT INSIDE THE BUS WINDOWS AT ALL TIMES. NOTHING IS TO BE THROWN OUT OF WINDOWS**

**THERE SHOULD BE NO MOVING AROUND WHILE THE BUS IS IN MOTION. IF ASSIGNED TO A SEAT BY THE DRIVER, THE STUDENT MUST STAY IN THAT SEAT**

**LOUD TALKING WILL NOT BE TOLERATED. CONVERSTION IN NORMAL TONES IS PERMISSIBLE**

**STUDENTS SHOULD OBTAIN PERMISSION FORM THE DRIVER BEFORE OPENING WINDOWS WHEN IT IS COLD OR RAINING.**

**THE MIDDLE AISLE SHOULD NOT BE BLOCKED BY STUDENTS OCCUPYING THE SEAT NEXT TO THE AISLE.**

**BUS DRIVERS ARE PERMITTED TO MAKE REASONABLE RULES FOR THE SAFE AND PROPER OPERATION OF THEIR BUS**

**STUDENTS SHALL NOT BE ALLOWED OT EAT OR DRINK ON THE BUS UNLESS APPROVED BY THE BUS DRIVER**

**PARENTS** – please fill out the form below and return it to your child’s bus driver.  
If this form is not completed and returned to the driver, the student cannot continue riding the bus. Please return this form to your child’s bus driver by \_\_\_\_\_

**POINTE COUPEE PARISH SCHOOL BOARD RULES  
AND REGULATIONS FOR STUDENTS TRANSPORTED IN SCHOOL BUSES**

1. Students must be on time at designated stop.
2. Students must obey the driver promptly and cheerfully.
3. Students must obey and respect the orders from the bus driver.
4. Students should help to keep the bus clean and sanitary. Any one purposely damaging, cutting, or breaking school property will be disciplined and be required to pay for damages.
5. Students should avoid causing trouble by teasing, pulling hair, scuffling or using profane, obscene or abusive language.
6. Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of windows.
7. There should be no moving around while the bus is in motion. If assigned to a seat by the driver, the student must stay in that seat.
8. Loud talking will not be tolerated. Conversation in normal tones is permissible
9. Students should obtain permission from the driver before opening windows when it is cold or raining.
10. The middle aisle should not be blocked by students occupying the seat next to the aisle.
11. No student will be allowed to ride another bus or be discharged at a different stop unless the student has written permission from his/her parents or guardians and the not is signed by the school principal.
12. Bus drivers are permitted to make reasonable rules for the safe and proper operation of their bus.
13. Students shall not be allowed to eat or drink on the bus unless approved in advance by the driver.
14. All school rules and regulations must be followed on the bus, same as in classrooms and on campus.
15. Violations on a bus can carry same consequences as on school campuses or in classrooms.

**PLEASE READ CAREFULLY BEFORE PROVIDING INFORMATION BELOW:**

**STUDENT’S FULL NAME** \_\_\_\_\_

**PHYSICAL ADDRESS OF HOME** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_ **CELL #** \_\_\_\_\_

**GRADE** \_\_\_\_\_

**BUS #** \_\_\_\_\_ **DRIVER** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**SIGNATURE OF PARENT**