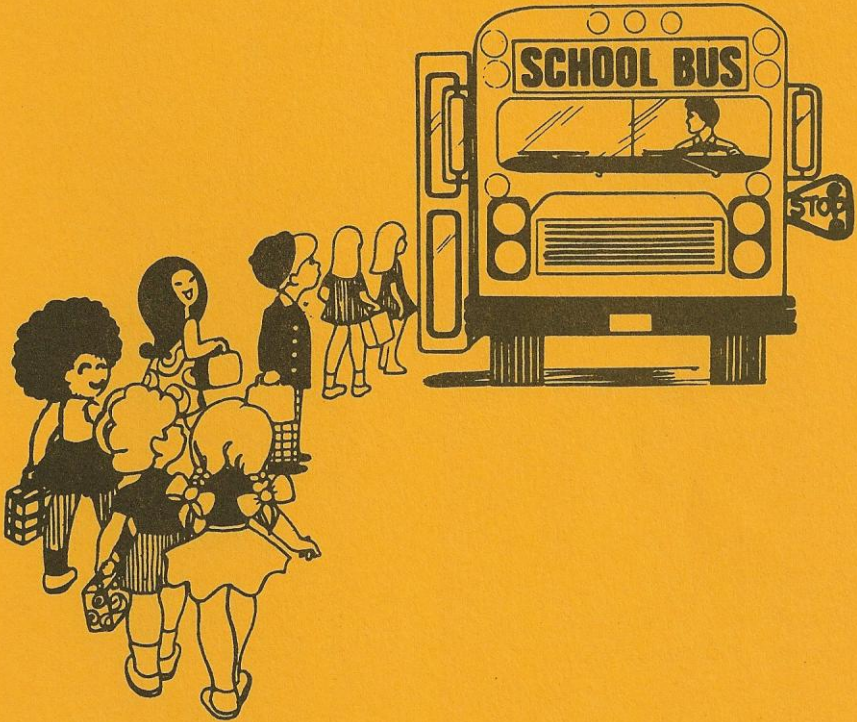


STUDENT BUSING REGULATIONS



Lake Station Community Schools

DO NOT DISCARD THIS PAMPHLET
SAVE FOR FUTURE REFERENCE

Important: The form on the inside of the back cover must be completed and returned to your school principal.

STUDENT BUSING REGULATIONS

These rules and regulations are important guidelines for the operation of school buses in the Lake Station Community Schools. The privilege of having a school bus to ride to and from school is desired by many. Good behavior on the school bus is very important for the safety and well-being of all students on the bus.

BOARD OF SCHOOL TRUSTEES Lake Station Community Schools

Superintendent of Schools
2500 Pike Street
Lake Station, Indiana
Telephone: 962-1159

Alex. Hamilton School
2900 Lake Street
Lake Station, Indiana
Telephone: 962-1824

Central School
2520 Pike Street
Lake Station, Indiana
Telephone: 962-1656

Edison Jr.-Sr. High School
3304 Parkside Avenue
Lake Station, Indiana
Telephone: 962-8531

Carl J. Polk School
2460 Vermillion Street
Lake Station, Indiana
Telephone: 962-1360

Virgil I. Bailey School
2100 Union Street
Lake Station, Indiana
Telephone: 962-1302

RESPONSIBILITY OF BUS DRIVER

School bus drivers are to have control of all school children between their home and the return. The driver shall keep order, maintain discipline among the children while on the bus or along the route, treat all the children in a civil manner, see that no child is imposed upon or mistreated, and use every care for the safety of the children under his or her charge.

RULES FOR STUDENTS

- A. Each pupil shall seat himself or herself immediately upon entering the bus in the place assigned by the driver.
- B. Pupils shall not stand or move from place to place during the trip.
- C. Pupils shall not tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
- D. Windows will not be opened or closed except by permission of the driver.
- E. Pupils shall not enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- F. The child should be waiting at the boarding station when the school bus arrives, preferably five (5) minutes prior to normal pickup time. The driver is responsible for the maintenance of the route schedule and can not wait for tardy students.
- G. For just cause and upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil.

- H. The student should observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- I. Students are to obey the driver cheerfully and to report promptly to a school official when instructed to do so by the driver.
- J. Students should warn the driver of approaching danger, if there is reason to believe the driver is not aware of the danger.
- K. There is to be NO TALKING when the bus is near a railroad crossing.
- L. Younger brothers or sisters who are not in school will not be allowed on the bus for transportation to school.
- M. Livestock such as animals, insects, reptiles, and birds will not be transported on a school bus.
- N. Students will be discharged in the P.M. from a bus only where they were picked up in the A.M.
- O. Pupils shall not smoke on the school bus.
- P. All student passengers are subject to the rules and regulations governing conduct in the Lake Station Community Schools.
- Q. The school corporation shall assess students the cost for damages to school property, including damages to school buses or vehicles, resulting from their negligent acts. (Board Policy 6220)

STUDENT SAFETY

1. Stay off the traveled roadway at all times while waiting for a bus.
2. Wait until the bus comes to a stop before attempting to get on or off.
3. Enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency or a drill.
4. No eating or smoking on the bus to and from school.
5. Cross the traveled roadway, if necessary, after leaving the bus in the following manner:
 - a. Make certain the bus is not moving.
 - b. On alighting, go to the front of the bus at least 8 to 10 feet or within sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, look both to the right and left and proceed across the highway in front of the bus (never cross roadway from the back of the bus).
 - d. Walk (do not run) in front of the bus when crossing the highway.
6. Keep hands and head inside bus at all times.
7. When possible, inform the driver when absence is expected from school.
8. Report to the driver at once any damage to the bus that is observed.
9. When known, report to the driver any lights that may be out.
10. Help keep the bus clean, sanitary, and orderly.

RESPONSIBILITY OF PARENTS

The responsibilities of parents whose children are transported are:

1. Be sure that your children arrive at the bus stop on time in the morning.
2. Provide necessary protection for your children while going to and from bus stops. Drivers may require students to assemble for pickups at a point established by the driver.
3. Cooperate with school authorities for proper conduct of your children.
4. Make a reasonable effort to understand and cooperate with those responsible for pupil transportation.
5. Realize that all students must be taken home to their regular stop at night. Exceptions may be made due to extenuating circumstances (sickness of parent, etc.). Excessive abuse of this can cause the privilege to be revoked. In all circumstances, written permission from the parent that is also signed by the principal or principal's designee is required.
6. Understand that students are to ride only the bus to which they are assigned unless an emergency develops.

DRIVER AND ADMINISTRATION RESPONSIBILITIES

The driver has the responsibility to maintain order and discipline on the bus. Whenever a problem occurs which is beyond his or her control, the driver will inform the school principal, in writing, of the circumstances involving violation of rules of conduct. When an investigation has determined the guilt of the participants, the school principal or his representative will notify the parents either by telephone or by letter explaining what occurred and what is expected in the future. If the problems continue after the first warning, the student may be suspended from the school bus for a period of up to five days and a parent conference may be requested. Continued misbehavior may result in a recommendation to the Board of School Trustees that bus riding privileges be withheld for a longer period of time.

PLEASE DETACH AND RETURN TO PRINCIPAL

My signature below indicates that I have read the Lake Station Community Schools' STUDENT BUSING REGULATIONS or that the regulations have been explained to me.

Student Signature

Parent/Guardian Signature

Date _____

Date _____