

DAILY TRANSPORTATION GUIDELINES

The Cocalico School District offers bus transportation for the convenience of pupils living outside the walking perimeters. Students and parents need to be aware of the expectations and follow the bus rules provided. By complying with the rules we can maximize the potential for a safe, pleasant bus experience for everyone. Each school year, eligible students are assigned a bus and a bus stop. Bus drivers stop only at established and authorized bus stops as mandated by the Pennsylvania School Code. Bus stops and bus numbers assigned to students may only be changed with school permission. Students needing to ride another bus for emergency purposes must secure a yellow "Bus Pass" from the office to be permitted to ride another bus or get on/off their bus at another stop. Parents need to provide prior written requests to the school to secure permission. If this emergency request involves another family, a note is required from both families. Otherwise, students will go home via their normally scheduled means of transportation.

Students need to arrive at their bus stop five minutes before the designated time. For safety purposes students will not cross the road until the bus has come to a complete stop. Students cross approximately ten feet in front of the bus remaining visible to the driver at all times. The District is not responsible for student conduct to, from, or at bus stops. Cocalico is willing to provide transportation to a location other than the child's home. However, parents must designate a consistent AM and PM location. The AM stop must be the same for each day of the week. Likewise, the PM stop must be the same for each day of the week. The AM and PM stop may be different but must remain in the same school attendance area.

Any permanent changes in transportation arrangements require the submission of the *Request for Transportation Change* form at least three days prior to the date of the requested change. All requests will be processed within 2 working days of receipt in the transportation office.

Each school bus is equipped with a video camera box that records oral communications and visual images. Students and their parents agree that the students' use of the school bus constitutes consent to the District's audio/visual monitoring. The Administration will monitor all the school buses for disciplinary problems as well as safety related concerns. The school buses are the property of Brightbill Transportation, Inc. and students should do their part to help keep the inside of their bus clean and in good condition. The following rules are posted in each school bus:

Bus Rules

1. Obey driver's instructions immediately and respectfully.
2. No eating and on the bus.
3. Students must sit in their assigned seats.
4. Remain seated while the bus is in motion.
5. Drugs, tobacco, alcohol and skateboards are not permitted.
6. Use appropriate language at all times.
7. Use of cellphones is prohibited.
8. Keep hands, head and other items inside the bus at all times.
9. Yellow bus passes are required to change buses/bus stops.
10. Personal items of value should be left at home.

Handling of Bus Violations:

Violations of the bus rules will result in suspension of the bus riding privileges. The following procedures will be followed with violators:

- First offense – The driver will talk to the student and give them a verbal warning. They will explain the concern, clarify the expectations, and give notice that next time it will be a write up.
- Second offense – The driver will write the student up and it will be forwarded to administration. Administration will meet with the student, discuss the incident, clarify the expectations and may issue a consequence. Administration will contact the parents.
- Third offense – The steps in a second offense (if the result was a bus suspension) will be followed and a 3-4 day bus suspension will be issued. If a suspension was not given in second offense then a 1-3 day suspension will be given in response to third offense.
- Fourth offense - The driver will write up the student and forward it to administration. Administration will then set up a meeting with the student and driver and parent. The Transportation Director may be present, as well. A bus suspension will be issued and the student will not be permitted on the bus until the meeting is held and an individual contract is developed. The individual contract will include a summary of bus violations, strategies to better support the student, and steps if the behavior continues. That will then be followed for the individual student.

* If a student receives a bus suspension, it is the parent's responsibility to transport the student to/from school.

** If at any time a student poses a safety risk to themselves and/or others (examples include but are not limited to moving around on the bus as it is moving, becoming physically aggressive, excessive verbal aggression...) as determined by the driver and administration a bus suspension will be initiated immediately, police may be contacted, the steps for a fourth offense will be followed, and a review by administration for possible removal from the bus for the remainder of the year may be issued.

Use of Video Monitors on School Buses

The use of video cameras in school and on school buses is aimed at preventing discipline problems from occurring while not serving as a threat to normally acceptable student behavior. Video monitoring will not replace the responsibility of staff to monitor students. Video cameras will add a dimension of verification of student behavior that will not further detract from the educational environment.

It is our hope that clarifying the expectations, setting clear procedures to follow when incidents do occur, and the use of video monitors will avoid bus incidents. If at any time you have a concern about transportation please do not hesitate to call the transportation office at (717) 336-1574.