

School Bus Disciplinary Plan

When a principal/designee receives a school bus incident report, the administrator may use the following disciplinary plan.

1st Offense-A warning to the student with a report to the parent/guardian will be issued. It is expected the parent/guardian will work with the student to help prevent a recurrence.

2nd Offense-A report to the parent/guardian will be made with a warning that a third offense will result in suspension and a conference with the parents to reinstate bus riding privileges.

3rd Offense-A report to the parent/guardian will be made notifying that the student's bus riding privileges have been revoked until a parent/principal/bus driver conference has occurred. The student may ride the bus again unless a fourth offense occurs.

4th Offense-Bus riding privileges will be revoked for 9 weeks.

5th Offense-Bus riding privileges will be revoked for the remainder of the school year.

Severe disruption and dangerous behavior will result in immediate suspension or revocation of transportation privileges.

Inclement Weather Schedule



The most common use of the abbreviated day schedule occurs when severe weather causes street conditions which would endanger the safety of students going to school. The abbreviated day schedule is a shortened school day which begins **two hours later** than the regular schedule and ends at the regular time. Morning pick-up times will also be **two hours later**.

The decision to institute an abbreviated schedule will be made and announced through the news media no later than 6 a.m. Following the decision to implement an abbreviated schedule, weather conditions occasionally worsen to the point that it is necessary to close the school. This announcement will be made no later than 8 a.m.

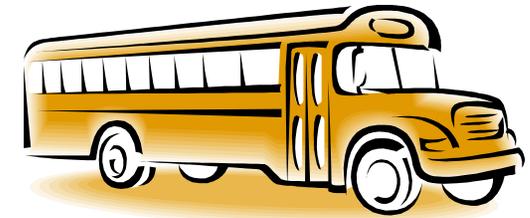
LINCOLN TRANSPORTATION, INC.
TEL: 505-378-5410

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Be Respectful, Be Responsible, Be Safe

PARENT/STUDENT TRANSPORTATION GUIDE



Ruidoso Municipal Schools

Where Excellence is Expected

Safety is Everyone's Responsibility

Parents—Please read this brochure and discuss the bus rules with your student(s). It would also be a good idea to discuss:

- 1) How to walk safely to and from the bus stop,
- 2) Where to go for help on the way to and from the bus stop,
- 3) How to behave safely at the bus stop. Please remind your student(s) that they are guests on private property when they are waiting at the stop for the bus.

Students—Please remember that the safest way to ride a bus is to sit properly, facing forward with your feet on the floor. Also remember that your driver must concentrate on traffic and driving the bus safely. Please cooperate by following the rules listed in this brochure. Talking in a normal tone of voice is acceptable, but yelling and screaming are not!

Lincoln Transportation Bus drivers are required to have 36 hours of pre-employment bus driving instruction that includes a defensive driving course and a first aid course. An additional 16 hours of instruction are required yearly. All school bus drivers have a Commercial Drivers License.

Student Responsibilities

Arriving at pickup point:

1. Be on time.
2. If you have to walk along the road, walk on the left side facing oncoming traffic.
3. Walk on the shoulder of the road.
4. If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

5. Line up single file parallel to the roadway, with the younger students in front, so they can board first.
6. Wait until the bus comes to a complete stop before attempting to get on board.
7. Board the bus quickly but without crowding or pushing.
8. Never run on the bus.
9. Go directly to your seat and sit straight, well to the back of the seat and face the front of the bus.

Conduct on the bus:

10. The bus will not move until all passengers are seated.
11. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
12. Keep your books and/or other items on your lap or put them under the seat.
13. Keep the aisle clear.
14. Do not talk to the driver except in case of emergency.
15. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
16. Never stick hands, arms, head, or feet out of the windows of the bus.
17. Do not open windows without the driver's permission.
18. Do not throw anything in the bus or out of the window.

19. Do not touch the emergency door, exit controls, or any of the bus safety equipment.
20. Do not discard refuse in the bus.
21. Eat at home or school, but not on the bus.
22. Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

23. Neither tobacco nor alcoholic beverages are allowed in a school bus.
24. Insects, reptiles, or other animals shall not be transported in a school bus.
25. No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

26. Do not push or crowd when leaving the bus.

Crossing the highway:

27. If you must cross the road, walk about ten (10) feet in front of the bus, but do not cross until you can see that the driver has indicated that it is safe to do so.
28. As you cross the road, look continuously to the right and left.
29. Cross at right angles, never diagonally.
30. Walk briskly across the road, do not run.
31. Never cross the road behind the bus.

Accident or other emergency:

32. Older students should help the driver to maintain order and assist younger students.
33. Stay in the bus unless otherwise directed.
34. If you have to leave the bus, stay in a group and obey the driver.