



ABERDEEN HALL

PREPARATORY SCHOOL

SCHOOL BUS GUIDELINES

Aberdeen Hall is committed to the health and safety of its bus drivers and their passengers. As part of this commitment, we have developed a set of guidelines outlining the expected behaviors (rules), roles and responsibilities of all concerned.

Administration:

Administration is responsible to create and update the guidelines, and for determining the roles and responsibilities of all parties concerned. In the event of a breach of the bus rules, the administration is responsible for the discipline of the party involved.

Teacher/Coach:

During field trips or while attending other events, the teacher and/or coach is responsible for ensuring that all bus-riding students extend the same courtesies and behavior to the bus driver and the bus as they would expect in the classroom.

Bus Driver:

The bus driver is responsible for the safe operation of the bus which includes carrying out the safety checks required by the Motor Vehicle Act and the National Safety Code and for enforcing the guidelines of behavior for students. Drivers are also responsible for reporting any breaches of the bus rules to the administration.

Student:

The student has the responsibility to ensure that they follow the bus rules and that when they board, ride and leave the bus their actions do not constitute a hazard to the bus, driver, other students or other vehicles sharing the road. Students in Kindergarten to Grade 3 will be supervised onto the bus. Students in Grade 4 and up are expected to get themselves on the bus on time.

Parent:

Parents should ensure their students fully understand the bus rules and support the school if any disciplinary action is required. They should also report any misconduct they hear about to the school administration. Parents must ensure that students arrive at designated bus stops 5 minutes prior to their scheduled pick up time and that they are on time to pick up students at the end of the day. Parents must also ensure their contact information is kept up to date and that any changes (e.g. busing routines, stop changes, bus changes etc.) are put in writing and emailed to Brooklyn Favell at brooklyn.favell@aberdeenhall.com.

Homeroom Teacher:



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Teachers of students in Kindergarten to Grade 3 are expected to supervise their students onto the bus. Students in Grade 4 and up are expected to get themselves to the bus on time

BUS TRANSPORTATION PLAN & SCHOOL BUS RULES

Families who wish to apply for school transportation will be given a link to the application form with a list of bus stops, and a copy of safe riding rules. Any families who require transportation must submit to Aberdeen Hall the completed online registration form. Students will not receive transportation until the Administrator has approved the online registration form.

The driver of a school bus will operate warning lights and signs at all school bus stops and at all times when the school bus is stopped for the purpose of loading or unloading students. This policy will apply regardless of whether the students are crossing the highway or a private road (with the exception of school/field trip sites).

Aberdeen Hall may identify locations that are determined to present a unique traffic hazard due to roadway design or proximity to an intersection. These stops may be exempted.

If the bus travels in both directions on the same road, the child will remain on the bus so that he can depart on the correct side of the road.

The driver will stop to load or unload students only at a school bus stop designated for students by Aberdeen Hall. A student may **not** depart the bus at any stop other than his/her own unless he/she has a note or pass that has been authorized by the Administrator.

A current list of all students riding the school bus for home to school transportation will be kept on file in the Administrator's office. The bus driver will have a copy of the list for his or her route.

All students in Kindergarten to 12 inclusive will receive instruction on procedures to follow as they board and exit the school bus, safe riding procedures, safe cross over procedures, and emergency evacuation procedures at least once per year.

Since red lights will be used at all stops, car drivers may become complacent about a driver entering the roadway. School bus drivers will be in-serviced and continually reminded to use extreme caution when escorting students.

***** Please review these Bus Rules and Regulations with your child *****

PROCEDURES FOR BOARDING AND EXITING A SCHOOL BUS

1. Students must be at their bus stop 5 minutes prior to scheduled bus arrival time. If the bus is approaching, a student should never cross the street, but rather wait for the driver to escort him/her across the street.



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2. Students should wait until the bus has come to a complete stop and the door has opened before entering the bus. They must not rush or run to the bus. If there is a group, they must wait in an orderly line and never crowd or push.
3. Upon boarding the bus, students must go quickly to their seat. Students must sit facing the front with their back against the seatbacks. Students must remain seated until their destination has been reached and the bus has come to a complete stop. The driver will indicate when it is safe to stand and depart.
4. Students must exit the bus front to back in an orderly manner.
5. Students must wait for direction from the driver and should not cross the street until directed to do so. He/she will then cross between the driver and the bus.
6. Students should never run back across the street unescorted.
7. Students should never cross behind the bus.
8. When discharged from the bus, students are to go directly to their destination.
9. A student may not depart the bus at any stop other than his/her own unless he/she has a note from parent.
10. Students must not stay in the bus danger zone, 10-15 feet around the school bus.

AM PICK UP

Students must be at their designated bus stop on time. The bus cannot wait for students.



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Parents are responsible for keeping their contact information up to date.
If the student misses the bus, it is the responsibility of the parents to get their child to school.

PM DROP OFF

Teachers will supervise students in Kindergarten to Grade 3 on to the bus. Students in Grades 4 and up must get themselves to the bus on time. The bus will leave school at 3:30pm. Parents must ensure they are at the bus stop to collect their child unless permission has been given in writing to the school that their child can leave the bus without a parent/guardian. Parents must notify the teacher by writing in the agenda if there is a change to the planned bus schedule. Students in Grade 4 and up are permitted to walk home on their own with parent permission.

If a child misses the bus, they must report it to the front office. The office will contact the parents. In the event of the bus breaking down, the office will make every attempt to contact parents via text message. Please ensure contact information is up to date. brooklyn.favell@aberdeenhall.com.

Parents are required to be at their child's bus stop 5 minutes prior to the scheduled arrival time. In the event that the parent or guardian is not at the designated drop off when the bus arrives, the driver will contact the school. The school will make every effort to contact a parent to make an alternate arrangement. The driver will keep the child on the bus and carry on with the scheduled journey. If the school is unable to contact the parents, the driver at the end of the route will return the child back to the school.

If a serious incident occurs during the time students are on buses on route between home and school:

1. If the bus is on the road, the driver will continue to his/her original destination if possible, or report to the school (on a cell phone dedicated to the Bus Driver) at which time the front office staff will assume responsibility for the students.
2. If the bus is in the process of picking up a load of students, the driver will continue loading and proceed to his/her original destination or report to the school.
3. If the bus is on the road delivering students to their homes, the driver will continue to the regular bus stop or try to get as close to their homes as possible. If the driver doubts anyone is home, and there is no one in the neighborhood to assume responsibility, the students will be returned to Aberdeen Hall.
4. During a field trip the driver and a staff member of the school will guide the students to *maximum* protection and when possible, proceed back to Aberdeen Hall, or if possible, the school bus' destination.



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SCHOOL BUS RULES FOR STUDENTS ON ABERDEEN HALL'S SCHOOL BUSES

- Students are expected to abide by the guidelines set out in this email pertaining to the additional adjustments made during COVID-19.
- Students must enter and exit the bus in an orderly manner.
- Students must not walk in front or behind the bus unless instructed to do so by the driver.
- Students must be seated at all times and must refrain from rough play while at the bus stop, on the bus, or when getting on or off the bus.
- Students must behave respectfully and courteously to fellow riders and the bus driver at all times.
- Students must speak quietly and use appropriate language.
- Students may listen to music/phones if they use head phones.
- Students can use electronic equipment but it must be age appropriate.
- Students may eat on the bus but must ensure that they collect all their garbage. All Buses are vape and tobacco/nicotine-free.
- Students should arrange for the transport of live animals, insects or reptiles to or from school by other means than on the bus.
- Students must refrain from transporting hazardous or destructive objects of any kind weapons, glass objects or containers, explosives, sharp or pointed objects, skate boards, or ball bats.
- Students must respect the bus and not damage it in any way.
- Students must not put heads or arms outside the windows of the bus.
- Students must not throw objects in, out, or at the bus.



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- Students must realize that when they are on the school bus they are representing the school and that any improper behavior is misrepresenting the school and will not be tolerated.

SCHOOL BUS SAFETY RULES

Walking to and from Bus Stops:

Go directly from the bus stop.

1. Plan the safest route with the fewest streets to cross.
2. Cross streets and corners, using crosswalks if available. Look in all directions before crossing and when safe walk across the street. Always obey traffic signals.
3. Watch for vehicles that might be making a turn.
4. Do not dart from between parked cars or shrubbery.
5. Never accept a ride from a stranger.
6. If possible, face traffic when walking on roads without sidewalks and always use caution.
7. Be extra careful during times of sunrise and sunset, bad weather and during darkness (wear white clothing or something reflective).
8. Leave home early enough so you don't have to run.

Conduct at School Bus Loading Zone & Bus Stops:

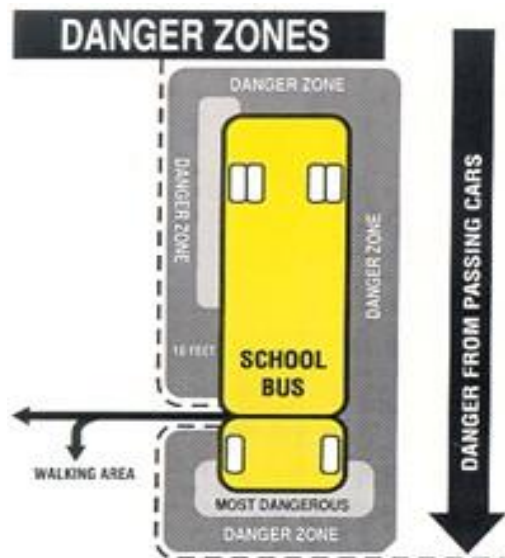
Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 6 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.



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1. When loading at the school; follow the directions of the driver and/or teacher on bus duty. Stand back the required 6 feet until the bus driver opens the bus door. Remember, there may be several cars to watch out for, not just your bus.
2. Never go under any bus to retrieve something you've dropped. Ask the driver or teacher to assist.
3. Never run to a bus, always walk.
4. Destroying property, playing in or running across the street or any type of horseplay at a bus stop is dangerous and prohibited.
5. When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver and the driver's directions must be followed.
6. The school bus can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school and remember never run after your bus once it leaves!
7. When waiting for the bus in a car, be sure your car is not parked in the bus loading/unloading zone.



When Crossing the Streets:

1. Be sure to tell your bus driver that you cross the street, so he or she can safely prepare the bus for the crossing procedure.
2. Always let your bus driver be the first person off the bus. The driver needs to activate the bus "Red Lights" that flash on the outside of the bus to warn cars to stop for children crossing the street.
3. Once your driver is off the bus, you can walk down the bus steps, and wait on the sidewalk, next to the bus, for your bus driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so!
4. Always walk between the bus and the bus driver, as you cross the street.
5. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.



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Riding the bus is a privilege. Students are expected to abide by the above mentioned rules. Failure to do so may result in a letter of conduct to the parent or in extreme cases a loss of this privilege.

DISCIPLINE PROCESS

Violations:

Students who violate any of the rules and regulations will receive a Letter of Conduct.

In cases of severe misconduct, students may be assigned penalties more severe than provided for in the normal process.

The Director of the senior or junior school or his/her designee is responsible for notifying the parent of all violations. The normal progression of penalties for violations of the rules and regulations on the bus are:

First Offense: Verbal Counsel - Driver will advise Tonia Rutledge regarding the offense and inform the Dean of Students.

Second Offense: Student will receive a letter of Conduct and parents will be informed. Student will be placed in a seat at the front of the bus

Third Offense: Student will lose the privilege of riding the bus for a set period of time. He/she will be placed on a behavior agreement when they are allowed back on the bus and seated at the front of the bus.

Fourth Offense: Student will lose the privilege to ride the bus all together.

Appeal:

If a parent requests an appeal on the bus suspension, the following people should be present: a.

- a. The Headmaster
- b. Dean of Students/ Director of Senior School.
- c. Parent or his/her designee.

Appeal Procedures:

All students and their parents have the right to appeal. Appeals will be made to the Head of School. The principal or Head of School will review the facts of the case, including consultation with



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Transportation Services Department personnel, and based on their findings will render a final decision on the appeal.