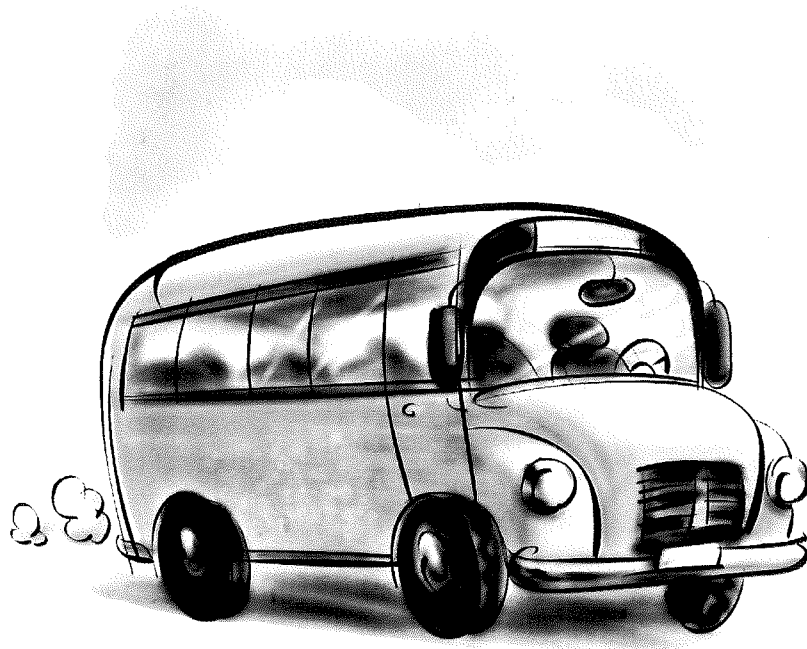


# TRAVER SCHOOL

2015-2016



## Transportation Handbook

Dear Parents/Guardians and Students:

In order for our students to have a successful school year it is important that they arrive at school in a positive frame of mind. The majority of our children get to school by riding the school bus. Therefore, the goal of Dousman Transportation and Traver School is to provide safe and comfortable bus transportation for students.

Our bus transportation handbook is provided so that students will know what behavior is expected on the bus. Students have done an excellent job of getting along with each other and we have had relatively few bus discipline problems.

I want to thank all the parents who help to reinforce the bus regulations and discipline procedures with their children. Your cooperation and support are greatly appreciated. You make my job and the job of the bus drivers much easier.

If you have any concerns, please feel free to call me at 248-4067.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Collins', written in a cursive style.

Craig Collins, Principal  
Traver School

In order to provide safe bus transportation to and from school it is important for all students to know and understand the bus regulations and discipline procedures. Riding the bus is a privilege and students who don't behave appropriately on the bus could lose this privilege.

Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his/her attention away from the road, danger exists. Foremost in our minds is the safety of each student.

The school bus ride is an extension of the school day; therefore, school behavior expectations and general rules of respect and courtesy govern students.

### **BUS RULES AND REGULATIONS**

The bus driver is in charge of the bus and the students. The following rules and regulations have been established in order to ensure the safety of all students who ride the bus. Bus rules apply to all regular and extra-curricular runs.

1. Follow the instructions of the bus driver.
2. Enter the bus in an orderly manner.
3. Go directly to your seat.
4. Assigned seats may be given to students.
5. Remain in your seat while the bus is in motion.
6. Keep all parts of your body inside the bus.
7. Do not throw anything from the bus.
8. Keep the aisle clear.
9. Do not "trip" other students as they are walking down the aisle.
10. Remain quiet and orderly so you do not distract the driver.
11. Be courteous to your fellow riders and the driver.
12. No swearing.
13. No smoking, alcohol, or drugs.
14. Do not eat or drink on the bus.
15. Do not throw waste paper on the floor.
16. Violence is prohibited.
17. Do not destroy property. The rider must pay for damage.
18. Do not leave the bus from the emergency door unless an emergency exists.

**REMEMBER: Riding a school bus is a PRIVILEGE, NOT A RIGHT.**

## **DISCIPLINE PROCEDURES**

Students are expected to act appropriately on the bus and to follow the rules. If a student misbehaves, the school bus driver will give the student a warning depending upon the seriousness of the behavior.

Parents will be notified when a student misbehaves on the bus. Appropriate disciplinary action will be taken based on the seriousness of the offense. Students may have their bus riding privileges suspended for one to ten days. Students who continue to misbehave or exhibit serious misbehavior on the bus may also have their bus riding privileges revoked for the remainder of the school year.

If students fail to comply with bus rules, the principal and bus company will be notified through a "School Bus Incident Report" issued by the driver. The "incident report" requires a parent/guardian signature.

- The first "report" will result in a warning to the student. The incident report will be given to the student. The parent must sign the report and return it to the Traver School office. If the offense is serious, such as fighting or endangering the safety of others, the student may lose bus riding privileges for a first report.
- A second "report" will result in at least a one-day suspension of bus riding privileges. Parents/guardians will be notified by telephone and receive a copy of the incident report which must be signed and returned to Traver School.
- Additional "reports" will result in the suspension of bus riding privileges until a conference is held to resolve the concern. This conference will include the parent, student, principal, bus driver, and a bus company representative.

Serious misbehavior on the bus, such as physically abusing or fighting with other students, will automatically result in a suspension of bus riding privileges for 1 to 10 days. It may also lead to the student's bus riding privileges being revoked for an extended length of time. A parent/student conference is required before the student will be allowed to ride the bus again.

**TRAVER SCHOOL  
SCHOOL BUS INCIDENT REPORT TO PARENTS**

|                |                   |                       |
|----------------|-------------------|-----------------------|
| STUDENT'S NAME | STUDENT'S ADDRESS | PHONE NUMBER          |
| SCHOOL         | GRADE             | DATE OF INCIDENT      |
| BUS DRIVER     | BUS NUMBER        | TRIP:    A.M.    P.M. |

DEAR PARENTS: The purpose of this report is to inform you of a disciplinary incident involving your child.

**INCIDENT**

- |                                                                                                |                                                                   |                                                                |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Eating/Drinking on the Bus                                            | <input type="checkbox"/> Failure to Remain Seated                 | <input type="checkbox"/> Fighting/Pushing/Tripping             |
| <input type="checkbox"/> Refusing to Obey Driver                                               | <input type="checkbox"/> Throwing Objects In-or-Out of Bus        | <input type="checkbox"/> Hanging Out of Window                 |
| <input type="checkbox"/> Littering/Spitting                                                    | <input type="checkbox"/> Unnecessary Noise                        | <input type="checkbox"/> Tampering With Bus Equipment          |
| <input type="checkbox"/> Destruction of Property                                               | <input type="checkbox"/> Rude, Discourteous, and annoying Conduct | <input type="checkbox"/> Improper Boarding/Departing Procedure |
| <input type="checkbox"/> Other Behavior Relating to Safety, Well-Being, and Respect for Others |                                                                   |                                                                |

**SPECIFIC DETAILS**

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1ST REPORT

2ND REPORT

ADDITIONAL REPORTS

**DISCIPLINARY ACTION**

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Bus riding is a privilege that may be revoked or suspended if your child continues to misbehave on the bus. Please take the time to talk with your child about his/her behavior on the bus so we can prevent further occurrences.

AUTHORIZED SIGNATURE

TITLE

REPORT DATE

Please sign one copy and have your child return it to the Traver School office by

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE