

## Procedure

### FILE: JICC

The following safety and behavior rules for pupils riding school buses are published as a guideline for students entitled to transportation by the Worcester Public Schools. Breach of any of these rules may result in loss of busing privileges.

1. Only pupils and school personnel assigned to the bus shall be allowed to ride in a school bus unless permission is granted by the Director of Transportation.
2. Students should be at the pick-up point at the time designated and prepared to get on the bus with the least possible delay in order to keep the bus on schedule.
3. While at a bus pick-up point, students must:
  - Conduct themselves in an orderly manner
  - Stay out of the street
  - Respect nearby private property rights
  - Remain at least ten (10) feet from the bus when it stops to pick up, and move toward the bus only when the door opens
4. Students should ride only the bus to which they are regularly assigned.
5. Students should take seats promptly after boarding the bus and remain in their seats while the bus is in motion.
6. Students shall not open or close windows or emergency doors except when asked to do so by the driver or the bus monitor. Pupils must keep arms and heads inside the bus.
7. While a passenger on a bus, a student must not:
  - Smoke
  - Throw any objects on the bus or out the windows
  - Disturb the driver or other students
  - Litter
  - Make loud or unnecessary noises
  - Eat food or drink beverages
  - Transport items which may endanger the health or safety of any other passengers
  - Damage or deface any part of the bus

Students must remain quiet when approaching a railroad crossing

Students who exit from a bus should pass ten (10) feet in front of the bus and look in both directions before crossing

In the event of an emergency, students are to remain on the bus unless requested to leave by the driver of the bus

After exiting from the bus, students should enter the school directly for safety purposes

A student who has been issued an identification card by school authorities should carry such card with him/her at all times and show it when requested

Bus drivers/monitors must report violations of the above rules and regulations to the school official on Bus Conduct Forms. Riding the bus is a privilege that can be denied temporarily or permanently when the student's behavior warrants it.

Students in kindergarten who are transported will receive an identification tag at their school to ensure that they are not discharged from the school bus without a parent/guardian being present. Students not released from the school bus because no parent/guardian is present will be taken to Quinsigamond School, 14 Blackstone River Road (508) 799-3502 to be picked up by a parent or guardian.