

Harlow's School Bus Rules and Conduct

Please be reminded that the School District is **NOT** required to provide bus transportation to High School students. **ALL** students must act proper or they may lose bus privilege. The following are, but not limited to, the Harlow's School Bus Rules and Conduct policy. If there is a need to have additional rules set in place for the safety of the students it will be done so by Harlow's Transportation Manager.

1. There will be **NO TOBACCO or VAPING** use of any kind, illegal drugs or weapons of any kind on or near the bus.
2. **NO FOOD or DRINKS OTHER THAN A BOTTLE OF WATER** will be allowed on the school bus.
3. **CELL PHONE USE IS PERMITTED ONLY WITH THE USE OF EAR BUDS OR HEAD PHONES**
4. **NO Band instrument that cannot fit on the students lap and NOT block the view of the driver is permitted on the bus.**
5. The bus driver will act as a representative of the school and has full authority to control pupils on the bus. Riding on the bus is an extension of the school classroom, any discipline will be handled by School Administration and Harlow's Transportation Manager.
6. **ALL** students will be courteous to the driver, other students and the general public. **NO** profane language, pushing, fighting or yelling on the bus at any time. The same behavior is expected as the behavior conducted in the classroom.
7. Loading of students will be done at regular bus stops and loading zones only. **DO NOT** rush to the bus, stay 3 feet back from the door and wait until the bus has come to a complete stop.
8. Students must ride the bus they are assigned to, **NO "BUS HOPPING"**
9. Students must be to their designated bus stop 3-5 minutes prior to the designated pick up time. The bus **WILL NOT** wait beyond its regularly scheduled time for tardy students.

10. Students desiring to leave the bus at any location other than their designated stop must present the driver with a **written and signed permission slip from their parents** when they board the bus.
11. Students who do not normally ride the bus and are not assigned to a bus must present the driver with a **written and signed permission slip from their parents** if they wish to ride the bus.
12. Students will not open any window more than half way without the permission of the driver. Students will not put hands, arms, feet or head out of the bus window. Students will not throw anything out of the bus window.
13. Any student or students caught vandalizing the bus in any way **will be held responsible for the cost of any and ALL repairs to the bus**. Student will be removed from all bus privileges until cost have been repaid. This will include any activities events through the school.
14. **NO** balls of any kind are permitted on the bus. **NO** skate boards of any kind are permitted on the bus.
15. Violations of bus Rules and Conduct by a student are to be reported by the driver to Harlow's Transportation Manager via a Student Transportation Incident Report. Harlow's Transportation Manager will take this Student Transportation Incident Report to the appropriate school administration. A copy will be kept on file with Harlow's and a copy will be given to the school and a copy for the parents to read and sign and return to the bus driver the next school day. Failure to return the signed copy may result in loss of bus privileges.

1ST OFFENSE = WRITTEN NOTICE

2ND OFFENSE = 1 DAY SUSPENSION FROM BUSSING

3RD OFFENSE = 3 DAYS SUSPENSION FROM BUSSING

4TH OFFENSE = 5 DAYS SUSPENSION FROM BUSSING

EACH OFFENSE AFTER = 10 DAYS SUSPENSION FROM BUSSING or LOSS OF BUSSING PRIVILEGES

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