

WAITING
BOARDING

RIDING
EXITING

EMERGENCY
EVACUATION

SAFE PROCEDURES FOR SCHOOL BUS RIDERS

PLEASE READ:

**Obey rules, regulations, and follow
directions from the driver the first time given**

**ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

St. Tammany Parish School Board
Safe Procedures for School Bus Riders
*Please Read: Obey Rules, Regulations and follow
directions of the driver the first time given.*

Your Bus Driver is _____

Telephone # _____ Bus _____

Rules to Follow While Waiting for and Boarding a School Bus

1. Arrive **10 minutes** before the scheduled pickup time. Be on time. The bus will not wait.
2. Walk on sidewalks whenever possible. If there are no sidewalks, walk on the edge of the left side of the street; facing oncoming traffic.
3. Stand off the road when waiting for the bus. Conduct yourself in an orderly manner avoiding damage to private property, and safe guarding against injury to yourself and others.
4. If it is necessary to wait across the street from the bus stop, await the bus driver's signal before crossing. Cross only in front of the bus.
5. Board the bus in single file and promptly proceed to the seat assigned to you by the driver.
6. The following items are **not allowed** on the bus: alcohol, drugs, chemicals, hazardous materials, animals, glass objects (except eye glasses), skateboards, tobacco or tobacco products, matches, lighters, weapons of any kind, items that can be used as weapons, or look-alike weapons, nuisance items, CD players, radios of any kind, hand-held electronic games such as "Gameboy", beepers/pagers, cellular telephones or any other electronic communication devices.
7. **Objects too large** to be held in your lap or placed under your seat, that may obstruct the bus drivers vision, such as large band instruments, science projects, wheel carts, balloons, etc., **are not allowed** on the bus.
8. All balls, pencils, pens, and/or other sharp objects, shall be stored in the student's books or book bag while riding on the bus.

Rules to Follow While Riding a School Bus

1. Remain seated at all times when the bus is in motion.
2. Sit straight in your seat with both feet on the floor in front of you.
3. Always keep the aisle clear.
4. Speak quietly and carry on normal conversations with the other passenger in your vicinity. (Loud talking or shouting will distract the driver.)
5. Avoid unnecessary conversations with the driver.
6. Keep arms and head inside the bus window at all times.
7. Abstain from eating, drinking, smoking, and the use of personal items on the bus.
8. Refrain from using profanity.
9. Avoid littering at the bus stop and/or in the bus, and never throw objects inside or outside the bus
10. Report to the driver as you leave the bus any damage you notice. (Parents will be required to pay for damage caused by students.)
11. Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency, and only then in accordance with emergency procedures as explained by the driver.
12. Respect the rights and safety of others.

Rules to Follow When Exiting a School Bus

1. Never ask the driver to permit you to get off at any stop other than your designated stop. You may disembark at your designated stop only.
2. Get off the bus promptly and orderly after it comes to a complete stop.

3. Any student who must cross the street after exiting from the bus should wait for the driver to signal that it is safe to cross. The student should cross approximately 10 feet in front of the bus, never behind it.
4. Walk directly home by the safest route.
5. Avoid trespassing on private property.

Rules to Follow Should an Emergency Arise While on a School Bus

1. Report any emergency to the school bus driver.
2. In case of an accident, stay in your seat until the driver tells you what to do or until you are sure of what is the safest move to make. Don't panic or move without thinking.
3. Remain calm and encourage others to do the same.

Emergency Evacuation Procedures

1. Identify emergency exits that could be used.
2. Be sure you know how to open emergency exits (windows, doors, and roof hatches.)
3. If a young child cannot open the door in an emergency, the driver, another child, or two small children could open it.
4. Passengers closest to the door should leave first.
5. Kick windows out if doors are stuck.
6. Duck your head as you go out.
7. Wrap loose clothing (coat edges, shirt tails, etc.) around you so they won't get snagged or caught by rough metal edges.
8. Keep your hands free; leave everything behind. Your life is worth more than your lunch or books.
9. If there is a need to jump from the bus, bend your knees to cushion the jump.
10. Older students should assist younger students when exiting.
11. Clear the exit area so others can follow.
12. Get off the roadway or street after exiting.

Accident Procedure

When informed of a considerable delay due to a bus accident, the school and/or transportation staff will make every effort to notify parents. Please understand there can be up to 66 students on board, if each call lasts one minute, notification would take over an hour. If your child happens to be a passenger on a school bus that has been involved in an accident, please cooperate with the accident investigating officials on the scene until your child is released into your custody.



Proper Reporting

Students who have difficulties with other students while riding in the bus should report the problem to the driver.

If the problem cannot be resolved by the driver, then it should be reported to the principal of the school the student attends.

Seating

The driver is responsible for seating arrangements. Factors such as safety, fairness, physical disability, age, and conduct are major considerations.

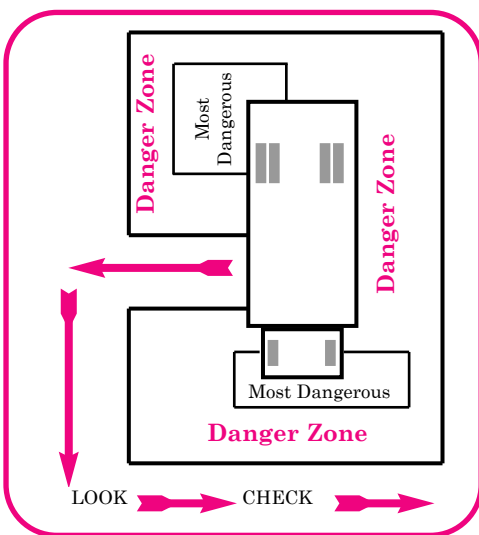
Alternate Stop Request and Guest (visitor) riders.

Students must be picked up and returned to their designated assigned bus stops only. Permission for exceptions may be granted on a space available basis. The parent/guardian must request in writing, to the school principal for approval, permission for their student(s) to get on/off at a bus stop other than the student's designated assigned bus stop or ride a bus that he/she is not assigned.

NOTICE: Video cameras on the school bus are used as an aid to monitor student and driver behavior.

St. Tammany Parish School Board Transportation Department

68391 James Street
Mandeville, LA 70471
985.898.3373
Fax 985.898.3378



**STAY AWAY FROM THE BUS &
PASSING CARS AND TRUCKS**

Parent and Student Verification

Safe Procedures for School Bus Riders

Date

I have read the St. Tammany Parish Public Schools bulletin "Safe Procedures for School Bus Riders" and agree to cooperate according to the prescribed procedures for the safety and best interest of all riders.

Signature of Parent or Guardian

Home Phone # _____

Mailing Address

Signature of Student

Grade

School Attending

To better serve the students of St. Tammany Parish, we are asking you to please furnish us with the following information (please print)

Student's Name _____ Home Phone _____

ADDRESS: (Please do not use post office box address. We must have the actual street location of 911 address of residence for bus computer information.)

House Number/911 Number _____ Street Name/Lot Number/Apt. Number or Letter _____

City

State

Zip Code

Name of Subdivision

Name of Apt. Complex

Trailer Community

If you do not live in a subdivision, apartment complex, or trailer community, please give exact location of your 911 address. EXAMPLE: House on the right at the end of Louisiana St., or three miles north of the intersection of Hwy. 36 and Hwy. 41, or third house trailer from the road entrance.

Student's grade for this session _____ Student's Sex _____ Student's Race _____

Student's Age _____ Student's Date of Birth _____

Student's Bus Stop Location _____

Thank You For Your Cooperation

**PLEASE RETURN THIS FORM TO YOUR
SCHOOL BUS DRIVER**

Please Cut on Fold →