

**PELHAM SCHOOL DISTRICT POLICY**  
**JICC-R – STUDENT RULES AND CONDUCT ON THE SCHOOL BUS**

1. The driver is in full charge of the bus and students. Students will follow the direction of the bus driver promptly.
  
2. Students shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in charge of the bus and his/her decisions and requests must be followed. All normal school rules apply on the school bus as well. These rules are explained in the student handbook. In an effort to make the school day on the bus both enjoyable and safe, it is necessary for students and parents to cooperate with the bus driver and the school in following the rules below:
  - a. Please arrive at least five minutes early for the bus pickup. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parent's responsibility to transport the student to school.
  - b. Do not leave or board the bus at locations other than assigned stops at home or school. Students may ride only the bus that they have been assigned (exceptions will only be made with a note from a principal).
  - c. While waiting for the bus to arrive at the bus stop, please stand 6 (six) feet from the road edge.
  - d. Approach the bus only after it has come to a complete stop and the red lights are flashing.
  - e. Walk onto the bus with care and sit down. There will be no more than 2 - 3 persons to a seat depending on the size of the student.
  - f. Keep your feet on the floor and out of the aisle.
  - g. Keep your hands and arms out of the aisle and inside the windows.
  - h. Carry only objects that can be held on your lap, unless authorized by school personnel. Place musical instrument cases or other large items in the area designated by the bus driver.
  - i. Do not stand in aisles or jump on seat areas.
  - j. Remain seated until the bus reaches school, your home, or other designated area and the bus comes to a complete stop.
  - k. Physical abuse and/or use of abusive language to others or bus drivers will not be tolerated.
  - l. Limit talking to those nearby. Please refrain from loud talking, whistling, shouting or singing. Remember - unnecessary noise is distracting to the driver, and his/her concern is your safety.
  - m. Once the bus is stopped, please depart in an orderly and polite manner.
  - n. Do not throw or pass objects on, from, or into the bus.
  - o. Do not eat or drink on the bus.

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**THE ROLE OF STUDENTS AND PARENTS IN TRANSPORTATION**

The following guidelines suggest the role for students and parents as they relate to pupil transportation:

1. Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operations of the school bus or the safety of the children riding this bus.
2. Parents, together with the child, are asked to develop a route to and from the school bus stop, or school, which minimizes the exposure of the child to traffic. Injuries incurred as a result of deviation from the normal route of travel may not be covered by school insurance companies. The route should be direct and uninterrupted.
3. Parents are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the school bus departs the loading/unloading area and the children reach home.
4. Once the child enters the school bus, the authority lies with the bus driver and the school administrator. Students/Parents will be held responsible for any and all damages to the bus done by the student. When a child walks to and from the bus stop, and while he/she waits at the school bus stop, and when he/she walks home from the school bus stop at the end of the school day, he must show consideration and respect for the property of those citizens whose homes and places of business are located along these routes.
5. Parents are asked to walk with younger children to and from the school bus stop, using this opportunity to teach the child(ren) proper pedestrian practice. If the parents cannot accompany their child(ren), arrangements should be made, if possible, for older children (brother, sister, or neighbor) to escort the younger children to and from the school bus stop or school.
6. Parents are responsible for considering the weather and determining how a child is to be dressed. Encourage your child to wear the type of clothing that will not only keep him/her warm and enable him/her to see where he/she is going, but also permit him/her to be seen. If the child(ren) cannot be seen by the drivers of vehicles, they are in danger. If the weather is inclement, the child should be dressed for the occasion and leave a few minutes earlier than his/her normal starting time in order to reach the school bus stop or school safely and on time.

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**OPERATION OF THE SCHOOL BUS SYSTEM**

- A. Bus routes/stops shall be established by the transportation provider in conjunction with school and the SAU administration. Routes will be over the most direct roads practicable for bus travel to serve those entitled to transportation service. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of pupils more directly. Routes will be designed to employ as nearly as practicable the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.
- B. Bus schedules shall be established by the transportation provider. The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering reasonably equal service to all patrons. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes will minimize and balance the time students spend on buses. Generally, the maximum travel time for students on a typical transportation day will be no more than 45 minutes. Our maximum travel distance from each house to a stop is as follows:
1. PES - 3/10 of a mile (in a more typical year we attempt to provide Kindergarten and 1st graders with door-to-door pickup and drop off).
  2. PMS and PHS - 1/2 of a mile.
- C. Bus stops shall be established by the transportation provider and school administration under the direction of the Business Administrator. The operator may not permit drivers to load or unload pupils at other than authorized bus stops. Priority in distance to stops will be given to younger children to the greatest extent possible.
- D. Authorized bus stops shall be located at convenient intervals in places where pupils can be loaded or unloaded, cross highways and wait for the arrival of buses with the utmost safety permitted based upon highway conditions, terrain, and visibility. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.
- E. The process of establishing routes/stops is as follows:
1. Transportation provider obtains student enrollment list - early July.
  2. Coordinator and drivers meet, evaluate past year's routes and stops, find houses of new students, and draft a route/stop proposal.
  3. Proposal is reviewed with the Business Administrator.
  4. Routes and stops are published to families on the district website.
  5. Late regulations and other factors may necessitate alteration of newly established and publicized routes and stops.
  6. The transportation provider reviews routes/stops and requests with the Business Administrator.

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F. Students entitled to transportation service will be assigned to a school bus and are expected to adhere to the assignment. Parent requests for changes in a child's regular bus assignment should be sent to the transportation provider. Bus assignment changes will be made based on the following criteria:

1. Requests must be written by parent or guardian.
2. Space must be available.
3. Changes in a student's regular bus assignment may be approved for the year, the half year or the quarter. Changes for shorter periods will not be honored by the transportation provider.
4. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principal. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principal will coordinate the change directly.

G. Conflict Resolution Process:

1. Conflict, requests, and questions are presented to the transportation provider for review.
2. If the transportation provider perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Coordinator will immediately make the change on a temporary basis.
3. If the transportation provider does not approve the request and the petitioner wishes to appeal this decision to the Business Administrator for review.
4. If the Business Administrator does not approve the request and the petitioner wishes to appeal this decision to the Superintendent for review.

H. Discipline:

1. The discipline process will follow the general approach in policy JIC and JICD.
2. RSA 189:9 -- Pupils prohibited for Disciplinary Reasons. Notwithstanding the provisions of RSA 189:6-8, the Superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the School Board.

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**District Policy History:**

*Adopted: November 22, 2006*

*Revised: October 28, 2021*

**Legal References:**

*RSA 189:9*

*RSA 189:6-8*

*Reference Policies: EEA, EEACC & JICC*

*See appendix JICC*