

**West Lafayette Community School Corporation**  
**1130 North Salisbury Street West Lafayette, Indiana 47906**

**Bus Information**

To: The Parents of West Lafayette Community School Corporation Students  
From: West Lafayette Community School Corporation/Transportation Coordinator  
Phone: 423-2666 ext 212 (Roni Anthrop)  
Subject: Rules and guidelines for safe transportation

School bus drivers play a very important role in our children's daily life. Not only do they drive a school bus, which is a huge responsibility in itself, they may listen to a child's story, wipe a tear or nose, encourage a child, discipline a child, and go that extra mile when needed. School bus drivers are very special people.

**Bus rules also apply to class field trips. Even though your child might walk to school normally, please review the rules with your child.**

The West Lafayette Community School Corporation Transportation policy and Indiana Code state that any resident school student shall be transported to and from the school which he/she attends at the beginning and at the end of each school day if that school is beyond the distance specified below.

1. Students enrolled in kindergarten through 12th grade who live more than one mile from school are eligible for transportation to and from school. Kindergarten students who attend half (1/2) day shall be transported one way. Midday transportation for half (1/2) day Kindergarten will not be provided.
2. Students who live less than one mile from school may be transported if subjected to extreme safety hazards when walking to and from school: Working together, school administration and the transportation department will determine this.
3. Collection points may be established along routes within reasonable walking distances from residences of students.
4. Transportation shall be provided as required by law for handicapped children and those attending special classes.
5. In the event that a bus cannot operate but the school is in session the students are expected to attend if possible.
6. Eligible students will be picked up and dropped off only at a point in the area designated by the West Lafayette Community School Corporation.
7. School bus routes, times, and drivers are subject to change.

## **Bus Rules**

### **Outside the Bus:**

1. Be on time. Be at your designated stop **at least five minutes prior to scheduled bus arrival time.**
2. Stay out of the roadway and respect other people's property while waiting at the bus stop.
3. Students are to ride their assigned bus to and from school.
4. Wait until the bus comes to a complete stop, door is open, and the driver gives you the signal to board the bus.
5. When crossing in front of the school bus stay off the roadway until the bus comes to a complete stop, stop arm is out, and the driver gives you the signal to cross in front of the school bus.
6. Students are to stay at least ten feet in front of the bus when crossing.
7. Never cross behind a school bus.
8. Never go under or reach for anything under a school bus.
9. Do not board the school bus until the driver is present.
10. Parents/Guardians are not permitted on the bus.

### **Inside the Bus:**

1. Obey all of the driver's directives promptly and respectfully.
2. Keep aisle and doorway clear of feet, books, etc.
3. No loud voices. Use normal voice when talking.
4. Never open or play with windows without driver's permission.
5. Windows shall be only half way down when open.
6. Never put anything out the window including hands, hair, heads, arms paper etc.
7. Never yell out the window.
8. Remain seated until the bus comes to a complete stop and the driver opens the door.
9. Students will be quiet at railroad crossings.
10. Fighting, wrestling, horseplay, or profanity will not be tolerated.
11. Electronic devices may not be used on the bus. They must remain in backpacks.
12. No eating or drinking on the bus; save snacks and homework for later. Especially no suckers.
13. Do not throw objects inside the bus or out the windows of the bus.
14. Emergency doors are used for emergencies only. Students are not to use the emergency doors to enter or exit the bus.
15. Non- transportable objects:
  - a. Any item that is too large to hold on a student's lap, placed on the floor between the student's legs, or between the sidewall of the bus and the student's leg.
  - b. Live Animals.
  - c. Glass containers/objects.
  - d. Inflated balloons.
  - e. Weapons, ammunition, explosives, or dangerous material.
  - f. Any Item that could cause a mess or destruction to the bus.
  - g. Any item that could be determined to be a safety hazard.

16. The following musical instruments are not allowed to be transported:
- a. Musical instruments except large instruments like cellos and string bases are allowed on the bus if they can be stowed under the seat or between the student's legs.
  - b. Instruments should not obstruct aisle ways, doors, or emergency exits.
17. **When a student has a friend riding the bus with them or needs to be picked up or dropped off at an alternate bus stop they must have a signed note from the parent or guardian and approval from school personnel.** This is limited to one friend riding the bus with a student. If there is more than one friend needing to ride, the parent must get prior approval from the Transportation Coordinator located at CityBus.

## **Student Management**

"All school children, while being transported on a school bus, shall be under the supervision, direction and control of the school bus driver, and shall be subject to discipline of the bus driver and governing body of the school corporation". (IC 20-9.1-5-19)

Before submitting a Bus Conduct Report the driver will strive to resolve all behavioral problems at the lowest level.

### **First Offense**

The driver fills out a Bus Conduct Report form and turns it in to the Dean of Students. The student is given a warning and informed of the consequences if rules are broken again. Parents will be contacted.

### **Second Offense**

The driver fills out a bus conduct report form and turns it in to the Dean of Students. The Dean of Students, Principal, or Transportation Supervisor will determine the length of suspension from the bus. Parents will be notified.

### **Third Offense**

The driver fills out a bus conduct report form and turns it in to the Dean of Students. The Dean of Students, Principal, or Transportation Supervisor will determine the length of suspension from the bus. Recommended suspension may be for a longer time or may be permanently suspended from riding the bus. Parents will be notified.

Should a serious misconduct occur, a student may be suspended indefinitely from riding the bus without a previous warning.

Students shall never be put off the bus until they have reached the school or their designated bus stop.