

- 16. Be courteous to fellow pupils and the bus driver. Treat each other with respect. No profanity or name-calling and keep your hands to yourself.
  - 17. Help look after the safety and comfort of smaller children.
  - 18. Do not ask the driver to stop places other than the regular bus stops; he/she is not permitted to do this except by proper authorization from a school official.
  - 19. Wait for the bus to come to a complete stop and parking brake is set before unbuckling seatbelt and standing up to exit the bus.
  - 20. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
  - 21. Boys and girls may not sit together on the bus in the same seat. (Exceptions to this rule may be with siblings.)
  - 22. To eliminate allergy, choking and student behavior concerns and issues, no eating or drinking during the bus ride will be allowed.
- \*\*Students will not be allowed to board or depart the bus at any stop other than their own without written parental permission or permission from the school administrator.**

### EXITING THE SCHOOL BUS

- 1. Do not rush or push while unloading from the bus.
- 2. When crossing in front of the bus always wait and watch for the driver to give the “all clear” signal before crossing. Never cross behind the school bus.
- 3. Students should go directly from their bus stop to their home.

**NOTE:** To ensure safety and proper conduct, it is the policy of Lewistown Public Schools to equip the school buses with video cameras with accompanying audio capability. Notice of video surveillance with audio capability is posted on each bus.

All videos containing material captured by the various recording equipment shall be the property of Lewistown Public Schools.

The purpose of the audio/video equipment is to monitor the behavior and conduct of student riders and for providing evidence relative to adherence or non-adherence to safety policies.

Parents are allowed to view only the portion of the video showing their child’s behavior.

► **WHAT CAN PARENTS DO?**

The interest and assistance of each parent is a valued asset to the Transportation Program. Your interest in safety and your emphasis on proper behavior while riding a school bus is appreciated by your school bus driver. The following suggestions are ways in which you can assist the Transportation Program:

- 1. Ensure that your children are at their bus stop five (5) minutes early.
  - 2. Dress your children in clothing appropriate for the weather conditions.
  - 3. Encourage school bus safety at home. Caution your children regarding safe behavior and conduct while riding a school bus and instruct them about the danger zones around the bus.
  - 4. Establish a safety-minded example for your children.

► **SEATBELTS ON THE BUS**

With ongoing research findings on a national level, School District Number One has implemented 3-point safety belts in all buses. The Montana Seatbelt Use Act requires by law that if a seatbelt is provided, “each occupant of a designated seating position must wear a properly adjusted and fastened seatbelt.”

The drivers of these buses will be instructing and helping the students in properly fastening and adjusting their seatbelts, and it is ultimately the student’s responsibility to stay buckled and properly seated until the bus comes to a complete stop at their designated unloading zone.

Failure to comply with state law and the Seatbelt Use Act will result in the same consequences as misbehavior on the bus, and repeated refusal to comply will result in loss of riding privileges.

► **EMERGENCY WEATHER CONDITIONS**

In the event that weather conditions during the night or early morning create hazardous driving conditions, information pertaining to the closing of the school will be broadcast over KXLO RADIO STATION, 1230 KHz, at 6:15 a.m. If buses are dispatched early during the day due to adverse weather conditions, radio announcements will be broadcast immediately.



# SCHOOL DISTRICT NUMBER ONE

# PARENTS TRANSPORTATION HANDBOOK



*Dedicated to the safe  
transportation of students  
in a responsible and  
professional manner.*

► INTRODUCTION

School District Number One buses travel over 200,000 miles to provide transportation for over 345 elementary and high school students. Considering the distance each student rides to and from school, the pupils’ miles total over 2,000,000.

School District Number One considers its students to be precious cargo and is proud of the fact that all of these miles were driven without a serious injury to one bus passenger.

Parents, students and transportation personnel are to be complimented for the cooperation that accomplished this enviable safety record.

You, as parents, and student passengers can help make each ride a safe one again this year by carefully reading this brochure and following the rules and regulations.

Thank you for your cooperation,  
Brad Moore, Superintendent  
School District Number One

► SCHOOL TRANSPORTATION POLICY

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the terms set up. None must ride. Riding the school bus in-town from school to school is a privilege and NOT a “right” and the privilege can be revoked at any time due to misconduct

The following information for parents and students states the regulations governing riding. Rules are for the safety of students and must be followed. Non-compliance may be met by refusal to transport. It is expected that all concerned will read this bulletin, and in case there are questions, ask for an explanation in order that there be no misunderstanding.

Information regarding school bus service may be obtained by contacting:

Robert Odermann, Director of Transportation  
1216 Crowley Avenue  
Lewistown, Montana 59457  
(406) 535-3287

The Transportation Program is designed to provide bus service:

- 1. To public school students, grades K-12, who live more than (3) miles from school. Montana law provides methods of financing for transportation for eligible students through taxation. Those more than 3 miles from the school or more than 1.5 miles from the bus stop or who have a kindergarten student are eligible to apply for individual transportation by June 1.
- 2. To those students who live three (3) or less miles from school and near a bus route, if there is sufficient seating that is not reserved for “eligible” passengers.
- 3. To give “eligible” students first consideration in the determination of the number of stops, routes, and time schedules.

Service given to those students who reside within three (3) miles of school will be given on the basis of the distance they reside from school. Those who live the greatest distance will be given first consideration.

The bus operation will be similar to the plan followed last year. Buses which meet the State Highway Patrol Inspection are used and drivers are certified according to the regulations of the State Department of Public Instruction.

► SCHOOL BUS DRIVERS

Safety meetings with the drivers are held throughout the school year and the entire fleet has continuous over-the-road supervision. Bus evacuation drills are conducted twice yearly and bus safety drills are conducted each month.

- 1. The school bus driver has the responsibility and the authority to maintain discipline on the school bus.
- 2. The school bus driver has the authority to assign seats whenever he/she feels that such action is appropriate to ensure the safety of all students.
- 3. The school district expects to be compensated for any malicious damage caused to a school bus by a student.
- 4. The riding privilege of a student may be revoked for violation of any of these rules or for conduct which is detrimental to the safe operation of the school bus.

**MISBEHAVIOR & CONSEQUENCES**

Drivers are required to report misbehavior on the school bus to the transportation director. Such reports will result in one of several possibilities. They are:

- 1. The driver will assign seats.
- 2. Warning slip signed by parent and returned.
- 3. Conference with parents, principal and transportation director.
- 4. Removal from the bus for three (3) or more days.

This includes ALL school district buses. Riding the activity trip buses will be at the discretion of the building principal with input from the Transportation Department.

**SEVERE INFRACTION** See consequences for #4.

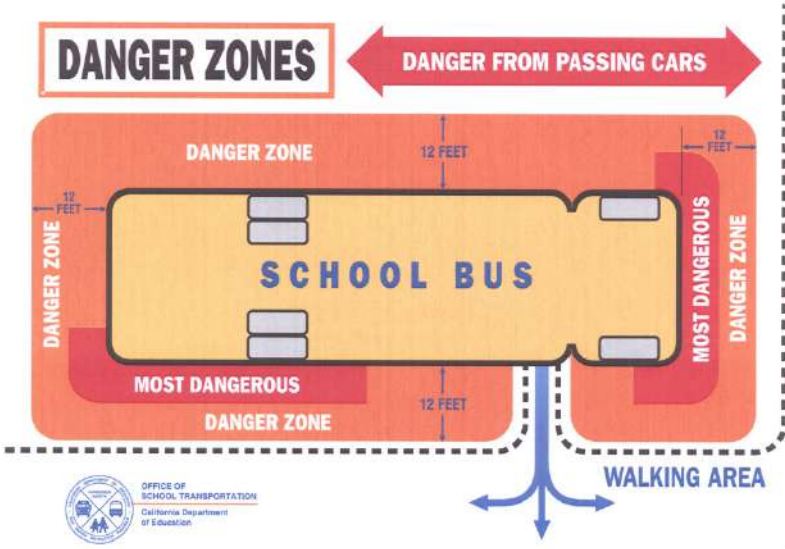
Definition of Severe: Any injury to a person or property, and defiance or disrespect to the bus driver.

Parents will be notified when a student is guilty of continued misconduct.

► CONDUCT & SAFETY PROCEDURES

The following practices and procedures have been developed to ensure the safest, most enjoyable, and efficient transportation for your children.

- 1. Be at the designated school bus stop five (5) minutes prior to the scheduled bus time; this will help keep the bus on schedule.
- 2. Stay off of the road at all times while waiting for the bus and show respect for surrounding property.



- 3. Be careful in approaching the place where the bus stops. Stand clear of the bus danger zones and wait for the driver’s signal before crossing. If the driver honks the horn, immediately stop and look to the driver for instructions.
- 4. Always cross in front of the bus, never behind it, and do not move toward the bus until the bus has stopped completely and the parking brake is set. Do not run or push toward the bus in an effort to be first.
- 5. Find a seat quickly, take off backpack, and fasten seatbelt correctly.
- 6. Follow the bus driver’s instructions the first time they are given.
- 7. Do not leave your seat or take off seatbelt while the bus is in motion.
- 8. Remain in the bus in the event of a road emergency until instructions are given by the driver.
- 9. Students will adjust windows only when instructed to do so by the driver and will keep hands and heads inside the bus at all times. Do not throw anything out of the bus windows.
- 10. Remember that loud talking, laughing, or unnecessary noise or confusion diverts the driver’s attention and could result in a serious accident. Use classroom-level volume while talking.
- 11. Be absolutely quiet when the bus is approaching a railroad crossing stop.
- 12. Treat bus equipment as you would valuable furniture in your own home. Do not write on the seats and never tamper with the bus or any of its equipment.
- 13. Assist in keeping the bus safe and sanitary at all times. Clean up after yourself. Check for books, lunches, backpacks, clothing, musical instruments and garbage before exiting the bus.
- 14. No animals, hazardous material or tobacco products are allowed on the bus.
- 15. Remove backpacks before sitting down, sit facing forward with feet on the floor, fasten seatbelt, and keep the aisle clear at all times.