

# Rolling Along

“Riding To and From School”



Guidelines for Students, School Personnel, and Parents

Wilmette Public Schools, District #39

This booklet is intended to provide information and respond to frequently asked questions regarding the Wilmette Public Schools, District 39 transportation system. If you have any suggestions or information you would like to see in future editions of this booklet, please contact Barbara Wagner-Zook at 847/256-2450 ext. 239.

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## PREFACE

Effective and efficient transportation systems affect everyone. Students, parents, teachers, staff, administrators, and school board members must take an active role in helping provide a safe and reliable school transportation system.

"Rolling Along" outlines the duties and responsibilities that we all assume each day for providing secure, dependable transportation. The student transportation for Wilmette School District 39 is designed to offer safe, reliable, efficient, and economical service so students can devote their full attention to learning and growing.

Whether you take your children to school or they take a bus, this booklet provides important safety information. By working together we can all help provide safe transportation for students.

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## STUDENTS' RESPONSIBILITIES

### GENERAL

1. Students will follow bus rules and regulations.
2. Students will respect and obey instructions of the bus driver.
3. Students will conduct themselves in a safe manner at all times.
4. Students will respect other people and their property.
5. Students will realize school bus transportation is a privilege, not a right.
6. Students will not use profane or inappropriate language.
7. Students will ride on assigned buses.
8. Students will board and get off their bus at assigned stops.
9. Students who behave inappropriately and violate bus rules and regulations will receive a written conduct report and may be denied use of school transportation.

### BEFORE THE BUS ARRIVES

1. Be at your designated bus stop 3-5 minutes before the bus is scheduled to arrive. This helps keep the bus on schedule.
2. Wait for the bus on the sidewalk and stay off the road.
3. Line up in a single file line when the bus is approaching. **DO NOT RUN TOWARDS THE BUS OR LINE UP IN THE STREET.**
4. Be courteous to and careful of younger children.

## WHILE ON THE BUS

1. Use the handrail when boarding the bus. Watch your step as you are boarding and WALK up the steps.
2. Seat belts are provided for passenger use and are to be used only for purpose of securing the passenger in his/her seat – nothing else.
3. Sit quietly, facing the front of the bus. Remember loud talking, laughing, or unnecessary confusion can divert the bus driver's attention and possibly result in an accident.
4. Always remain in your seat while the bus is in motion.
5. Always be courteous to fellow students, bus driver, motorists, and pedestrians.
6. Assist in keeping the bus safe and clean. There will be NO eating, drinking, gum chewing, or smoking on the bus.
7. Keep hands and head inside the bus at all times.
8. Do not throw objects in the bus or from the bus.
9. Fighting is prohibited and is considered a serious offense.
10. Hold all objects on your lap. Items brought on the bus are the students' responsibility and are brought on at their own risk.
11. Treat the bus and its equipment with respect. Any damage to the bus or its equipment will be paid for by the person(s) responsible and is considered a serious offense.
12. Remain in your seat during a road emergency, unless directed otherwise by the bus driver.
13. Animals/pets will not be transported on the bus.
14. Keep **ABSOLUTELY QUIET** when approaching a railroad crossing.

## ARRIVING AT SCHOOL OR YOUR DESIGNATED STOP

1. Remain seated until the bus has come to a complete stop.
2. Depart from front to back, one row at a time, from the left to right. Continue exiting row by row until the bus is unloaded.
3. Always depart in a quiet and orderly fashion.

## LEAVING THE BUS

1. Always walk away from the bus so the bus driver is able to see you. If you have to cross the street, cross in front of the bus so you are in full view of the driver. Always check both ways before crossing the street. NEVER WALK ALONGSIDE THE BUS.
2. Go directly to the school or your home.

## FIELD TRIPS/EXTRACURRICULAR ACTIVITY TRIPS

Transportation for school-sponsored activities will be provided. The rules and regulations in this handbook apply to these trips.



## PARENTS' RESPONSIBILITIES

1. Parents are responsible for their children's behavior both on the bus and at the bus stop. Please review these transportation rules and regulations with your child(ren) and be sure they observe and practice them.
2. It is the parents responsibility to ensure that their child(ren) reach the designated bus stop safely and on time.
3. Students will ride on assigned buses and may not ride on a friend's bus. In the event of an emergency, alternate plans may be made with the school principal. Students must get on and off at their designated stop.
4. Parents are encouraged to communicate with the transportation department at (847) 256-2450 concerning any transportation problems or situations.
5. Parents must realize school bus transportation is a privilege. Unsafe behavior by any child could jeopardize the safety of the entire busload and result in injury. If the bus driver determines a student's action has violated the safety rules and regulations, a verbal warning by the bus driver and/or a written conduct report will be filed with the principal and Director of Transportation. The following discipline procedures will be used:
  - a. **First Offense:** Principal or designee will discuss the incident with student.
  - b. **Second Offense:** Copy of the written conduct report will be sent to the parent(s) and discussed with the principal over the phone.
  - c. **Third Offense:** During current school year, the parent(s) and principal will meet to discuss the incident.
  - d. **Fourth Offense or a Single Serious Incident:** Transportation privileges will be suspended. Parents will be notified by the principal prior to withdrawal of bus privileges. The bus driver will also be notified.
6. Parents must obey traffic and parking regulations around the schools.
7. Parents must drop off and pick up their children at the designated areas only.
8. All NO PARKING, STOPPING, and WAITING areas are posted, and signs should be followed. The areas are:



**CENTRAL SCHOOL** - In front of the school on Central Avenue

**HARPER SCHOOL** - In front of the school on Dartmouth Avenue

**HIGHCREST MIDDLE SCHOOL** - The circular drive at the main entrance

**MCKENZIE SCHOOL** - In front of the school on Prairie Avenue south of Central Avenue

**ROMONA SCHOOL** - In front of the main entrance on Romona Road.

**WILMETTE JUNIOR HIGH SCHOOL** - The driveway in front of the school and west side of Locust Road.

## LATE BUS ARRIVALS

Occasionally buses will be delayed due to weather, traffic, or an unforeseen situation. Parents should contact their child's school or the receptionist at the Mikaelian Education Center (MEC) at 847/256-2450 to find out why a bus is delayed.

## SUBSTITUTE DRIVERS

Substitute bus drivers are all District 39 employees who are not assigned to specific daily routes. All bus drivers are experienced and many are head custodians or building custodians.

## SEVERE WEATHER

In the event a severe weather situation arises at dismissal time, the bus schedule may be delayed to ensure the safety of students. Parents should contact their child's school office or the receptionist at the Mikaelian Education Center at 847/256-2450 for information.

## TEACHERS' RESPONSIBILITIES

### 1. Safety Instruction

All teachers will review the student responsibility section of this manual with students at the beginning of the school year. The importance of bus safety will receive strong, positive emphasis throughout the school year.

### 2. Loading Supervision

Designated school personnel will supervise students while they board the buses at all school sites.



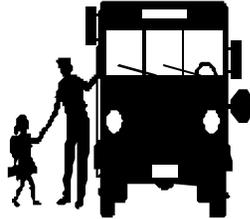
## PRINCIPALS' RESPONSIBILITIES

1. Supervise teachers as they implement the transportation safety program which includes student safety instruction, bus evacuation drills, and bus riding rules and regulations.
2. Communicate with parents regarding transportation issues.
3. After receiving a written conduct report from the bus driver, the following procedures will be used:
  - a. **First Offense:** Principal or designee will discuss the incident with student.
  - b. **Second Offense:** Copy of the written conduct report will be sent to the parent(s) and discussed with the principal over the phone.
  - c. **Third Offense:** During current school year, the parent(s) and principal will meet to discuss the incident.
  - d. **Fourth Offense or a Single Serious Incident:** Transportation privileges will be suspended. Parents will be notified by the principal prior to withdrawal of bus privileges. The bus driver will also be notified.

# BUS DRIVERS' RESPONSIBILITIES

## GENERAL

1. Understand and practice the rules and regulations of the Illinois Department of Transportation and School District 39.
2. Use dignified personal behavior and cleanliness to set a good example and gain students' respect.
3. Maintain order among the students when they are under your supervision; be friendly, fair, and firm at all times.
4. **SAFETY FIRST!!** When in doubt, don't take chances; human lives are in your hands.



## SPECIFIC INSTRUCTIONS

1. Remember, vehicle signals do not necessarily indicate the exact intentions of other drivers. **DRIVE DEFENSIVELY!!!**
2. Give proper driving signals far enough in advance to warn passing motorists before slowing down, turning, or stopping the bus. Be courteous to other drivers.
3. Maintain full control of the operation of front door. Never give this duty to a student.
4. Permit no one, except yourself, to occupy the bus driver's seat.
5. Never try to correct student behavior when the bus is in motion. Stop the bus on the side of the road. The very act of stopping the bus to reprimand a student lends emphasis to the situation. Speak to the offender(s) in a courteous manner with a firm voice, and do not display anger. It may be necessary at times to move an offender to a seat near the driver's seat. Never threaten or punish, but refer discipline cases to the school principal by completing a *bus conduct report form*.
6. **ALWAYS** stop before crossing railroad tracks. Open the door, check carefully in both directions for approaching trains. Close the service door before crossing. Proceed only if it is safe beyond any possible doubt.

## SCHOOL BUS ROUTES, LOADING AND UNLOADING, ETC.

1. Follow a strict time schedule, but never sacrifice safety.

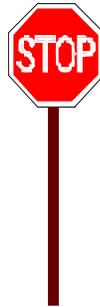
2. The location of school bus routes and bus stops will be determined by the Director of Transportation. Drivers should never deviate from the approved bus routes. Do not pick up or drop off students at unauthorized locations.
3. Locate loading and unloading stops to assure maximum safety for everyone. Do not hide the bus behind a hilltop, around a curve, under an overhanging bush, or tree foliage. The drivers of other vehicles must be able to see and react to the school bus. **Authorization from the Director of Transportation is required before a school bus stop can be relocated.**
4. Station school bus at the loading zone on school grounds five (5) minutes before the students are dismissed.
5. Riders should be instructed to stand off the road in straight lines, rather than crowding the loading zone when waiting to board the bus.
6. There is no loading or unloading through the emergency door. This door is for emergencies only, but may be used for bus evacuation drills.
7. Bring the bus to a full stop before opening the door to load or unload students. The front door should not be opened until the road is clear and no apparent danger exists.
8. Flashing warning lights must **ONLY** be used to warn motorists that students are about to be picked up or unloaded. These lights are not permitted to be used for any other purpose.
9. Riders obliged to cross the road **WILL** be required to walk around the **FRONT** of the bus. Make sure the road is clear before signaling the riders to cross the road. The riders should be instructed to cross about ten feet ahead of the bus. Carefully observe the number leaving the bus and make sure every rider is across the road safely before proceeding to the next stop.
10. Students must get off at their regular stop unless they have a written note from the school principal or designee authorizing a change.
11. Inspect the bus after each route for students or items left on the bus.

## REMINDERS

### ***Bus Drivers Must Never:***

- leave the bus while the motor is running
- leave the bus, without adult supervision, while students are onboard
- drive in reverse on or near school grounds

- allow unauthorized personnel to ride the bus
- transport merchandise or other loads when transporting children, except the property of the passengers of the District. Keep the aisles and driver's area clear of objects such as boxes, containers, and band instruments
- evict a rider along the route
- threaten any rider with violence
- use profane or indecent language while around riders or tolerate it from them



## DIRECTOR OF TRANSPORTATION'S RESPONSIBILITIES

1. Effectively supervise and coordinate the student transportation program.
2. Design and implement safe bus routes and efficient schedules.  
The following guidelines will be used:
  - A computer routing program will be utilized to provide the most safe and efficient routes possible.
  - Riding time will be kept to less than 30 minutes; although some exceptions may occur.
  - Stops will be set up to allow the most students access to and from the bus stop with the least amount of walking.
  - Walking distances will vary according to age level and traffic conditions.
  - Route maps will be available before school starts each year.
3. Periodically inspect all loading and unloading sites. Review compliance with safety procedures and rules.
4. Follow up on all transportation complaints made by school personnel and parents.
5. Assist in the investigation of serious safety hazards in accordance with Illinois Department of Transportation School Safety Busing Manual.
6. Administer yearly performance reviews for all bus drivers.
7. Continue to review and adopt other effective student transportation practices and policies.

## SUPERINTENDENT AND BOARD OF EDUCATION RESPONSIBILITIES

1. Enforce all District 39 student transportation policies and practices.
2. Enforce traffic and parking regulations on school property.
3. Provide safe bus loading and unloading zones and student waiting areas.
4. Require the enforcement of the legal provisions relating to student transportation in the Illinois Statutes.
5. Respond to concerns regarding potential safety hazards in accordance with Illinois Department of Transportation School Safety Busing Manual.