

CUMBERLAND VALLEY CHRISTIAN SCHOOL
BUS RIDER HANDBOOK



Dear Parent:

Cumberland Valley Christian School provides transportation for students from your assigned bus stop to school and from school to your assigned bus stop.

Effective transportation service requires cooperation among bus drivers, staff, school administrators, students and parents/guardians. We ask that you read and discuss this handbook with your students to promote a clear understanding of the responsibilities and expectations. Riding the school bus is a privilege provided by the school and should be treated as such. To ignore these rules will result in disciplinary action including suspension of bus riding privileges.

The goal of the Cumberland Valley Christian School Bus Rider Handbook is to help provide a safe and enjoyable year for the driver and students that ride the school bus.

The last page of this handbook is a Safe Bus Rider's contract. Please complete the contract by providing all information. Sign the contract and return it to your teacher.

If you have any questions concerning the routes, bus stops and bus discipline, please call the Transportation Department at 717-264-3266, ext 153.

We appreciate your cooperation and support.

Thank You,

Transportation Director

1. **Placement of School Bus Stops**

Due to the fact that we have a large amount of area to cover and few buses to cover that area, bus routes and stops will be determined mostly by time. The location of each stop will be determined by where is the safest and closest stop for all students in any given area.

We do not want any student to ride a bus for much more than an hour each way. For that reason we will not be able to provide door to door service for everyone. We will try our best to get the bus stop as close as possible to your residence without compromising safety (and we may need your help to accomplish that.)

2. **Assigned Bus Stops**

Students are assigned an AM bus stop and a PM bus stop. This will be their assigned bus stop and then will only be allowed to load and unload at their assigned bus stop unless previous arrangements have been made with the Transportation Director. To get on and off at any other stop with another student they will need a bus note.

A student may ride another bus or get off at another stop as long as that child is going home with another student. A note from the parent/guardian must be given to the teacher if the student is elementary age or taken to the office if the student is high school age when they arrive at school. If a note is forgotten please call the school before 2:00 pm or sooner so that everyone concerned can be notified. For students in grades K4-6, call 264-3266 ext 134 and for students in grades 7-12 call 264-3266 ext 139. The school needs to be aware of any changes in transportation for your child both in the morning or the afternoon.

3. School buses are intended for transportation from assigned bus stop to school and school to assigned bus stop only. Students will **NOT** be permitted to get off at a stop and walk to another point of interest. (Example: Doctor's Appt, after school activity not related to CVCS, work, etc.)

If your student got on the bus at the end of the day and the bus has left school property, you will need to meet your child at their assigned stop. It is extremely unsafe to follow the bus. **NO EXCEPTIONS.**

4. **Route Changes**

Bus routes and stops will be assigned based upon previous year's assignments unless adjustments need to be made due to changes in staff. Routes will be set up by the first week in August with minimal changes made after that point.

Any requests for bus stop changes after routes have been setup will have to be directed to the Transportation Department at 717-264-3266, ext. 153. Due to state regulations, bus drivers may not make changes to the route. A parent/guardian request will be reviewed and decided upon by the transportation director and school administrator. Remember, the decision to have a bus stop changed will be made only when it is in the best interest and safety of the student and if possible in relationship to the other students and bus stops.

5. **Responsibility of Parents/Guardians**

Parent cooperation is essential to the well-being of a student on the bus as well as in the classroom.

Parent obligations are as follows:

- To assume joint responsibility with the school authorities for the proper conduct of students.
- To explain the bus rules and regulations to their children so that both parents and students understand.
- To provide transportation to and from the school if a student is suspended from riding the bus.
- Parents should instruct their children on what to do if the bus is missed.

6. **Bus Rider Responsibilities**

- Dress for the weather and time of day (Example: Rainy, dark, snow). Wear bright colored clothing, start extra early to bus stop, walk carefully and stay alert.
- Be on time. Plan to be at the bus stop 5-10 minutes before the bus will arrive. Other students are waiting for the bus and the bus driver cannot hold up traffic if you are not ready. The driver cannot wait or honk. If a bus must wait 30 extra seconds at each stop for the student to get to the bus stop, this could cause the bus to be 10 minutes late to school.
- At the bus stop, for your safety wait 10' away from the edge of the road.
- If you are waiting in a vehicle for the bus, please be out of the vehicle and ready to board the bus before the bus comes to a complete stop.

7. **Loading the Bus**

- Line up, let the bus come to a full stop and wait for the driver to open the door and red lights are flashing before you move toward the bus.
- Do not push or shove.
- Students shall not cross the roadway without a hand signal from the bus driver indicating that it is safe to cross.
- Students must be in view of the driver at all times.
- Students must cross the roadway in front of the bus only and NEVER behind it.
- Use the handrail provided as you enter the bus.
- Go to your assigned seat. The bus will not move until all students are seated.

8. **Departing the Bus**

- Gather your belongings and be ready to depart the bus.
- Students will remain seated until the bus comes to a complete stop.
- Use the handrail provided as you exit the bus.
- Wait for your turn to leave the bus, pushing and shoving will only slow exiting.
- Students shall not cross the roadway without a hand signal from the bus driver that it is safe to cross.
- Students must be in view of the driver at all times.

- Students must cross the roadway in front of the bus only and NEVER behind it.

9. **Proper Seating**

School buses are designed for the safety of the students. The student's torso needs to be facing forward at all times. The student's back should be flat against the back of the seat, and the student's bottom should be flat on the seat. Both feet and legs need to be kept in front of their body, not in the aisle. If a student is injured on a school bus, it is generally because they are not sitting correctly in their seat.

10. **Accidents/Emergencies**

- Follow the driver's instructions.
- The following procedures will be used for evacuation in an emergency situation:

The two students nearest the emergency door will open the door and hold it open while helping the remaining students off the bus. Leave the bus in a single file line as quickly and quietly as possible, leaving books, coats, etc. on the bus. Evacuation will start with the seat closest to the door. Once outside the bus, follow the driver's instructions completely.

11. **Extra-Curricular Trips**

- Bus rules apply to all school-sponsored events.
- Students will respect the instruction of the bus driver.
- When a teacher, coach, staff member, chaperone is assigned to accompany students to school-sponsored events, such persons shall be responsible for the behavior of the students in his/her charge. However, the bus driver shall have the final authority and responsibility.
- The students are responsible for seeing that the bus is clean after a trip.

Cumberland Valley Christian School Bus Rules

1. The driver has full authority of the bus and students. The students must obey the driver's instructions promptly when such instructions are consistent with school policy.
2. Students must be out of house/vehicle ready to board the bus at their assigned bus stops. The bus driver cannot wait for students.
3. The driver will assign seats. The student's will remain seated in their assign seat until instructed otherwise by the bus driver. Boys and girls will NOT sit together (exception will be siblings)
4. Students will not extend any part of their body or any objects out of the bus window whether or not the bus is in motion. Students will not spit or throw any object inside or outside the bus.
5. Students are not permitted to carry any weapons, explosives (such as fireworks), knives, water guns, paintball guns, pointed instruments, golf clubs, skateboards, balloons or any other objects that could be considered dangerous or could conflict with the safety of the driver or students. **If student has a large school project, please make other arrangement to transport the project from home to school and from school to home.**

6. Students will not engage in verbal abuse, name calling, sexual harassments, ethnic/racial slurs or derogatory statements.
7. Students will not have possession of tobacco or illegal substance in any form. All such items will be taken up by the driver and will be reported to the principal.
8. Students will not make any loud, unusual noises or participate in horseplay, or teasing of any kind.
9. Students will keep the aisle clear at all times. Keep your belongings in your lap where they cannot slide or fall. This includes books, backpacks, sports bags, band instruments, coats, etc.
10. Live animals, reptiles, insects will not be permitted.
11. The emergency door is not to be used to enter or exit the bus except in an emergency situation.
12. Bus drivers are not responsible for items left on the bus.
13. Students will not be permitted to stand or move around on the bus while it is in motion.
14. Food or drinks will not be consumed on the bus.
15. Students must leave all things in their back pack, such as pencils, pens, markers, highlighters, crayons, etc.
16. Students may listen to ipod with one ear piece in or read a book. All other items must remain in backpack. (no electronic games or toys are permitted)
17. Bus drivers are required to report any misconduct to the Transportation Department for disciplinary review/actions.
18. All assigned bus stops are under the authority of Cumberland Valley Christian School.
19. Due to liability issues only CVCS students, staff and chaperones are permitted to ride the buses unless there has been previous arrangements made through the transportation department AND permission slips have been signed by school authorities and the parents or guardians of the non-CVCS student.

Parents Questions: What to do in case of ...

1. **Bus/child is late to home/bus stop**

Please be aware that scheduled pick-up and drop-off times may vary a few minutes. Possible cause for delay could be one of the following:

- Your child is not on the bus.
- The bus had a breakdown.
- There was a discipline problem on the bus.
- An emergency situation.
- Traffic congestion.

To determine where the bus/your child is located, please call the Transportation Department at 717-264-3266, ext 153 and the transportation director will inform you the reason for the delay.

2. **Musical instruments/School Projects on the bus**

Musical instruments must be able to fit between a student's legs or their lap and not deprive any other student a seat or block the aisle. School projects that are too large to fit in a bag and are difficult for the student to handle should be

brought to school by other means other than the school bus. This is for the safety of the students as well as the project.

3. **Getting student to assigned bus stop on time**

Parents have the primary responsibility for the safety and well being of their children at and to/from the bus stop. If your child has missed the bus, please call the transportation office @ 263-3266 ext. 153 to find out where you may be able to meet the bus. Please DO NOT, for the safety of your child, try to catch the bus at any other stop. The best and safest option would be for you to transport your child to school.

4. **Lost Articles**

Lost articles are kept in the bus for a day or two and then turned in to the school office.

5. **My child needs medicine/medical attention**

CVCS recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property as well as during all school-related activities. However, state law requires that any medication for students must be dispensed by a licensed nurse (School Nurse). School bus drivers are not permitted to dispense any kind of medications (including cough drops, prescription/non-prescription). In the event of a medical emergency, the school bus driver will do what he/she can, to make sure that a student receives immediate medical attention for their illness.

Teacher/Coach/Chaperone Responsibilities on Field Trips

Teacher/Coach

1. The classroom teacher/coach responsibility on any field trip is to maintain good group discipline. The teacher should be seated near the back of the bus. It is recommended that there be one adult for every ten students. All volunteers should be seated through out the bus.
2. The teacher/coach should check with the Transportation Department several days in advance of the trip to be certain that the trip has been scheduled per bus request. Transportation Director needs a list of names of everyone riding the bus, including chaperones in case of an emergency.
3. The teacher/coach should know the location of the field trip destination. If in doubt, please notify the Transportation Department several days in advance to get driving directions.
4. In preparation for the return trip to school, allow yourself at least 15 minutes for collecting children, roll call, etc.
5. In the event that your bus has been delayed and will be late in returning to school before dismissal time, call the transportation director.
6. All planned bus stops must be provided with the field trip request and discussed with the transportation director.
7. School buses will not leave school property without a supervising adult.

Chaperone/Volunteer

As a chaperone/volunteer, you are helping to make the field trip successful. Chaperones usually assist teachers in carrying out their duties. **Chaperones/volunteers should not sit in a group but should be seated throughout the bus.**

The assistance of a chaperone/volunteer on field trips is highly desirable, enabling the bus driver to give complete attention to driving the bus. This element of safety is vital. Good student control helps make any trip more pleasant and successful.

Students should be informed of the below rules for the field trip.

1. Use handrail when loading or unloading.
2. Stay seated while the bus is in motion.
3. No eating or drinking permitted on bus.
4. Hold on firmly to all your belongings.
5. Keep arms/legs out of aisle at all times.
6. Maintain correct classroom conduct on the bus.
7. No pets or large objects are allowed on the bus.
8. No weapons or sharp objects of any kind on the bus.
9. No part of the body or objects is to be extended out of the windows.
10. No talking allowed when the bus is stopped at railroad crossings.
11. Talk to the bus driver only in emergencies.
12. No smoking is allowed.
13. No aerosol cans allowed on the bus.
14. No perfume, cologne, hairspray or scented products to be used while onboard the bus. (due to possible allergies)
15. Boys and Girls are NOT permitted to sit together(except siblings)
16. Ipods permitted, keep ipod in a pocket or backpack and use one ear piece only(so you can hear instruction in case of an emergency)
17. No toys or handheld electronics permitted.

Cumberland Valley Christian School Bus Drivers

Our drivers are hired and trained following rigorous criteria and a thorough criminal history, FBI federal criminal history report as well as a child abuse background check. All our drivers are trained through the PennDot Public Safety School Bus Driver Certification Course and are re-certified every 4 years. Each driver has earned a Class B Commercial Driver License. Bus drivers are required to pass a pre-employment drug/alcohol test along with a yearly physical and are subject to random drug/alcohol testing. Cumberland Valley Christian School bus drivers are professional and conduct themselves as such at all times.

Cumberland Valley Christian School Bus Contract

I have read the Bus Rider's Safety Manual and agree to abide by these rules.

Student's Name (Please Print)

Father/Guardian Signature

Mother/Guardian Signature

Father's Cell Phone #

Father's Home Phone #

Father's Work Phone #

Mother's Cell Phone #

Mother's Home Phone #

Mother's Work Phone #

Grade

Bus #

Bus Driver