

Administrative Procedures for the Reinforcement of Bus Safety Regulations

First Occurrence:

Driver cautions and counsels student, and takes corrective measures.

Second Occurrence:

- A. Driver completes bus conduct report and submits it to the building administrator.
- B. Building administrator conferences with student.

Third Occurrence:

- A. Bus conduct report is completed.
- B. Building administrator contacts parent.

Fourth Occurrence:

- A. Bus conduct report is completed.
- B. Student is suspended from bus or is assigned detention. The number of days is determined by the severity of the misconduct.

Fifth Occurrence:

- A. Bus conduct report is completed.
- B. Minimum suspension is one week.
- C. Parents attend conference with administrator.

Further Occurrence:

Bus suspension from two weeks up to the remainder of the school year, to be determined by the administration.

NOTE:

The severity of the misconduct may cause an administrator to accelerate the above process or take other necessary action.

**If you have any questions
about transportation
please call:**

**Transportation:
(732) 786-2640**

or

**Manalapan-Englishtown Middle
(732) 786-2650**

**Wemrock Brook School
(732) 786-2600**

**Pine Brook School
(732) 786-2800**

**LaFayette Mills School
(732) 786-2700**

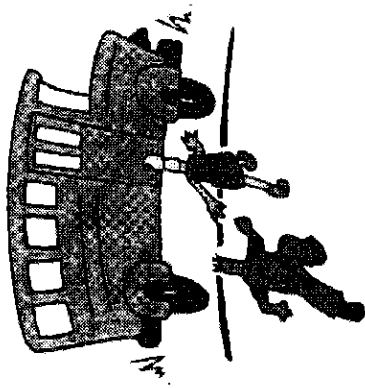
**Milford Brook School
(732) 786-2780**

**Taylor Mills School
(732) 786-2760**

**Clark Mills School
(732) 786-2720**

**Manalapan-Englishtown
Regional Schools**

Bus Safety Rules For Children



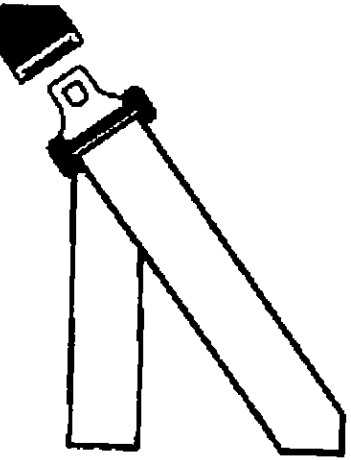
Revised 9/2005

Bus Safety

In order to ensure the safe transportation of the students of the Manalapan-Englishtown Regional School District, we ask that all children conduct themselves on the bus in a manner consistent with the established standards for classroom behavior.

In the event that a student does not act properly on a bus, the driver will report these instances to the administration and appropriate action will be taken.

Student with repeated disciplinary problems may have their riding privileges suspended pursuant to existing administrative policy and procedures. In such cases, the parents/guardians of the students involved become responsible for transporting their children. Students suspended from bus transportation are expected to attend regular classes each day as required by State Law.



For Parents

Parents play an important role in helping to maintain our safe transportation system. The following information is offered in order to assist you in our joint effort to provide a pleasant and safe ride for your children.

A. Please reinforce bus safety regulations with your child emphasizing the necessity of everyone's cooperation in order to ensure safe transportation.

B. As per Board Policy, only one seat on one bus route is reserved for each child going to and from school. No exceptions will be made. If a student is to be dropped off at a babysitter, the babysitter must be on a route assigned to the child's school.

C. All students will be dropped off at their assigned stop regardless if a parent is present or not. Parents who wish to routinely pick up their child(ren) at the assigned stop must make alternative plans when not able to be present. In an emergency only, a parent should advise the school if a request is being made not to place a child on the bus because the parent will pick up the child at school.

D. Please do not ask your child to wait in the office for you and not board the bus at dismissal time unless you have verified this with the building administrator.

E. Please do not park your car in a bus stop or block bus traffic at the schools during loading or unloading of students.

F. Remember to stop when approaching a school bus if the flashing red lights are on. It is a violation of traffic laws to pass a school bus when the red lights are flashing.

G. If your child is encountering problems on the bus, please contact the school principal or the transportation office.

H. All Drivers are not allowed to permit parents on the bus at any time.

For Students

1. Wait in line in an orderly fashion until the bus comes to a complete stop.
2. Use care in approaching bus stops, walking on the sidewalks, not in the road.
3. When leaving the bus, cross the road only after the bus driver has signaled that it is safe to do so.
4. Do not fight, push, trip, inflict physical harm to others, spit or use profanity.
5. Do not throw objects on the bus or out of the bus windows.
6. Always be on time for the bus.
7. Go to your assigned seat in the bus without disturbing others and remain seated while on the bus.
8. Always obey the driver promptly and respectfully.
9. Do not distract the driver's attention with yelling, loud talking, loud laughing or unnecessary confusion.
10. Always keep head, arms and hands inside the bus.
11. Avoid cluttering the aisles.
12. Avoid crowding around the bus.
13. Treat bus equipment carefully and help keep it clean.
14. Avoid carrying large or dangerous objects that may interfere with the safe transportation of all students.
15. Respect public and private property on the bus and at bus stops.
16. Do not bring animals on the bus.
17. Do not wear backpacks while boarding, riding or leaving the bus.
18. No food, drinking or chewing gum on the bus.
19. Do not sell or buy items of any kind on the bus.
20. Be at the bus stop 5 to 10 minutes prior to the scheduled pick-up time.
21. Go directly home after leaving the bus.
22. Students are required to wear seat belts. Disciplinary action will be taken!

NO EXCEPTIONS PERMITTED!