

Regulation Code: ~~7130-6305 R&P Student Safety And Conduct While On Student Transportation Services~~

A. Expectations of students:

1. Students are expected to:

- Cooperate with the principal, teacher, and bus driver.
- Ride only their assigned bus and board and disembark at their assigned stops.
- Follow the rules and regulations of riding a public school bus, ~~in accordance with the Parent Contract.~~
- Enter the bus in an orderly and quiet manner.
- Sit in assigned seats without being reminded.
- Remain seated and facing front at all times.
- Keep hands, arms, heads and other objects inside the bus at all times.
- Sit with feet on the floor and book bag and hands in lap.
- Abide by the requests of the driver and follow all school and county rules and regulations.
- Not consume food or drinks. ~~As an exception, water bottles may be permitted at the discretion of the bus driver in extreme heat conditions.~~
- Be respectful to the driver and other students at all times.

~~2. A "Parent Contract" form is available to school administrators for use in ensuring that student conduct expectations are communicated clearly between parents and administrators. The form is attached to this R&P and is available on the Transportation Department web site.~~

B. Responsibilities of school administrators:

1. The principal or designee shall ensure that all passengers assigned to a school bus for transportation are informed through classroom instruction (in elementary grades), supervision, and otherwise, of the responsibility of the individual passenger for conduct and safety.
2. The principal shall inform parents of each bus passenger as to the responsibilities of bus passengers.

C. Expectations of bus drivers:

1. Bus drivers will obey all applicable traffic laws, and:
 - Not use cell phones or texting while vehicles are in motion.
 - Follow the no-idling policy.
 - Conduct pre-trip inspections of bus.
 - Inspect bus at end of each run to ensure that no students are left on the bus, and to utilize the "little bus" sign to indicate completion of the inspection.

2. Bus drivers are expected to:

- Pick up students at the same time each morning.
- Wait to be directed by school personnel before dismissing students from the bus upon arriving at school.
- Arrive at schools at the scheduled time each afternoon.
- Wait for a signal from school personnel before leaving the campus.
- Ensure that students are orderly and seated before leaving campus.
- Use WCPSS Bus Discipline Report to write up inappropriate student behavior.
- Be professional in actions with students, parents and school administrators.

D. Inclement weather:

1. In the event of a severe weather or winter storm warning, the Superintendent and Transportation Department staff will survey conditions, consult with Wake County Emergency Management, law enforcement, municipal transportation officials, as well as media weather reports.

2. If the Superintendent determines that the daily school schedule must be changed due to inclement weather, the following actions may be taken:

- Maintain normal hours.
- Cancel school before school day begins.
- Close schools early.
- Delay school opening.
- Shelter students at school until weather improves.

Note: once the school day has begun, a decision to dismiss early must consider the time available to notify parents and to recall bus drivers.

3. If the Superintendent decides to change the school schedule due to inclement weather, principals and the media will be informed of the decision as soon as possible.

E. Lost child:

1. If a student has not arrived home within a reasonable period after the expected time: ~~the parent or~~

- District Operations managers' contact information is on the Transportation Department web site under "Whom to Call".
- If after 5:30 PM, parents should contact the [customer service line at 919-805-3030](#) and follow the prompts to report a missing child. ~~central dispatcher at 856-8066 or 856-8050.~~
- If the parent or guardian contacts the principal or designee, the District Operations Manager should be notified immediately, or if after 5:30 PM, the [customer service line at 919-805-3030](#) ~~central dispatcher.~~

- The Transportation Operations Manager, after contacting the bus driver and the school administrators, will notify the appropriate police authorities if a search for the child is warranted.
2. In the event that a student were to be found on the bus ~~after the student's stop or school, or~~ at the end of the run, ~~then~~ the child will be returned to the school or the district office.
- The driver will immediately notify the District Operations Manager.
 - The District Operations Manager will notify the school principal and ~~coordinate the delivery of the student the parents as soon as possible, and make arrangements for the child to return~~ to home or to school.

F. Accident reporting:

1. The driver must immediately report any accident to the transportation supervisor.
2. The transportation supervisor will contact the principal or a school administrator.
3. Principals will establish a communication means to notify parents of an accident involving their child.
4. The principal will follow up with an accident notification letter to parents of students who rode a school bus involved in an accident.

Parent Contract Form

Adopted: August 18, 2009

Revised:

Wake County Board of Education