

Liberty Local Schools Transportation Department



Parent/Guardian Responsibility Letter

Dear Parent or Guardian,

The primary responsibility of the Liberty Local Schools Transportation Department is the safe and effective transportation of the students to and from school. Every student who meets transportation guidelines is privileged to receive transportation services. However, parents/guardians play a crucial role in this process. They are responsible for ensuring students follow the rules, regulations, and policies established by the Liberty Local Schools Board of Education.

Among those responsibilities of parents/guardians, particularly in preschool and elementary school, is to be home to meet their children at the end of the day. Preschool and elementary students will not intentionally be left at a residence where an authorized person is not present. The parent/guardian must have a plan in place if they cannot meet their child. When there is no authorized person available to meet your child, attempts will be made to contact the parent, guardian, or emergency contact. Students will return to school if we cannot make immediate contact. Children repeatedly returning to the school because no adult was available may lose transportation privileges.

Thank you,

Liberty Local Schools Transportation Department

SCHOOL BUS RULES AND REGULATIONS

Our school buses are extensions of regular school facilities, and students are expected to conduct themselves on the bus as they would in the school building. School bus drivers have the same authority as classroom teachers to enforce rules and regulations under state law. All rules and regulations are subject to change based on changes to district policy.

Parents/guardians are responsible for their child's behavior before boarding the bus in the morning. This includes the area where children gather to wait for the bus and after students disembark from the bus at the end of the school day. Riding the bus is a privilege, and the student's behavior is a matter of safety and involves the lives of others. Bus drivers should not be distracted from their driving tasks due to inappropriate behavior.

Please read and then discuss the following transportation rules with your child. Return the signed portion to the bus driver and retain the top section for future reference. **This form is to be completed by Friday, September 6th, 2024.** Please return this form to ensure your child's transportation privileges are maintained.

- The bus driver is the sole responsible authority on the bus. Students must show respect and courtesy towards the driver.
- The volume of students' voices should be consistent with that inside a classroom.
- Students will board and depart only at their assigned stops. Only authorized students may ride the school bus.
- Students must be at their assigned stop 5 minutes before the bus arrives. The bus only stops if students are waiting at their designated bus stop.
- Students will remain at their assigned stop when the buses arrive or depart.
- Students will not put their head, hands, or arms outside bus windows.
- Students will not throw, shoot, or spit objects out, in, or on the bus.
- Transportation of animals is prohibited.
- When boarding or leaving the bus, students are to walk 10 feet in front of the bus when crossing a road. The driver will use a hand signal when it is safe to cross. Students should always watch traffic when crossing.
- Students should never stop to pick up dropped items during the crossing.

- Earbuds or headphones are not to be worn during the loading and exiting of the bus.
- Students will go directly to their assigned seats.
- Students will remain seated when the bus moves and stay completely clear of the aisle.
- Backpacks, musical instruments, and other large items must be small enough to hold in the student's lap and handled by the student in such a way as not to come in contact with other students.
- Students will not use profane or inappropriate language or gestures.
- Eating and drinking are strictly prohibited. Any food or drinks on the bus must be in a closed container secured in a lunch box or backpack. This rule also applies to field trips and extracurricular activities.
- Students will not possess or attempt to transport any drugs, alcohol, tobacco, vaping materials, firearms, or anything that could be considered a weapon. Possession of any illicit materials will cause immediate suspension from transportation. Smoking, vaping, and chewing tobacco are prohibited.
- No sprays of any kind are to be used while on the bus.
- Students will not vandalize or damage the bus.
- Students will not tamper with emergency doors, safety devices, or video cameras.
- All cell phones must be muted unless a student has headphones. No voice communication is permitted. Audio and video recording or photography of students or staff members is strictly prohibited.

After a student has been warned about unacceptable behavior, he/she will write a bus conductor report that is turned over to the appropriate administrator for disciplinary action.

After a second write-up is sent to the administration and contact with parents/guardians, there may be a possible three-day suspension from the bus.

Any progressive conduct reported will result in disciplinary suspension from the bus. Students must understand that repeated misbehavior will result in consequences.

Return this page to the bus driver by September 6th, 2024.

Please complete a form for each student who receives transportation.

I have reviewed this information with my child and understand the expectations of the transportation department.

Student: _____ Grade _____ Bus # _____

Parent/Guardian Name: _____

Address: _____ Phone: _____

Parent/Guardian Signature

Student Signature