

Additional Bus Rules - AFASD School year – 2025 – 2026

C. Guidelines for Routing and Scheduling:

1). Elementary Students 4K – 4th grade **cannot** be dropped off at their primary drop off location unless visible determination is made by the driver that someone is home. If no visible determination is made, the student will be returned to a designated location set by the school district. The only exception to this rule is if we have written permission to drop the student off when no one is home to receive the student. This permission must be submitted in advance to Kobussen – Adams Terminal.

2). Students may be required to walk to a bus stop location. K-5 students may be required to walk up to ¼ mile from their home. 6th – 12th grade students may be required to walk up to ½ mile from their home.

3). Unless specifically authorized, bus routes will not enter private driveways, cul-de-sacs, dead-end roads and areas that would create an unsafe situation or require a bus to back up with the exception of 4K and Special Education buses that are not full length. Notwithstanding #2 above, this may require students to walk further distances to between the designated bus stop and the student's residence.

4). Under no circumstances shall any student have to cross over a four-lane highway during loading or unloading operations.

5). Under normal conditions, the maximum amount of time an individual student may be expected to ride the bus to or from their designated stop one way is 80 minutes. This time period does not include the time after discharge at the school or the load time after school.

6). Arrival schedules shall be established so that students can expect to be picked up within a 5 min. set time and arrive at school no sooner than (30) minutes before the start of the first class, but no later than immediately prior to the start of the first class.

8). 2nd or alternative addresses must be in the same school district as the school the student is attending. This information must be presented to Kobussen Buses in advance of a student being transported to a 2nd or alternative address.

D. Permanent Route Changes:

Any permanent changes in routes or scheduling greater than five (5) minutes will be communicated to families before the change is put into effect.

E. Address Changes:

If a student's primary address changes during the school year, families must notify the district as soon as possible. Proof of residency will be required for the new address. The address must be changed with the School district before busing can begin. The bus company has (3) days to redesign a route to accommodate a change in address in which time self transport of student(s) may be required.

III. STUDENT CONDUCT ON SCHOOL BUSES

A. Parent / Guardian Responsibility:

The parent/guardian or designee is responsible for the safety of his/her student until the students board the bus for school, and resumes responsibility for the student when he/she gets off the bus on the return trip.

B. Basic Rules:

1.) Students shall only ride on their assigned bus, unless they have a school assigned bus pass from the office of their attending school in which the parent/guardian of the student has made prior arrangements. Bus passes MUST be given to the driver of the route the student will be boarding.

2.) Student shall board and disembark from their assigned bus at their designated stop.

3.) Students not authorized/eligible for transportation may not ride the bus. Shuttle buses are the exception to this rule. All students (on first-come, first served basis) may ride the in-district shuttles.

4.) 4K – 5th grade with parent & or school guidance or assistance are responsible for boarding the correct school bus. 6th – 12th grade students are responsible themselves for boarding the correct school buses.

C. Prior to and while loading (on the road and at school), students shall:

1.) Be on time at the designated school bus stop. Students should arrive at the stop five minutes prior to the scheduled time in the event the bus is ahead of schedule.

2.) Walk on the side of the street facing traffic while going to and from the bus stop if there is no sidewalk or path.

3.) Stay off the road while waiting for the bus.

4.) Wait until the bus comes to a complete stop, line up in an orderly single line, and wait for the driver to indicate that it is safe to board.

5.) Board the bus one student at a time.

6.) Use the handrail and exhibit caution when boarding the bus.

7.) Exhibit appropriate behavior at all times.

8.) Inform the driver, if possible, when the rider will be absent.

9.) Band instruments are to be taken to the student's bus seat.

10.) Skateboards are allowed according to driver's discretion and are to be left up at the front of the bus with the driver. The same for Base Ball Bats in the spring for School sports.

D. While on the bus, students shall:

1. Obey all rules found in board policy and building handbook and school board policies and procedures.
2. Keep hands and head inside the bus at all times.
3. Help keep the bus safe and clean at all times.
4. Refrain from behaviors that may divert the driver's attention from driving.
5. Treat bus equipment with care. *Damage to seats and other vandalism shall result in loss of bus privileges and the offender shall pay for any repair or replacement costs.*
6. Keep books, packages, coats, musical instruments, and all other articles out of the aisles and away from the emergency exits.
7. Remain in the bus unless directed to do otherwise by the bus driver or police in case of road emergency.
8. Never throw anything, either inside the bus or out of the bus window.
9. Always remain in a bus seat while the bus is in motion. Standing or sitting on the floor or walking on the seats or climbing over or under the bus seats is prohibited.
10. Keep quiet when the bus is approaching a railroad crossing.
11. Obey the bus driver at all times. Students are expected to be respectful to the bus driver.
12. Scuffling, fighting, obscene language, use of tobacco or use or possession of intoxicants or other drugs is strictly forbidden.
13. Knives, Blades, Guns or any Object that could be considered as a weapon or any toy versions of these are strictly forbidden.
14. Student should not tamper with controls or safety equipment of the bus. The offender will pay for any damage to the bus.
15. Speak at a reasonable volume. Students should refrain from loud talking, yelling, singing, etc.

E. While leaving the bus, students shall:

1. Immediately step away at least (6) feet from the bus.
2. If it is necessary to cross the road after exiting:
Check to be sure no traffic is approaching:
 - a. Always cross in front of the bus, never behind it.
 - b. Check with the bus driver and receive a hand signal that it is safe to cross.
 - c. Cross at least (10) feet in front of the bus.
3. Help look after the safety and comfort of younger students.
4. Be alert to any danger signal from the driver.
5. The driver will not discharge riders at other than regular bus stops without authorization from parent or school official.

IV. STUDENT DISCIPLINE

A. Reporting Student Issues:

School bus transportation is a privilege, not a right. In the event that a student's behavior does not conform to the standard established in Section III, the following procedures shall be used:

1. The driver shall complete a bus conduct report. This report will be reviewed by the terminal manager or designee, and forwarded to the student's school office no later than the second school day following the offense.
2. Following receipt of a bus conduct report, the principle or designee shall review the report and interview the student. If witnesses are available, they may also be interviewed at the discretion of the principal. The principal or designee is responsible for administering warranted discipline.
3. Viewing of any camera footage, for the privacy rights of all students, viewing is only allowed to be done by a school principal, Kobussen Terminal Manager and the route driver.

B. Classification of Unacceptable Behavior:

The district has classified unacceptable behavior as either a minor or major violation. Examples of these are listed below.

EXAMPLES OF MINOR RULE VIOLATIONS:

1. Yelling, screaming, singing or talking loudly.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver.
4. Not keeping hands, arms and legs to oneself or out of the aisle.
5. Blocking the aisle.
6. Littering or spitting on the bus.
7. Showing disrespect toward the driver or another person.
8. Riding on another route without approval or a bus pass from the school office.
9. Throwing items in the bus
10. Failure to shore seats
11. Teasing, Name calling, etc.

EXAMPLES OF MAJOR RULE VIOLATIONS:

1. Smoking, Chewing or possessing tobacco or related products.
2. Possessing prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and / or alcoholic beverages.
3. Vandalizing or damaging bus property (restitution will be required from the offender).
4. Tampering with bus emergency equipment.
5. Possession of unsafe or threatening objects as stated in part "D #13"