

Swampscott Bus Policy

Eligibility

All children in grades kindergarten through six who reside more than two miles walking distance on public roads from the school are entitled to transportation. The school district will take the shortest route for bus eligibility. Google maps walking distance will be used to determine these distances utilizing public roads. This is **not** "as the crow flies" but as a walking route to the building entrance, using sidewalks and named streets. It is the discretion of the district to allow students who live closer than 2.0 miles to be approved for transportation. There may or may not be a fee associated with transportation less than 2.0 miles. This is at the discretion of the school district.

All bus riders must first register for the bus. Registration information will be shared each Spring via Parent Square for the elementary school, and in early summer for 5th and 6th graders eligible for the Middle School bus. Information about transportation and bus routes will be posted to the District's website when it becomes available.

Riding Limits, Routes, and Bus Stops

Bus routes are established under the direction of the Superintendent or their designee in cooperation with bus contractors; an authorized bus stop will be available within a reasonable walking distance of the home of every student entitled to transportation and that distance does not exceed one mile. Bus routes are structured so a student's total time on the bus is minimal.

Authorized bus stops are located at intervals in places where students may be loaded and unloaded and await the arrival of buses with the utmost safety allowed by road conditions.

Students may only ride the bus from home to school and school to home. Children will be put on the bus at the end of each school day according to the parent's instructions before the start of the school year. If this information changes, parents must notify the school immediately.

Our bus transportation emails, sesbus@swampscott.k12.ma.us for elementary students and msbus@swampscott.k12.ma.us for middle school students, is the preferred contact for school transportation changes or issues. If the change is for the current school day, please email and call the school directly, no later than 12:00pm. If the deadline passes, please pick up your child at the bus stop as usual.

Again, for safety and security, only students who are registered for the school bus may ride the bus.

Rules for Students & Families

Waiting for the Bus

Be on time for the bus. It is recommended that you arrive at least 10 minutes before the scheduled pick-up. If your child misses the morning pick-up, the parent or guardian must transport the child to school.

The transportation company makes every effort to pick up and drop off at the designated times. However, the drivers cannot control traffic or changes in work schedules (due to a driver being ill, for example) which may cause a delay. Please remember to be respectful and considerate of the drivers who are doing their best to keep on schedule and drive your child safely to school.

- Observe all safety precautions while waiting for the bus:
 - Do not play in the streets.
 - Whenever you must cross a street, do so only if you are sure that no moving vehicles are approaching from either direction. If possible, avoid crossing streets

Loading the Bus:

- Listen carefully and obey any directions issued by the driver.
- Do not push, pull, or chase any other students
- Avoid trespassing on private property and being noisy
- Wait as your bus approaches; do not approach it until it has stopped and the driver has opened the door. Again, avoid pushing others in the line.
- Get on your bus quickly and be seated at once.
- If seats are not available, proceed toward the rear of the bus, sometimes it may be required for students to sit three to a seat
 - Extra curricular equipment may need to be transported separately

Unloading the Bus

- Do not leave your seat until the bus has come to a complete stop and the driver has opened the door.
- Again, obey any directions issued by the driver (and/or monitor when applicable).
- Leave the bus quickly but in a courteous manner without pushing other students.
- If you must cross a street or leave the school bus, be sure to walk in front of the bus, never in the back of the bus. If you are too close to the front of the bus, the driver will not be able to see you and a serious accident could occur.
- Again, be sure to observe all safety precautions as you travel from your bus stop to your home.

Supervision of Riders

Parents/Guardians are responsible for children's safety and behavior when getting to/from the designated bus stop and while waiting for the bus.

Pupils shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property, respect the right of other people to pass on the sidewalk and display manners that indicate consideration and safety for others.

Bus drivers are responsible for the safety of children riding to and from school. Bus drivers have full authority over the bus and its passengers en route to and from school and during loading and unloading.

The bus driver has full responsibility for control of the conduct of pupils while they are on the bus. Pupils should not distract his/her attention from driving. The bus drivers should be treated with courtesy and respect at all times. All school conduct expectations apply to the school bus ride as well. Seats may be assigned by the bus driver, the bus monitor or school administrator at their discretion.

The safety of students and staff, particularly those who suffer from life-threatening allergies, is a major concern. It is because of this that food (including any type of candy or gum) and drinks are strictly prohibited

from consumption on the school bus. All food, drink, and candy must remain contained while on the school bus.

Vandalism, destruction, or defacing of property will not be tolerated.

Students and parents/guardians should know that student transportation is a conditional privilege, not an absolute right. The responsibility for dealing with discipline issues on the bus has been delegated to the Principal or his/her designee. The parents/guardians will be notified in a timely manner of all bus suspensions by the Principal or their designee. Violation of the bus rules may result in loss of bus privileges, per discipline procedures listed below.

Discipline Procedures

- **LEVEL ONE (Minor Misbehaviors)**
 - **Examples:** Yelling, out of seat, littering.
 - **Consequences:** The bus driver may issue a verbal warning or assign a seat and verbal report to building principal or designee
- **LEVEL TWO (More Severe Misbehaviors)**
 - **Examples:** Bothering or bullying other passengers, use of profanity, repeated Level One offenses.
 - **Consequences:** Actions may include a conference with the principal, parent contact, assigned seats, up to and including loss of bus privileges for up to **five days**.
- **LEVEL THREE (Endangering Behavior)**
 - **Examples:** Behavior that endangers the safety of anyone on the bus, fighting, throwing objects, repeated Level Two behaviors, or vandalism.
 - **Consequences:** Actions may include loss of bus privileges for **six to ten days** or **permanent suspension** from the bus. Illegal activity will be referred to the Swampscott Police Department.

Contact Information

Swampscott Elementary School

- Email: sesbus@swampscott.k12.ma.us
- Main Office Phone: 781- 596-8847

Swampscott Middle School

- Email: msbus@swampscott.k12.ma.us
- Main Office Phone: 781-596-8800