

Dear Parents or Guardian,

The LHUSD #1 Transportation Department is looking forward to transporting your child this coming school year. In order to accomplish our goals we need to work together by following the rules and procedures attached to this letter. If you should have any questions concerning these rules please call the Transportation Office at (928) 505-6960.

Registering your child for school transportation is your first step in *reserving* a seat on the school bus for your child. This needs to be done every new school year. If you move or your student is off the bus for more than five (5) days you will need to re-register.

All students should be at the bus stop no earlier than fifteen (15) minutes before the bus arrives at the bus stop. There are times the bus may be ten (10) minutes early or ten (10) minutes late. *Be patient*. If your child misses the bus, it will be your responsibility to transport your child to school.

Transportation has the responsibility to transport your child in a safe manner to and from school. We take this responsibility seriously. We are *not* responsible to take your child to a different bus stop other than the one assigned to the student. Due to the number of students transported, sharing a ride with a friend is not permitted.

All students receiving school bus transportation are required to follow **all** the rules of the Arizona School Board, LHUSD #1 Governing Board, all of Arizona State Laws and regulations adopted by the State. Failure to follow any of these rules/laws will result in specific penalties, including removal of the student's bus privileges on a temporary or permanent basis. The school bus code of student conduct and penalties are attached to this letter for your review. We will **not tolerate** any student attempting to disrupt the safe operation of any school bus.

We are sure that you will want your child to take advantage of this convenient transportation service by reviewing the enclosed rules carefully with your child. Please stress the need for your child to follow the rules, display courtesy and respect for the driver and other students at all times. This will allow the bus driver to focus their full attention on driving safely.

We appreciate your help in communicating to your child that they are expected to behave while riding the bus and at the bus stop. All of us in Transportation look forward to a safe and productive school year.

Sincerely,
Robert Keirns
Transportation Supervisor

LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

DEPARTMENT OF TRANSPORTATION

PARENTS PLEASE READ AND DISCUSS WITH YOUR CHILDREN

For the safety of all students, the Bus Safety Rules must be followed:

- **The use of any type of cell phone, camera, video recorder, or electronic device is PROHIBITED at any time on the bus.**
- No actions or behavior causing disruption of the safe operation of the school bus.
- Keep all parts of your body and all other objects inside the bus. Do not throw anything from the bus. No littering of any kind inside the bus.
- Keep the aisle clear of legs, books, book bags, etc.
- Talk in normal tones (quiet classroom voices only).
- No pushing, shoving, or spitting while on the school bus.
- Do not verbally, physically or sexually harass another student by words or actions. Bullying will not be tolerated.
- Do not eat any food or drink any liquid other than water; no chewing gum or glass containers on the bus. Plastic water bottles are permissible in warm weather.
- Respect other people and their personal property on the bus and at the bus stops.
- Registered students will not be allowed to get off the bus at a different bus stop, nor will they be permitted to switch buses for any reason without re-registering. Non-registered riders will not be permitted to ride the school bus.
- Be on time for the bus in the morning, a minimum of 15 minutes before the pickup time.
- Get in line when the school bus is approaching and stand a safe distance from the curb or highway (**10 foot rule**).
- Never cross or go behind bus at anytime.
- Board the bus immediately upon being released from class. The bus driver is on a scheduled route and does not have time to wait.
- Always use the steps and handrail, never jump.
- Take your seat quietly and quickly. Sit in your assigned seat only. You must sit **FACING FORWARD** while the bus is in motion. (It's Arizona State Law.)
- Never walk or stand in the aisle while the bus is in motion.
- Do not open or close windows without the permission of the driver.
- Never bring light emitting devices on the bus (laser lights, noisemakers, lighters, matches, etc.).
- Cell phones, cameras and any type of electronic recording devices are to remain off and concealed while on the bus.
- No electronic devices (music players, video games, etc.) out or in operation while on school bus.

- Be courteous to the driver, to fellow students, and to people passing by the bus.
- Never talk to the driver while the bus is in motion.
- Remain seated until the bus comes to a complete stop.
- Band instruments or athletic equipment shall be under the passenger's control at all times and will not occupy a seat if needed for another student.
- Skateboards, scooter, and roller blades will not be authorized on the school bus.
- Spraying of perfume or other scent containing substance is not allowed while on the bus.
- Backpack, purse or likeness of, will remain closed at all times on bus.
- All make-up will remain concealed while on the bus.
- No animals (except service dogs), insects, reptiles, or large science projects.
- No hats, jacket hoods, or other headgear will be allowed to be worn on the bus.
- Obey the instructions of the bus driver.
- Give correct name to the bus driver when requested.
- No foul language, sexual comments/gestures, improper hand or finger gestures to be displayed toward students, bus driver, or general public.
- Property damage to the bus, bus stop or another person's possessions will be reported to the police. **Restitution will be made for any damage which occurs to a school bus. Failure to make restitution will result in denial of all school bus privileges for the remainder of the school year.**

1st Bus Conduct Report, student receive's denial of bus privileges for three days.

2nd Bus Conduct Report, student receive's denial of bus privileges for five days.

3rd Bus Conduct Report, student receive's denial of bus privileges for the remainder of the school year.

Students will receive **immediate** denial of bus privileges for the school year for the following:

- A. Physical harm, fighting, threatening to harm, or stabbing a student.
- B. Bringing any type of a weapon (gun, knife, explosive) onto the bus.
- C. Possessing tobacco products or non-prescription drugs.

DO NOT DETAIN THE BUS AT A BUS STOP. If you wish to talk to the bus driver send a note with your child that has a telephone number where we can contact you. The driver will call you after they have completed their route.

**** At no time does this list intend to cover all rules and regulations pertaining to Transportation.**

2017-2018 SCHOOL YEAR Transportation Request/Update Form

TO RECEIVE BUS TRANSPORTATION EACH STUDENT MUST FIRST REGISTER FOR BUS TRANSPORTATION EACH SCHOOL YEAR. . .

THIS FORM MUST BE TURNED INTO THE TRANSPORTATION DEPARTMENT TO RECEIVE SCHOOL BUS TRANSPORTATION.

Parents or Guardians please read all the rules before you sign.

This is to certify that I have READ and received a copy of the rules governing students riding the school bus. I understand that if my child fails to obey all the rules, they could forfeit their PRIVILEGE to ride the school bus. I am requesting school bus transportation for the following student for this school year.

Student Name (Print Clearly) Grade Name of School

Student ID# Date of Birth Sex: M F

Parent/Guardian Name (Print Clearly)

Old Address (for address changes only) Zip Code

Current Address Zip Code

Cross Street

Medical Concerns

Home Phone Cell Phone Emergency Phone

Signature of Parent or Guardian Date

Signature of Student Date

It is your responsibility to re-register if any of the above information should change during this school year.

OFFICE USE ONLY:

BUS #: _____ Grid: _____ PICK UP TIME: _____ DROP OFF TIME: _____

LOCATION OF STOP: _____

DRIVER: _____