

**FREEDOM AREA SCHOOL DISTRICT  
&  
LAMERS BUS LINES, INC  
FREEDOM TERMINAL**

# **BUS RULES**





Dear Parents and Students:

It is the responsibility of the Freedom Area School District to transport approximately 1,600 students to and from school each day. This task must be accomplished in the safest and best way possible.

The School Board has hired Lamers Bus Lines, Inc. to provide this service for the district. Parents and students must realize that the school bus is an extension of the classroom. The bus driver, as the teacher in the classroom, has the responsibility for the safety and welfare of the students while under his/her charge. Disruptive riders endanger the safety of the entire bus.

This booklet contains bus rules which are to be followed while loading, during transportation, and unloading. Parents and students must assume that school bus transportation is a privilege to the student, and not a right. When a problem arises from misconduct, the student will be reported to the school principal, who will take prompt and appropriate action. Depending on the severity of the problem, the student's riding privilege may be revoked. Parents will be notified and it becomes the responsibility of parents to provide transportation for their child until the time of reinstatement.

While the law requires the school district to furnish transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day. Once a child boards the bus, and only at this time, does he/she become the responsibility of the school district. Responsibility ends when the child is delivered to the bus stop at the close of the school day.

Parents, if you have a bussing problem or concern, please first call Lamers Bus Lines, Inc. Freedom Terminal and ask for **Tabby at 687-2671**. If your problem is not solved, then call your school principal.

Prompt and appropriate action will be taken.

Please discuss these materials with your children. If all of us cooperate, we can make the ride on the bus a safe and pleasant experience.

***Building The Future One Student At A Time***

### **BEFORE BOARDING THE BUS:**

1. Please be at your designated stop 5 minutes prior to the busses scheduled arrival time to help maintain a consistent schedule and for safety reasons. Students should not have to run to catch the bus. The bus will not wait for any students. It will come to a full stop at the pick up point, and if the student is not in sight, the bus will immediately proceed. If the student is not at the pick up point for three consecutive days, the bus will not stop again until Lamers is notified.
2. Students are to conduct themselves in a safe manner while waiting for the bus. Students should not be playing in the road while waiting for the bus.
3. Do not move toward the bus until it comes to a complete stop. Line up in an orderly manner. There should be no pushing, take your time for safety's sake.
4. In boarding while the bus is on the road, check to be sure no traffic is approaching, wait for a signal from the bus driver, and cross at least ten feet in front of the bus.

### **WHILE ON THE BUS:**

1. Always follow the directions of the bus driver.
2. Do not manipulate younger children in order to get a seat. If assigned to a seat, go directly there and sit down.
3. While the bus is in motion, no standing or changing of seats.
4. Always be courteous to fellow students, the bus driver, and passersby. Respect others and their property.
5. The use of profane, or immoral language, threatening others, harassment and/or abusive behavior will not be tolerated.
6. Refrain from loud singing, yelling, cheering, etc. that could divert the driver's attention.
7. Keep quiet when approaching railroad crossings.
8. Throwing things (including water) on the bus and out of the windows is strictly prohibited.

### **WHILE ON THE BUS CONTINUED:**

9. The bus windows are to remain closed unless the driver gives you permission to open them. While open, keep your hands or any objects inside at all times.

10. All articles, such as athletic equipment, books, electronic devices, musical instruments, etc. must be kept with the student and out of the aisles. Students are responsible for these items at all times. Do not bring any toys or rain umbrellas on the bus. No articles are to be left alone in a seat. If personal items become a problem, they will be confiscated.

11. Any damage to the bus or bus equipment caused by a student will be paid for by the student and his/her parents.

12. The emergency door is for emergency evacuation only. Remain in your seat in case of road emergency unless directed to do otherwise by the driver.

13. No smoking or alcohol is allowed. Eating, chewing gum or drinking is allowed only with driver's permission. All garbage needs to be picked up. Students must be responsible for a clean bus.

14. Once you have boarded the bus at school, you are not allowed to go back in to school for forgotten items.

15. To help substitute drivers on unfamiliar routes, students are asked to come to the front of the bus before their stop.

16. Only radios with headphones will be allowed on the bus, no other loud toys, and no boom boxes, etc.

### **LEAVING THE BUS:**

1. Remain in your seat until the bus comes to a complete stop. No pushing, shoving, running, or jumping out the door will be allowed. Walk down the bus steps in an orderly manner and use the handrail. Walk across the road, never run. Get off the roadway quickly and safely.

2. Move away from the bus quickly. By staying close to the bus after unloading, you put yourself in potential danger.

3. When crossing the road wait to receive a signal from the bus driver, check for traffic approaching, and cross at least ten feet in front of the bus.

4. Students picking up mail/newspapers, should do so after the bus leaves.

5. Once you are across the road, do not come back to the bus.

**STEPS IN STUDENT CONTROL ON THE BUS:**

Step 1 Verbal Warning - The driver will first attempt to talk with the student individually whenever possible to resolve the problem.

Step 2 Punishment or Assigned Seat - If talking with the student proves ineffective, the student may be assigned to a specific seat for a period of time, and/or asked to write a punishment.

Step 3 Written Up - If step 1 and 2 have been tried and are not successful, and the problem continues, the child will be reported to the principal with a **SCHOOL BUS INCIDENT REPORT TO PARENTS**.

- 1st time - Warning box checked
- 2nd time - 1st offense box checked
- 3rd time - 2nd offense box checked
- 4th time - 3rd offense box checked (which leads to suspension)

The bus report is written by the driver, turned in to the Principal who then disciplines the student and sends a copy of the report to the parents. This process could take two to five days.

**\*For serious infractions, steps 1, 2, and 3 can be eliminated and the Principal will decide on suspension.**

SCHOOL BUS INCIDENT REPORT TO PARENTS			
FREEDOM AREA SCHOOL DISTRICT / LAMERS BUS LINES, INC., FREEDOM TERMINAL		Date _____ 20__	
FREEDOM, WI 54130-7593			
<b>DEAR PARENTS:</b>			
The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the School District and to discuss this to prevent further occurrence. Bus riding is a privilege which may be revoked.			
Student Name: _____ has been cited for an infraction of the rules listed below:			
<b>INFRACTION:</b>			
<input type="checkbox"/> Improper Boarding/Departing Procedures	<input type="checkbox"/> Hanging Out of Window	<input type="checkbox"/> Tampering with Bus Equipment	
<input type="checkbox"/> Failure to Remain Seated	<input type="checkbox"/> Throwing Objects In or Out of Bus	<input type="checkbox"/> Rude, Discourteous and Annoying Conduct	
<input type="checkbox"/> Refusing to Obey Driver	<input type="checkbox"/> Lighting Matches/Smoking on Bus	<input type="checkbox"/> Destruction of Property	
<input type="checkbox"/> Fighting/Pushing/Tripping	<input type="checkbox"/> Spitting/Littering	<input type="checkbox"/> Using Profanity	
<input type="checkbox"/> Bringing Articles Aboard Bus of Injurious or Objectionable Nature	<input type="checkbox"/> Bullying/Harassment	<input type="checkbox"/> Other Behavior Relating to Safety, Well-Being and Respect for Others	
SPECIFIC DETAILS: _____			
_____			
_____			
WARNING <input type="checkbox"/>	REPORTED 1st OFFENSE <input type="checkbox"/>	REPORTED 2nd OFFENSE <input type="checkbox"/>	REPORTED 3rd OFFENSE <input type="checkbox"/>
<b>DISCIPLINARY ACTION TO BE TAKEN:</b> _____			
_____			
_____			
Student's Name: _____ Grade: _____ Date of Incident: _____ Driver: _____			
Student's Address: _____			
Student's Phone No: _____ Route: _____ AM/PM Trip: _____ School Student is Transported To or From: _____			
<i>PARENTS COPY</i>		_____ AUTHORIZED SIGNATURE	_____ TITLE

**THE FOLLOWING BEHAVIORS WILL MERIT A BUS INCIDENT REPORT SLIP AND/OR SUSPENSION FROM RIDING THE SCHOOL BUS:**

Such suspensions will be determined by the respective school officials.

1. Insubordination: Direct refusal to follow the instructions of the bus driver or others in charge.
2. Smoking, Drugs, and/or Alcohol: Any act leading to or participating in these activities.
3. Fighting: Any act leading to aggression, harm, or physical assault.
4. Profane Language: The use of profane, immoral language, or threatening others and abusive behavior will not be tolerated.
5. Destruction of Items on the Bus: Any act related to the marring, cutting, tearing, or general destruction of bus facilities.
6. Repeat Offenders: Students who have been referred for minor infractions of bus safety, not less than one or more than three times inclusively.

The following suspension guidelines will be followed for students who have their bus riding privileges revoked. The parents will be contacted by the principal whenever a bus suspension is involved. A phone call will be made and a written notice will be sent.

Recommended steps:	1st suspension - 3 school days
	2nd suspension - 7 school days
	3rd suspension - 21 school days
	4th suspension - 40 school days
	5th suspension - Expulsion from riding the bus for remainder of school year

**Video cameras are located on buses for discipline purposes.  
Only authorized personnel from the bus company and the school district will  
view the films.  
With Principal authorization, films may be shared  
with students and parents.**

### **EXTRA CURRICULAR TRIPS:**

1. All rules and regulations will apply to any trip under school sponsorship.
2. Students shall respect the rules of chaperones appointed by the school to accompany bus riders.
3. All students participating in extracurricular trips should return on the bus unless other arrangements have been made with the coach or chaperone.
4. Food or drink on the bus will only be allowed at the discretion of the drivers, teachers or chaperones.
5. Buses must return clean.

### **BUS ROUTES:**

Bus routes are generally confined to State roads, County roads and Town roads. Buses will not travel on dead end roads or cul de sacs that do not have sufficient area for the bus to safely turn around without performing a backing maneuver. Generally, students residing on State, County and Town through roads will be picked up at the intersection of their driveway and the road. In residential neighborhoods student stops may be consolidated into a centrally located "Cluster Stop", this may be a group stop at a particular student's driveway or at a nearby corner. These "Cluster Stops" will be determined by Lamers with Freedom Area School District approval.

The distance to walk to a pick up point generally shall not exceed 1/8 mile for preschool-kindergarten students, and 1/4 mile for older students. However, safety of operation may dictate pick up points that exceed this guideline. Schedules are made to pick up students and arrive at school before the start of the first class, but no earlier than 25 minutes before the start of classes.

### **GENERAL GUIDELINES:**

1. Only transfer students are allowed to get off the bus at the high school to board their assigned bus unless student has written permission SIGNED BY THE PRINCIPAL.
2. Notification In Case of Inclement Weather: school officials and Lamers use weather reports from the Highway Dept. and Sheriff's Dept., the National Weather Service and the local road spotters in making a decision to cancel school. Parents are asked to not call Lamers, school, or bus drivers. Please listen to local radio and TV stations. Buses will travel on plowed roads only.

## **GENERAL GUIDELINES CONTINUED:**

3. When an occasional route change is needed for any student in the Freedom Area School District:
  - Call Lamers at 687-2671 and notify them by 2:00 pm of the change.
  - Send a signed and dated note with student to school.  
Note must contain address, name and phone number of the drop-off site.
  - Call School also and notify them by 2:00 pm of the change.  
(You must call school also - notes do not always get to the office.)  
Freedom Elementary School 788-7950  
Freedom Middle School 788-7945
4. If your Elementary student will not be riding home on the bus on a particular day, you must write a note to the school requesting your child to be waiting in the office. If the school does not receive a written request your child will be placed on the bus.
5. Students who are planning to have guests ride their routes must get permission from Lamers at 687-2671 in advance.
6. Your child can be picked up at one address and dropped off at another but pick up and drop off sites must be consistent each day.
7. Parents of A.M. Preschool children must have someone visible at the drop-off site.
8. Any lost items on the bus will be kept for one week in the front of the bus. After this time, the drivers will dispose of any articles at their discretion.
9. Early Dismissal Due to Weather: If there is a need to send students home early in the school day because of deteriorating road conditions, the school generally releases the students after the lunch hour. Please make sure you have filled out your Early Dismissal Form.
10. Should the school bus have to turn around in your driveway, please keep it clear of vehicles, snow, and garbage cans.