

## HARRAH PUBLIC SCHOOL

# SCHOOL TRANSPORTATION CONTRACT

It is of great importance that Harrah Public School establishes rules, boundaries and expectations for our students and drivers in or for our buses and vans to operate appropriately, and safely deliver our students to their destinations.

This contract is between Harrah Public School, parent(s)/guardian(s) and the student. When you receive your copy of the contract, please sign and return to Harrah Public School Bus Barn.

Thank you,  
Administration of Harrah Public School

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### **DRIVERS - RULES & EXPECTATIONS**

#### **Expectations:**

1. Drivers will wait no longer than 3 minutes for a student. If a student is not out of their home by that time, the driver must proceed to the next destination on their route.
2. Students cannot be left unattended in the vehicle at anytime, for any reason- there must always be a supervising adult present.
3. Drivers will not take any unscheduled stops with students present.
4. Drivers will not pick up any additional fares while driving Harrah Public School students, unless there is a specific contract with the Harrah Public School to do so.
5. Drivers will not talk on their cell phone when driving Harrah Public School student to and from school.
6. Drivers will not offer students any food, drink, gum, gifts, etc; or allow them to eat or drink on the bus/van.
7. If students are acting out in an aggressive or unsafe manner (verbally or physically), the driver will pull the vehicle over, where appropriate, until students once again act in a safe responsible manner.
8. If the unsafe behavior continues, the driver will contact their base/students principal or call 911 for police assistance.

9. Drivers will immediately (verbally) report all misbehavior to Harrah Public School staff when he/she arrives at Harrah Public School, or by phone while driving students home; and will follow up by writing a formal Bus Incident Report to be forwarded to Harrah Public School site Principal within 24 hours of the incident.
10. Drivers will not “hold” any personal property of any kind of the students. Any property left on the bus will need to be reported to a Harrah Public School.
11. Interact positively with peers; and use appropriate voice tone, volume and language.
12. No vandalism of the vehicle or anyone’s property.
13. No exchanging, trading or borrowing of any items - all students will be responsible for their own personal belongings.
14. Respect EVERYONE’S (driver and students) personal space, and their right to a peaceful ride to school - no arguing, profanity, obscene gestures, bullying, antagonizing, horseplay, or fighting.
15. No weapons of any kind.
16. No hazardous material or nuisance items (i.e. laser lights, body spray/perfume/ cologne, etc., or anything that may affect another student in an adverse way).
17. No cameras or any electronic devices where the internet can be accessed.
18. No tobacco products, drugs, alcohol or any other controlled substance.
19. No medications of any kind (unless you have received specific permission from Harrah Public School.

## **DISCIPLINE POLICY**

Any student who does not follow the identified rules will be subject to the following disciplinary procedure. This protocol will start simply - between driver and the student - but continued issues will lead to a progression in reporting and consequences.

### **Bus Discipline Procedures**

1st Violation - The student will be sent to the principal for reprimand or counseling. Parents will be notified.

2nd Violation - This student will be sent to the principal for a parent conference and shall lose bus privileges for a minimum of three days.

3rd Violation - Student shall be removed from the bus for a minimum of ten days.

4th Violation - Student may lose bus privileges for the remainder of the current semester and succeeding semester.

All violations of an extraordinary or emergency nature will be immediately referred to the principal for adjudication. The principal has the authority to impose disciplinary action from any level depending on the severity of the infraction.

Students are to ride their assigned bus, and are to be picked up and delivered only to their home address. Only students assigned may ride a scheduled bus route. Exceptions to this procedure must be approved in advance by the Bus Barn, and must be of an emergency or extraordinary in nature. Any items (i.e. as flowers, noise makers, balloons, glass containers, etc.) that may cause injury, distraction or impede the Driver's vision will not be transported.

Parents will be responsible for any alternative transportation needs. Harrah Public Schools will only provide transportation to and from school for students. Any other transportation needs such as overnight visits, group activities, private lessons etc., will not be provided.