

*Elmira City  
School District*

*Every Student Succeeds*



2009-10 School Year

**School Bus Rider's Manual  
&  
School Bus Routes**

*Elmira City School District*  
951 Hoffman Street • Elmira, NY 14905 • (607) 735-3000  
[www.elmiracityschools.com](http://www.elmiracityschools.com)

# District information

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## Board of Education

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Larry McGovern (President), Lynn Grottenthaler (Vice President), Daniel Hurley, Dianna Jackson, Sara Lattin, Ted Lax, Colleen McCall, Rodney Strange and Mary Tucker.

## Our Schools

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**Joseph E. Hochreiter**, Superintendent  
951 Hoffman Street, Elmira, NY 14905  
Phone: 735-3010

### Alternative School:

**John Kohena**, Principal  
at Washington, 422 W. Washington Ave.,  
Elmira, NY 14901  
Phone: 735-3350

**Beecher Elementary**  
**Michael Lanning**, Principal  
310 Sullivan Street, Elmira, NY 14901  
Phone: 735-3500

**Broadway Elementary**  
**Rebecca Kiley**, Principal  
1000 Broadway, Elmira, NY 14904  
Phone: 735-3600

**Broadway Middle**  
**Brian LeBaron**, Principal  
1000 Broadway, Elmira, NY 14904  
Phone: 735-3300

**Coburn Elementary**  
**Jason Johnston**, Principal  
216 Mt. Zoar Street, Elmira, NY 14904  
Phone: 735-3650

**Elmira Free Academy**  
**John Wood**, Principal  
933 Hoffman Street, Elmira, NY 14905  
Phone: 735-3100

**Ernie Davis Middle**  
**Derek Almy**, Principal  
610 Lake Street, Elmira, NY 14901  
Phone: 735-3400

**Fassett Elementary**  
**Brad Pollack**, Principal  
309 W. Thurston Street, Elmira, NY 14901  
Phone: 735-3900

**Diven Elementary**  
**Pamela Davis-Webb**, Principal  
1115 Hall Street, Elmira, NY 14901  
Phone: 735-3700

**Hendy Elementary**  
**Madge Larrimore**, Principal  
110 Hendy Avenue, Elmira, NY 14905  
Phone: 735-3750

**Pine City Elementary**  
**Rhonda Baran**, Principal  
1551 Pennsylvania Avenue, Pine City, NY 14871  
Phone: 735-3800

**Riverside Elementary**  
**Carrie Rollins**, Principal  
409 Riverside Avenue, Elmira, NY 14904  
Phone: 735-3850

**Southside High School**  
**Christopher Krantz**, Principal  
777 South Main Street, Elmira, NY 14904  
Phone: 735-3200

## Important Numbers

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Switchboard ..... 735-3000  
Emergency Closing Line..... 735-3970  
Buildings & Grounds ..... 735-3980

### ► **Bus Garage ..... 735-3950**

Community Information..... 735-3026  
Finance..... 735-3055  
Food Services ..... 735-3227  
Health Services ..... 735-3066  
Health & Safety ..... 735-3992  
Instruction..... 735-3021  
Parent-Child  
Resource Center ..... 735-3593  
Personnel ..... 735-3020  
GST BOCES: Bush Campus ..... 739-3581  
Special Education ..... 735-3082  
Tax Office ..... 735-3017

The Elmira City School District hereby advises students, parents, employees and the general public that it offers employment and education opportunities without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status.

Inquiries concerning this policy shall be addressed to:

Christine Mecke, District Title IX Coordinator,

Section 504 Compliance Officer at:

951 Hoffman Street, Elmira, NY 14905 • (607) 735-3000

*Elmira City  
School District*

951 Hoffman Street  
Elmira, NY 14905

[www.elmiracityschools.com](http://www.elmiracityschools.com)

# Dear Parents,

More than 4,000 students in the Elmira City School District ride 76 buses 4,500 miles each day to attend school.

For eligible students, riding a school bus is both a right and a privilege. Our bus transportation staff and our student riders are responsible to make each trip as safe as possible.

Because of this, we ask you to review and discuss this School Bus Rider's Manual with your children. Please review this manual to become aware of the bus policies of our school district. All of these policies and rules are important.

In order to maintain a high level of safety while efficiently transporting students, our drivers must have the cooperation of both the students and parents. If the rules listed in this manual are followed, the drivers can concentrate on their primary job – safe driving.

Please feel free to contact the bus garage at 735-3950 if you have questions about the district's bus transportation policies.

We look forward to another great year of school bus safety!

Sincerely,

*David G. Carpenter*

Supervisor of Transportation



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# Transportation policy

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Transportation policy is set by the Board of Education of the Elmira City School District. State education law requires school districts to provide transportation to district residents, other than those living in the city, who live more than two miles (if elementary students) or three miles (if secondary students) from the school they legally attend.

## Primary grades

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All students who attend primary schools are eligible for bus transportation to the elementary school to which they are assigned if their residence is located at a distance from the school (as measured along the shortest possible road course) equal to or in excess of one mile.

Transportation for students attending public schools other than their assigned schools is the responsibility of their parents or guardians.

## Exceptions

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The only exceptions to the Board of Education School Transportation Policy are as follows:

- Elementary students are not expected to walk across four-lane highways.
- Elementary students are not expected to cross any river.
- Elementary students are not expected to walk on main county highways that have a high volume of traffic, poor visibility and no shoulders.

## Middle school

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All students who attend middle school are eligible for bus transportation to middle school if their residence is located at a distance from the school (as measured along the shortest possible road course) equal to or in excess of 1.5 miles.

## Senior high school

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All students who attend senior high school are eligible for bus transportation to high school if their residence is located at a distance from the school (as measured along the shortest possible road course) equal to or in excess of two miles.

## Winter warning

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When hazardous road conditions cause the cancellation of school, an announcement will be made shortly after 6 a.m. on all Elmira radio and TV stations. You can also receive information about school closings by calling 735-3970 after 6 a.m. Please do not call radio or TV stations or school officials.

If a storm hits while school is in session, we do not dismiss early. If students stay in school, it gives highway crews a chance to clear the roads.

## Delayed start

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Winter weather conditions may warrant a district decision to delay the start of school by two hours. If this situation occurs, the announcement will be made on all Elmira radio and TV stations no later than 5:30 a.m. The statement will be made that the start of school for the **Elmira District** will be delayed two hours. If the delay is subsequently changed to school closings, the decision will be made by 6:30 a.m. and will also be announced on TV and radio.

## A delay means:

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- Every child's schedule will be two hours later – at the bus stop and for the start of school. The return home will be at the regular time.
- Classes may be shortened or modified in each individual school to accommodate the day's requirements.
- The lunch menu will likely remain the same for that day and regular scheduled lunch times will be followed.
- There will be no breakfast program that day.
- Morning BOCES student will not attend BOCES but will be required to report to the high school to a room designated by the principal.

**Note: Please do not drop off your child or allow him/her to walk to school early.** There will be no supervision and schools will still be locked, as staff will also be reporting to work two hours late.

## Special information

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Do not lose your bus privilege – follow these rules!

1. Observe classroom conduct.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. Remember: The bus driver is authorized to assign seats.
15. Have a safe trip!

## Other scheduling & routing information

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### Side roads

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Transportation will not be provided on side roads that are not maintained by town highway departments if the lack of maintenance makes it unsafe to travel on these roads. Examples of unsafe conditions are flooding, road erosion, ice, snow and mud.

### Private roads

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Transportation will not be provided on highways that have not been dedicated and/or maintained by town, county and/or state highway departments.

### Turnarounds

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Turnarounds will not be established unless adequate space is available and this space is properly maintained (Education Law section 3062, 3635). All turnarounds must be approved by the Transportation Supervisor or designee.

### Babysitters & day care centers

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Students will be transported to approved day care centers, private babysitters and latchkey locations within our district, according to Board of Education policies. The location must be on a regular bus route from that school where students can be dropped off at an approved bus stop location, and the request must be made in writing. Contact the Transportation Department (735-3950) for further information.

## Private schools

We provide transportation to private schools as required by state law. Parents requesting such transportation must do so in writing prior to April 1 of the year for which transportation is being requested (in March for the following September). The request must be renewed every year.

## Lost children

If your child doesn't get off the bus, please call the school at once. Remember, the safest place for your child is on the bus. If your child got on the wrong bus by mistake, he/she will be brought home as soon as possible.

## Bus drills

According to a schedule established by the state Education Department, at least three bus emergency drills must be conducted each year by the school principal or his/her designee. The procedure for pupils to follow in case of an accident, including instructions on use of emergency exit windows and doors, will be covered.

## Supervision

Each school will have supervision for bus students during the time between bus arrival and the start or finish of school. The schools are also responsible for the safety of pupils boarding or disembarking.

The driver of each bus is responsible for seeing that all rules are obeyed on the bus. The driver has full authority and may assign seats if necessary.

## Information for students

Each student must be on time. Students should be ready five minutes before the scheduled pick-up time.

While walking to the bus stop, students should avoid standing or playing in the road; keep books, lunch pails and instruments out of the road; not litter or damage surrounding property; not throw snowballs or rocks at the bus or other students; and not crowd into the road when the bus arrives.

Small radios, Walkmans or iPods are allowed if a headset is used.

Passengers should hold large packages and instrument cases while on the bus, not leave them in the front of the bus or in the aisle.

## Items allowed if held on lap:

Piccolo	Alto saxophone	Oboe
French horn	Flute	Trumpet
Soprano clarinet	Violin	Bassoon
Viola	Snare drum	Fishing pole

## Items not allowed on a school bus

Alto clarinet	Bass clarinet	Hula hoops
Contrabass clarinet	Tenor saxophone	Animals
Baritone saxophone	Baritone horn	Tuba
Hockey sticks	Trombone	String bass
Cello	Guitar	Skis & poles

**Skateboards, in-line skates & scooters** are not allowed on school grounds and are not allowed on school buses. **If these items are in a box or totally packed away, they may be carried if they fit on the student's lap and are not opened.**

No live or dead animals are allowed on a school bus.

If there are any questions about what may be carried on a school bus,

please call the bus garage at 735-3950.

## Note for parents of special education students

Welcome to our special transportation system. The Elmira City School District operates 70 buses on bus routes every day. Twenty-three of these buses are used for transportation of special education students. These special buses operate on a very tight schedule. To keep this schedule running, we have established the rules below. If you have questions, please call the Supervisor of Transportation at 735-3950.

Please have your child ready 10 minutes before the scheduled pickup. In the afternoon, have someone home 20 minutes before your child's scheduled drop-off time.

If for any reason your child is not going to school, please call the bus garage before 6:30 a.m. If possible, let us know at this time when your child will return. When we go to your house in the morning and your child does not come out, it causes unnecessary delays in the bus route. If this happens two days in a row, we will not return to your house until you call and inform us that your child is ready to return to school.

Each special bus covers a special area. We need to know if your child is going to a babysitter after school, as your child might have to ride a different bus. Check with the bus garage ahead of time to determine if your babysitter is in a bus area.

Students are expected to behave on the bus or they will be written up. Repeated write-ups will result in disciplinary action or suspension of riding privileges.

## Responsibilities

Each of the following sections points out specific duties of the Transportation Department, schools, bus passengers, bus driver, parents and chaperones on a bus.

### Board responsibilities

It is the responsibility of the Board of Education to set policy regarding bus transportation for the district.

### Superintendent responsibilities

The responsibility for administering the transportation program rests with the Superintendent of Schools. The administration is expected to adhere to applicable laws, regulations and policies established by federal, state and local authorities. This responsibility is, in part, delegated to the Supervisor of Transportation, who reports to the Assistant Superintendent for Management Services.

### Supervisor of Transportation responsibilities

The Supervisor of Transportation is responsible for the following:

- Establishing bus rules.
- Assigning bus drivers.
- Arranging for, recording and reporting bus drivers' overtime.
- Arranging transportation for special trips, such as outdoor education, recreational programs, educational trips and others.
- Preparing specifications for bidding on new buses.
- Arranging for special transportation for students attending other school districts.
- Planning and arranging for preventive and other maintenance on buses and other vehicles.
- Reviewing and approving payment of bills for maintenance, special transportation and overtime.
- Maintaining a continuous analysis of transportation costs and providing reports as requested.
- Preparing transportation contracts and state Education Department

- reports.
- Assisting in school bus driver personnel management.
- Assisting in provision of required bus drill instruction.
- Assisting in the transportation budgeting process.
- Administering the bus transportation student discipline policy.

### Principal responsibilities

Each building principal is responsible for the following:

- Requiring that regular instruction and pertinent safety regulations are provided for all pupils.
- Providing adequate supervision at school bus loading and unloading zones. Bus riders should not be permitted to move toward the bus at school loading zones until the bus has been brought to a full stop. Pupils should line up and take their turns entering the bus in an orderly manner.
- Ensuring student awareness that the same student behavior expected in the classroom is to be practiced on the school bus.
- Taking prompt action on all behavior problems where principal involvement has been requested.
- Enforcing safe traffic regulations at the school site.
- Reporting to the Supervisor of Transportation any unsafe conditions or practices brought to his/her attention relating to the transportation program.
- Requiring that pupils ride their assigned school bus and do not board a bus going to any destination other than their home or assigned activity without proper authorization.
- Informing the Transportation Department when bused students have been suspended from school.

### Bus drills

The drills on school buses required by Section 3623 of the Education Law include practice and instruction in the location, use and operation of emergency doors, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills will also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark and move away from the bus. Each drill should include specific instructions for pupils to advance at least 10 feet in front of the bus before crossing the highway after snow, ice, rain and other inclement weather. All such drills will include instruction in the importance of orderly conduct by all school bus passengers.

Students who do not ride a school bus must participate in either on-board drills or receive in-class instruction concerning bus safety practices and procedures. A minimum of three such drills will be held during the school year, the first to be conducted during the first seven days of the fall term, the second prior to Jan. 1 and the third prior to May 1. No emergency drills will be conducted when buses are on route.

Once each year the district will hold a special emergency drill. All students will go home 15 minutes early. Notice of the drill will be sent home. School authorities will certify on the annual report to the state Education Department that the district has complied.

**Non-public schools in the district must also participate in bus drills.**

### Bus driver responsibilities

Each school bus driver must do the following:

- Drive a school bus safely, defensively and efficiently.
- Operate the vehicle at a safe speed according to conditions at all times.
- Obey all traffic laws and regulations.
- Keep bus clean inside and out.

- Be present for designated bus run at least 15 minutes prior to the scheduled leaving time and complete daily pre-trip inspection of the bus.
- Assign seats to students.
- Maintain reasonable behavior of students and enforce all rules and regulations.
- Report, in writing, to the Supervisor of Transportation those cases of student misconduct that endanger the health, safety and welfare of self and others.
- Instruct all pupils to walk 10 feet in front of the bus.
- Avoid the use of alcoholic beverages or drugs that may induce sleep or drowsiness at any time when their period of effectiveness coincides with the time scheduled for bus driving duties.
- Report all accidents promptly to the Supervisor of Transportation.
- Make out daily reports, revised bus lists, seating charts and time schedules as required.
- Observe the rules and regulations set forth by the Board of Education, Commissioner of Education, Department of Transportation and Department of Motor Vehicles.
- Instruct students in safe crossing procedures.

### Parent responsibilities

Parents play an important role in the safe and efficient operation of the school's transportation system. If the system is to function effectively, parents must assume an obligation to the program and to the people responsible for its operation.

Parents are expected to ensure that their children are at the proper bus stop on time and properly clothed for the weather.

Parents are expected to insist on the good behavior and full cooperation of their children at bus stops and on the bus so drivers can concentrate on safely driving the bus.

Parents should make written suggestions to school authorities for any improvement of the bus transportation program.

**Note: Videotaping is conducted on the buses, at our discretion, to ensure the safety of your children.**

### Permission to ride a different bus

Permission is required to ride a different bus or to get off at a different stop. Students must normally be bus riders to receive permission to ride another bus. Call the bus garage at 735-3950 to get permission for bus students to ride a different bus. Also send notes for the driver and the school to inform them.

This system allows some flexibility in filling temporary transportation needs, such as plans to go home with a friend after school. However, there are limitations to the degree of flexibility possible. Students must normally be bus riders to receive permission to ride another bus. Requests to get off the bus at other than the designated stop must be accompanied by a note. These requests may be denied because the requested location is not on the bus route or may be dangerous place for the bus to stop.

Because of these limits, it is important for you to check with the bus garage on the day of the request to confirm approval. Permission is temporary and a written parental request is required for each issuance. If you have a long-term need for a change in your child's scheduled transportation, you should contact the bus garage at 735-3950.

## Student responsibilities

### While waiting for the bus:

Students should arrive at their bus stop five minutes before the scheduled pick-up time. They should wait several feet away from the highway or designated bus stop. Any students who are not on time will be left behind.

While walking to and waiting at the bus stop, students should:

- Avoid standing or playing in the road.
- Keep books, lunch pails or instruments out of the road.
- Not litter or damage surrounding property.
- Not throw snowballs, stones or other items at the bus or other students.
- Not crowd into the road as the bus arrives.
- Not arrive at the bus stop earlier than 10 minutes before the time the bus usually arrives.
- Not allow younger children who are not attending school to come to the bus stop.
- Observe all safety precautions while waiting for the bus:
- If possible, avoid crossing streets.
- Whenever you must cross a street, look both ways and cross if no moving vehicles are approaching from either direction.
- Do not push, pull or chase any other students.
- Avoid trespassing on private property and being noisy.

### As the bus approaches:

- Line up at least 6 feet from the highway.
- Do not approach the bus until it has stopped and the driver has opened the door.

### Loading the bus:

- When getting on the bus, cross the road 10 feet in front of the bus (never in back) and wait to be signaled to do so by the bus driver.
- At school dismissal time, go immediately to your bus. Students who miss their bus should immediately report back to the school's main office. The bus will not stop to board students once departure from the bus stop has begun.
- Get on the bus quickly, in an orderly fashion, and be seated at once (unless seats are not available).
- Load the bus from the middle of the bus first.
- If seats are not available, go to the back of the bus, remain standing in the middle aisle and grasp the seat back firmly before the bus begins to move.
- Listen carefully and obey any directions issued by bus personnel.
- Bus personnel may, at any time necessary, assign seats.
- Bus routes are established, in part, on the basis of three riders to a seat.
- Do not board the bus with any object that cannot be held on your lap or between your knees. Do not bring objects on the bus that are potentially dangerous or distracting to other students or bus personnel.

### Riding the bus:

- Stay in your seat while the bus is in motion. It is appropriate for three to sit in each seat, being careful not to block the aisle.
- Heads, hands and legs must stay inside the bus.
- Listen carefully and obey any directions given by the bus driver.
- Remain on the bus until arrival at your destination.
- Profanity, loud talking, horseplay or behavior that might divert the bus personnel's attention is not permitted.
- Keep the bus clean and care for bus equipment. Emergency doors and

windows, as well as other bus equipment, are to be used only when appropriate.

- No live or dead animals are allowed on the bus.
- Hold large packages and instrument cases while on the bus. Do not leave them in the front of the bus or in the aisle.
- Show identification upon request and comply with all requests by the bus driver, the monitor or other district personnel.
- Do not throw any articles in or at the bus or at any other vehicle.
- You may not use or possess tobacco, alcohol or illegal drugs on or near the school bus at any time. These products will be confiscated according to school district policy.
- You are not permitted to eat food or candy on regular bus routes.
- Sit quietly, face forward and remain seated until the bus stops. Do not change seats unless directed by bus personnel. Drivers may assign seats.

**Destruction or damage to a school bus or student's property could result in an immediate suspension from riding the bus and/or restitution for damages.**

Prohibited objects include, but are not limited to, the following:

- Radios, tape recorders and electronic games not related to instruction.
- Glass objects and aerosol cans.
- Weapons such as knives and guns.
- Explosive/flammable materials or liquids.
- Live or dead animals.
- Oversized musical instruments; skateboards; athletic equipment such as skis, poles, lacrosse sticks, etc. (objects that cannot be held on the student's lap or between their knees).

### Unloading the bus:

Remain seated until the bus comes to a complete stop and the bus driver has opened the door. Leave the bus quickly and in a courteous manner.

When getting off the bus, cross the road 10 feet in front of the bus (never in back) and wait to be signaled to do so by the bus driver. Stop at the center of the roadway and look both ways before proceeding.

Get on and off the bus at your regular designated stop. A written request from your parent or guardian to the principal must be presented before you may be allowed to get off at any other stop or ride a bus other than the one you have been assigned to.

Observe all safety precautions as you travel from your bus stop to your home.

## Discipline

Continued disorderly conduct or persistent refusal to submit to the authority of the bus personnel is sufficient reason for a pupil to be denied transportation on a school bus. The school district may deny students bus transportation if safety guidelines are violated.

**Parents and guardians still have the legal responsibility to have their children attend school and must assume any transportation responsibilities if the student is suspended from school bus transportation.**

### Consequences for inappropriate student behavior

The Supervisor of Transportation or his/her designee will deal with reports from bus personnel concerning student misbehavior. The Supervisor of Transportation may request a meeting with the parents of a student who misbehaves and has the authority to prevent that student from riding the bus.

Bus personnel are obligated to report violations of rules to the

Supervisor of Transportation. Bus personnel will complete the bus conduct report and forward to the Supervisor of Transportation. The Supervisor of Transportation's action will be filed and copies sent to the student's parents, principal and bus personnel.

### First offense

Bus personnel will complete a bus conduct report form and submit it to the Supervisor of Transportation, who will call the parents to request their assistance. Parents will receive a copy of the bus conduct report. Bus personnel should make an attempt to correct any discipline problems by speaking directly to the student(s) involved and, if necessary, making special seat assignments for certain students.

### Second offense

The student may be suspended from the bus for five days. During the period of suspension, the parents shall be responsible for transportation to and from school. The bus personnel will complete a bus conduct form and submit it to the Supervisor of Transportation. The Supervisor of Transportation will communicate the situation to the parents and building principal or his/her designee. The action taken will be noted on the report and copies sent to the building principal.

The action report will be placed in the student's school record file. A copy of the report will be sent to the parents/guardians. The Supervisor of Transportation will offer to schedule a conference with the child and parents to allow the parents the opportunity to discuss and appeal the suspension. The building principal will be notified of the meeting and will attend if appropriate.

### Third offense

The student may be suspended from the bus for 10 school days. During the period of suspension, the parents are responsible for transportation to and from school. The procedures outlined for the second offense will be followed.

### Fourth offense

The student may be suspended for the remainder of the school year. During the period of suspension, the parents are responsible for transportation to and from school. The procedures outlined for the second offense will be followed. The Supervisor of Transportation may suspend the transportation privilege indefinitely.

### Inappropriate behaviors

The following behaviors may result in immediate suspension from the school bus after proper warning and notification:

- abusive language to bus personnel.
- striking bus personnel.
- striking another student.
- fighting on the school bus, whether started or participated in.
- smoking or use of smokeless tobacco.
- exiting a bus without permission.
- alcohol on bus.
- refusal to give name.
- drug-related incident.
- interfering with the health, safety and welfare of self or others.
- weapons of any kind.

### Immediate suspension of riding privileges:

- The bus personnel will notify the Supervisor of Transportation by written report of an existing problem.

- The Supervisor of Transportation will investigate the report and make a determination as to action to be taken.
- The Supervisor of Transportation will notify the parents by mail and personal contact of the suspension of riding privileges for the child. Also, he will offer to schedule a conference with the child and parents to allow the parents to discuss and appeal the suspension.
- The building principal will be notified of the meeting and will attend if appropriate.
- During the period of suspension, the parents are responsible for transportation to and from school.
- Proper record of each offense, parental conference and disciplinary action will be maintained.

### Right of hearing & appeal

A hearing will be scheduled at the parents' request. A bus transportation suspension decision may be appealed to the Assistant Superintendent for Management Services.

The Supervisor of Transportation will determine the suspension period on a case-by-case basis. Considerations such as the nature of the offense, attitude of the student, parental cooperation and the transportation discipline history of the student may be considered in determining a reasonable suspension period.

Any of the procedures may be waived at the discretion of the Supervisor of Transportation and the transportation privilege either suspended or withdrawn for a serious infraction even though it may be a first or second offense.

### BOCES buses

If a student is suspended from morning and afternoon buses, he/she will still be allowed to ride the BOCES bus. If a student is suspended from the BOCES bus, the nature of the incident will determine if he/she is also suspended from the morning and afternoon buses.

### Sports buses

If a student is suspended from regular morning and afternoon buses, he/she will still be allowed to ride sports buses.

### Handicapped/special class

These incidents will be reviewed on an individual basis, and bus monitors will work with the schools and parents involved when student suspension may be necessary.

### Special buses

Special buses include those used for field trips, athletic trips, BOCES or handicapped transportation. The following rules apply.

- Chaperones should discuss their seating arrangements with the driver.
- Chaperones should report promptly to the bus driver any damage done to the bus. Anyone causing damage will be expected to cover the full cost of repairs.
- Use or possession of alcohol or controlled substances is prohibited. Violators will be dealt with upon returning to school through district discipline procedures.
- Cheering and singing will be permitted as long as it is at a reasonable level and not vulgar or offensive in nature.
- Bus riding rules for morning and afternoon buses apply to special buses.
- The chaperone and bus personnel have a mutual responsibility to report any infractions to the Supervisor of Transportation.

## Eating on the bus

New York State regulations prohibit any eating on the bus while in motion (section 721.21 (e) Regulations of the Commissioner of the Department of Transportation).

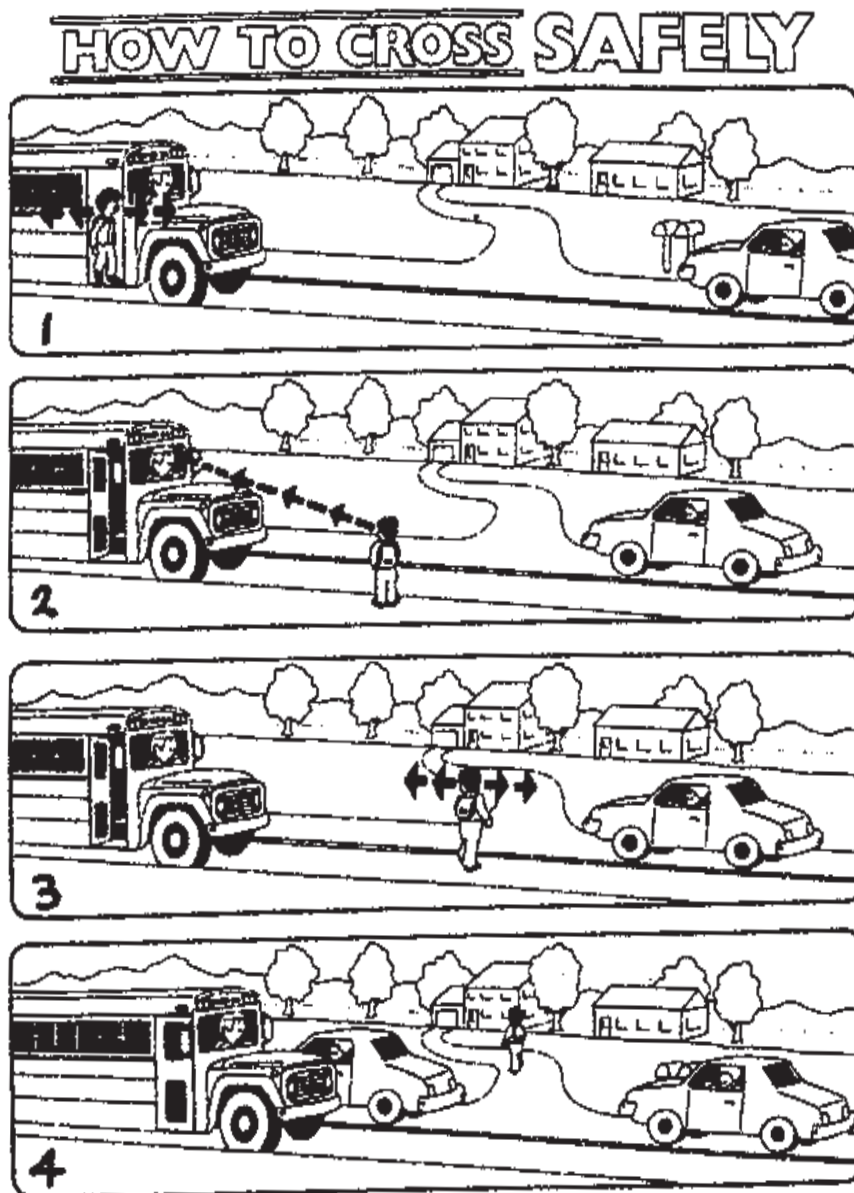
If a group wishes to stop to eat at a restaurant, prior approval must be obtained from the Supervisor of Transportation and, where applicable, from the Athletic Director.

If a group wants to pack a lunch to eat either at their destination or at a rest stop along the way, they may do so with the following provisions:

- Prior approval from the building principal and/or Athletic Director and

the Supervisor of Transportation and/or designee is required.

- No glass containers will be allowed on the bus. Food and beverages must be in plastic or metal containers.
- If more than one bus is on the trip, they all will either stop or come directly home.
- If food and/or beverages are to be eaten on the bus (only when the bus is parked off the road), the transportation request should include a request for such permission and approved by the Supervisor of Transportation.
- Students are responsible for cleaning the bus of all food, beverages and containers. Chaperones are responsible for ensuring that students clean the bus.



# School bus safety facts

Every year children are killed and hurt in accidents with cars, airplanes, bicycles and school buses. You may not know anyone who has been hurt around a school bus. If you and your friends are careful around the bus, maybe you never will. Across the United States about 26 students

are killed and 9,000 are injured each year in school bus accidents. This may not seem like a lot, but remember that more than 23 million children ride the bus to school every day. These safety guidelines will help **you** stay safe each day as you ride the bus.

## Safety Skills

## Safety Reasons

### Waiting

- WALK SAFELY TO YOUR BUS STOP
- BE ON TIME
- WAIT QUIETLY AWAY FROM THE ROAD
- DON'T MOVE TOWARD THE BUS UNTIL THE DRIVER SIGNALS

- Always be careful near traffic and stay away from strangers.
- Too early – you are waiting alone too long.
- Too late – you could get hurt rushing to the bus.
- Cars don't always stay on the road. If you are running you might go into the road by accident.
- The bus might skid as it stops or traffic might not stop right away. The driver signals when it is safe to load.

### Loading

- USE THE HANDRAIL
- DON'T BRING LARGE, SHARP OR BREAKABLE THINGS ON THE BUS
- DON'T CARRY AWKWARD LOADS – USE A BACKPACK OR BOOKBAG TO KEEP STUFF TOGETHER
- SIT DOWN IMMEDIATELY AND STAY SEATED

- A fall on the stairs could hurt. Could strings or straps on your coat or backpack catch in the handrail or door?
- In an accident you will be thrown against whatever you are carrying.
- Students have been killed picking up things they've dropped near the bus when the driver cannot see them.
- A quick start could knock you down if you're not seated when the bus starts to go. Get seated immediately and stay seated.

### Riding

- DON'T DISTRACT THE DRIVER
- KEEP BODY INSIDE THE BUS
- DON'T BOTHER OTHER STUDENTS
- KNOW HOW TO EVACUATE THE BUS

- The driver's full attention must be on safe driving. Noisy students have caused serious driver mistakes.
- Trees, trucks and utility poles have all caused serious accidents to students hanging out of windows.
- Every student deserves a safe ride to school.
- Quiet talking with friends is OK.
- Keep the aisles and floors clear. Know where emergency exits are and how to use them.

### Unloading

- CHECK BEFORE YOU STEP
- MOVE AWAY FROM THE BUS RIGHT AWAY
- GO DIRECTLY HOME

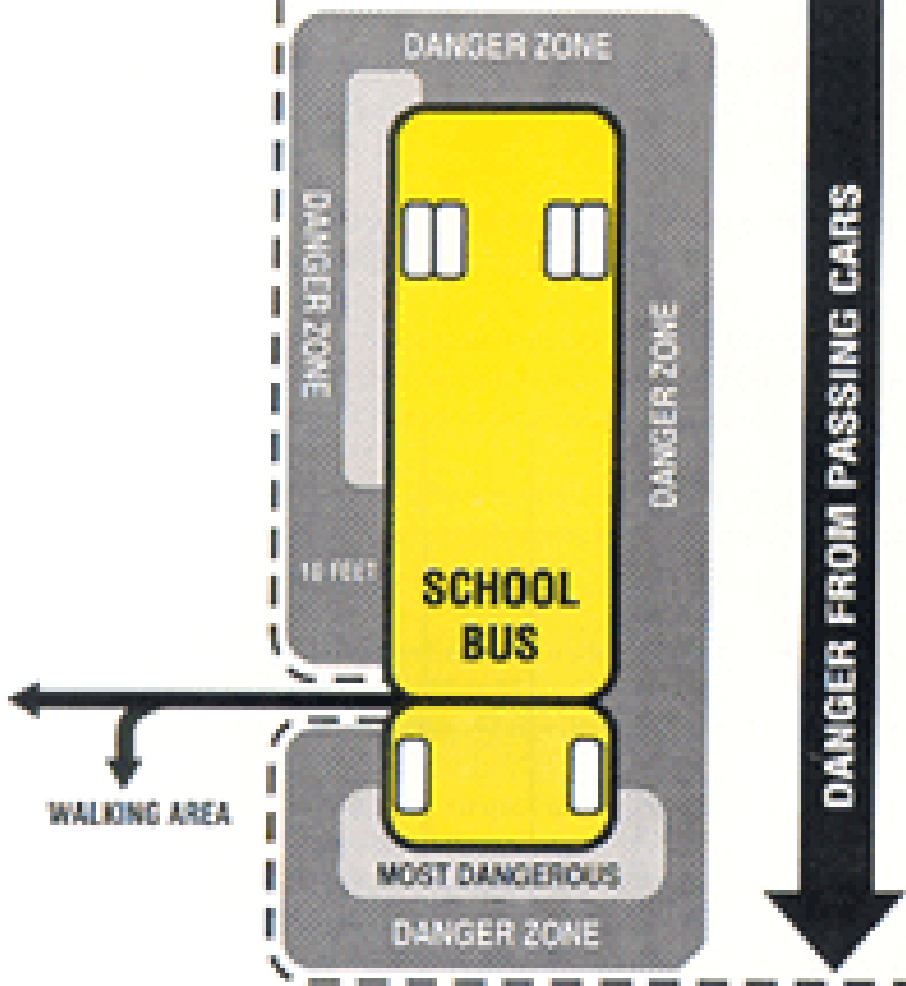
- Be sure no cars are trying to pass you on the shoulder. Be sure you have enough room to move away from the bus.
- If you can touch the bus, you are too close. Don't walk alongside the bus. The bus can be very dangerous.
- Be sure to stop at home before you go to a friend's house to play or visit. Stay away from strangers.

### Crossing

- WALK 10 GIANT STEPS AHEAD OF THE BUS UNTIL YOU CAN SEE THE DRIVER'S FACE
- WAIT FOR THE DRIVER TO SIGNAL
- CROSS TO THE OUTSIDE EDGE OF THE BUS AND MAKE SURE ALL TRAFFIC IS STOPPED
- IF CLEAR, CROSS QUICKLY
- IF NOT CLEAR, RETURN TO CURB

- The driver must always be able to see you. If you drop something near the bus, ask for the driver's help to get it.
- The driver will signal when it is safe to cross. Be sure you know the driver's signals.
- You must make sure it is safe to cross. The driver might blow the horn to warn you of danger.
- If it isn't safe to cross, move back to the side of the road. Don't just stand waiting in the road.

# DANGER ZONES



## Parents: Important school bus safety alert

Help us protect your children as they travel to and from school. Certain types of children's clothing can create a hazard as your child gets off the bus. Especially dangerous are:

- Long, dangling jacket or sweatshirt drawstrings
- Long backpack straps
- Long scarves or other loose clothing

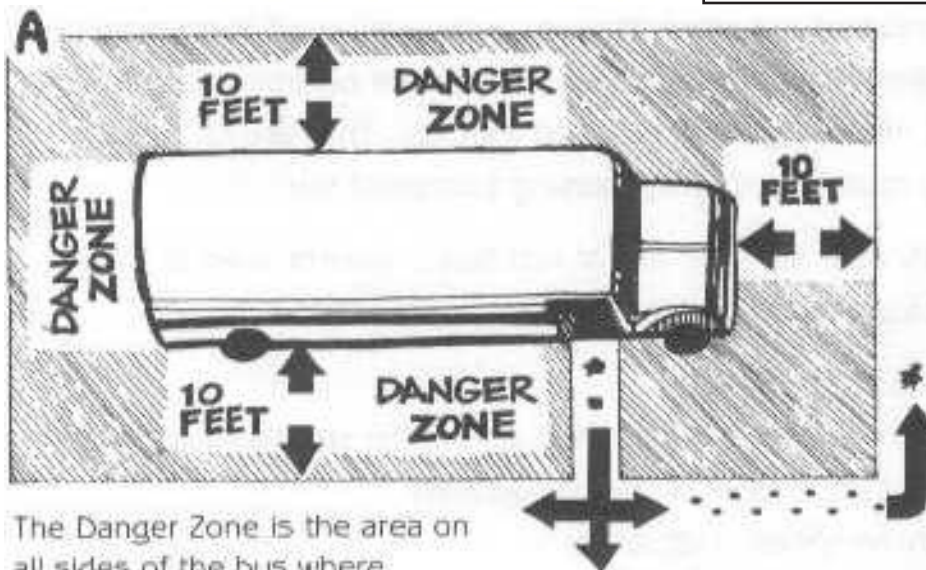
Such clothing has been caught in the bus handrail, door or other equipment as the child gets off the bus.

In recent years, a number of children across the U.S. have had their clothing caught as they exited the bus. Several of these children were dragged by the bus and then killed when the bus ran over them. Please take the time to check your children's clothing to make sure it's safe.

Also, please talk to your children about these important safety rules:

- Stay away from the Danger Zone around the bus.
- Don't try to pick up something dropped near the bus – the driver might not see you.
- Remember that other motorists don't always stop for a stopped school bus. Use extreme caution whenever getting on or off the bus.

School bus safety is a team effort. Nothing is more precious than a child's life!



The Danger Zone is the area on all sides of the bus where children are in the most danger of being hit. Children should stay ten feet away from the bus (or as far away as they can) and never go behind it. They should take five giant steps in front of the bus before crossing, so they can be seen by the driver.

*Elmira City  
School District*

Bus Garage  
1723 Cedar Street  
Elmira, NY 14904

Non-profit org.  
US Postage  
PAID  
Elmira, NY  
Permit No. 39

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Transportation Supervisor:

David G. Carpenter

Board of Education:

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