



**Updated March 21, 2021**

### **Wayland Bus Conduct Rules for Students**

The school bus is considered an extension of the school itself, and school rules apply to bus behavior. The safety of our students is our primary concern, and the district will take whatever actions are necessary to maintain a high level of passenger safety on our buses. The right of a student to school bus transportation is a qualified right, dependent upon good behavior. A student whose behavior distracts the bus driver's attention poses a risk to passenger safety and therefore, may have their riding privileges revoked. In such cases, parents/caregivers will be notified by METCO Director, METCO Coordinator, or school principal. Again, a student's bus privileges may be revoked, and families will be responsible for arranging transportation for their student to and from school.

**Wayland Public Schools students who ride a school bus and their caregivers must adhere to the following safety rules:**

#### AT THE BUS STOP:

- At the bus stop, please stand on the sidewalk or designated spot for your safety and that of others.
- Other students' personal space and property should be respected at all times.
- Please remember to respect the right of other people to pass on the sidewalk and display manners that are considerate of others and their safety.
- Wait until the school bus has completely stopped and the bus door is open before approaching the bus.
- When boarding the bus, proceed in single file in an orderly manner and maintain proper social distancing rules.

## ON THE BUS:

- Sit in your assigned seat and remain there at all times when the bus is in motion.
- The bus monitors and drivers are the adults in charge.
- Any and all requests, directions and orders must be complied with promptly, completely and respectfully.
- If a student has a complaint or disagreement with their bus monitor or driver's handling of an incident, they or parent may contact the METCO Director, who will follow up as needed. However, under no circumstances is a student allowed to ignore or challenge the adults' directions or orders while on the bus.
- Loud noises on the bus are prohibited. This includes playing music. Headphones should be worn at all times when listening to music or other audio from any listening devices, including iPads, laptops and chromebooks.
- Profane and abusive language is not allowed.
- No distribution of inappropriate material.
- No bullying of students.
- A student's personal space and property are to be respected at all times. Pushing, striking (including "joking around") and any other unwanted physical contact will be taken very seriously and pose a risk to passenger safety.
- Any damage to the bus or other students' property, including theft, vandalism, destruction or defacement is a serious offense and risks the loss of bus privileges.
- There is no eating or drinking allowed on the school bus.
- As a general rule, large objects should not be brought aboard the bus. If there is a school-related need to carry a large object onto the bus, please speak with your METCO Coordinator to request permission.
- Sharp objects, glass containers, and live animals (except for guide dogs) are not permitted on the bus. Items prohibited in schools by law (such as firearms, explosives, knives, weapons, marijuana, alcohol or tobacco) are also not permitted on the bus.
- Students are not allowed to open or close windows without permission from the bus monitor or driver aboard the bus.
- Students are not permitted to throw anything, including liquids, out of the bus windows. It is a serious safety hazard to other vehicles.

- Do not put any part of your body outside of the bus windows at any time (e.g., heads, hands, arms, etc.).
- The rear exit door of the bus is for emergency purposes only. It is not to be opened unless there is an emergency or directed to do so by the bus driver or bus monitor.

### ARRIVAL AT SCHOOL:

- Wait until the bus has come to a complete stop in front of your school and the bus driver or monitor has given you permission to disembark.
- Be sure that you have all of your belongings and have picked up any trash you may have left behind.
- It is polite to say, "thank you" or "have a nice day" to your bus driver and bus monitor.
- For safety reasons, please remember to cross *in front of* the bus when the blinking lights are on and the stop sign is extended. Your bus driver and other drivers cannot see you if you are alongside or behind the bus.
- Cross in front of the bus with ten feet of distance between you and the bus so that the bus driver can see you.
- Please look for traffic in both directions before crossing the roadway.
- If you drop something that has fallen near the wheel of the bus or on the road, do not reach down to pick it up. Please ask for the bus driver or bus monitor's assistance. Again, this is critical for safety.

### **Wayland Operational Rules for Bus Drivers and Monitors**

Bus drivers and monitors employed in the town of Wayland are trusted with the responsibility to ensure the health and safety of students while on the bus. Failure to comply with these rules will result in verbal or written reprimands in employee's file from the METCO Director. Like students, staff have expectations, are held accountable for their treatment of students, and are required to abide by the following:

- Treat students with courtesy and respect.
- Yelling or speaking at students in a rude manner is prohibited.
- Report conduct violations in writing to the bus dispatcher the next business day regarding any students.
- Familiarize yourself with the names and seating location of all students assigned to your bus.

- Ensure students get on and off the bus at their designated stops, and in the case of elementary (and in some cases middle school students) are picked up by a designated persons.
- In the case where there are bus monitors and drivers are on the same bus, the monitor should take the lead in keeping the bus orderly, and that students enter and exit the bus. Define distinctive roles ahead of time to avoid any miscommunication.
- Do not approve additional bus stops without the prior approval of the METCO Director.
- Do not hold the bus for any parent/ caregiver /sibling who is not in clear sight.
- If a parent/ guardian/ caregiver/ sibling misses their bus stop, they should drive to the next one to drop off /pick up their student(s).
- All student(s) should be transported to METCO Headquarters in the case of a parent/ caregiver / sibling that is a no-show.
- Bus monitors should be seated at the front of the bus, to ensure students enter and exit the bus in an orderly manner.