

2021-
2022

Transportation Information



Quick Reference Manual

PCSB

2021-2022

Quick Reference for Transportation Related Issues

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SCHOOL BOARD OF POLK COUNTY
SUPPORT SERVICES DIVISION
SERVICE MATRIX – 2021-2022

PCPS Support Services -- Unless Noted, Dial.....534-7300

PLEASE CALL THE LISTED NUMBER IF YOU HAVE QUESTIONS ABOUT:

TRANSPORTATION OPERATIONS		
Area Managers (Buses):	Area 01	Ianthy Worrell (ianthy.worrell@polk-fl.net) 534-7343
	Area 02	Nancy Perkins (nancy.perkins@polk-fl.net) 534-7308
	Area 03	Matt Miller (matt.miller@polk-fl.net) 534-7307
	Area 04	Susan Hernandez (susan.hernandez@polk-fl.net) 534-7304
	Area 05	Leanne Yancey (leanne.yancey@polk-fl.net) 534-7301
	Area 06	Rhonda Smith (rhonda.smith@polk-fl.net) 534-7305
	Area 07	Rachel Taillon (rachel.taillon@polk-fl.net) 534-7306
	Area 08	Jeffery Davis (jeffery.davis@polk-fl.net) 534-9246
	Area 09	Teresa Mills (teresa.mills@polk-fl.net) 534-9248
Routing & Field Trips: For All Routing & Field Trip Offices, please call..... 534-0444		
	Area 01	Sonya Dodds (sonya.dodds@polk-fl.net) Select 1
	Area 02	Shiwana Neal (shiwana.neal@polk-fl.net) Select 2
	Area 03	Ann Rentz (ann.rentz@polk-fl.net) Select 3
	Area 04	Nadine Stom (nadine.stom@polk-fl.net) Select 4
	Area 05	Lindsay Warren (lindsay.warren@polk-fl.net) Select 5
	Area 06	Nikki Green (ronike.green@polk-fl.net) Select 6
	Area 07	Kim Kelly (kim.kelly@polk-fl.net) Select 7
	Area 08	Teresa Tabb (teresa.tabb@polk-fl.net) Select 8
	Area 09	Nina Owens (nina.owens@polk-fl.net) Select 9
Training:	Training Specialist	Chrystal Robinson (chrystal.robinson@polk-fl.net) 534-7300
	Recruiting Specialist	Tony Pipkins (herschel.pipkins@polk-fl.net) 534-7298
Secretary of Transportation Operations:		Patsy Croy (patsy.croy@polk-fl.net) 534-7312
Director of Transportation Operations:		Vaughn Belcher (vaughn.belcher@polk-fl.net) 534-7312
Senior Coordinator of Transportation Operations:		George Millar (george.millar@polk-fl.net) 519-8309
PROCUREMENT/BUSINESS SERVICES		
Reception/Employment Opportunities:		Alejandra Saenz (alejandra.saenz@polk-fl.net) 534-7300 X 100
Senior Coordinator of Support Services/Fuel:		Scott Reeves (scott.reeves@polk-fl.net) 534-5052
Purchasing Clerk:		Kayla Allen (kayla.allen@polk-fl.net) 534-7300 X 181
Courier Services:		Jessica Landers (jessica.landars@polk-fl.net) 534-7300 X 179
		Barry Lightsey (barry.lightsey@polk-fl.net) 534-7300 X 179
		Loretta Wilson (loretta.wilson@polk-fl.net) 534-7300 X 179
VEHICLE SERVICES AND SAFETY		
Secretary of Safety and Vehicle Services:		Tina Reese (tina.reese@polk-fl.net) 519-8600 X 159
Director of Safety and Vehicle Services:		Don Stephenson (don.stephenson@polk-fl.net) 519-8600 X 163
Safety Specialists:		Geri Bailey (geri.bailey@polk-fl.net) 519-8600 X 161
		Greg Rhoden (greg.rhoden@polk-fl.net) 519-8600 X 162
		Shawn Williams (shawn.williams@polk-fl.net) 519-8600 X 160
Supervisor Vehicle Services		Greg Pitts (greg.pitts@polk-fl.net) 519-8600 X 164
Service Centers:	Bartow	Lawrence Richards (lawrence.richards@polk-fl.net) 519-8600 X 169
	Tenoroc	Jeff Whiddon (jeffry.whiddon@polk-fl.net) 668-7431 or 58649
	Lake Wales	Jamie Stone (jamie.stone@polk-fl.net) 678-4275 or 56638
SAFE SCHOOLS AND EMERGENCY DISASTER PREPAREDNESS		
Secretary of Safe Schools:		Alexis West (alexis.west@polk-fl.net) 534-7309
Director of Safe Schools:		Capt. Jill Seymour (jill.seymour@polk-fl.net) 534-7309
SCHOOL SECURITY		
Secretary of School Security:		Sheila Keith (sheila.keith@polk-fl.net) 519-8599
Director of School Security:		Mike Wiggins (mike.wiggins@polk-fl.net) 519-8599
ADMINISTRATION		
Secretary to Senior Director of Support Services:		Shana Lastinger (shana.lastinger@polk-fl.net) 534-7335
Assistant Superintendent of Support Services:		Rob Davis (rob.davis@polk-fl.net) 534-7315

SCHOOLS BY AREA

AREA 1	AREA 2	AREA 3
Ianthy Worrell: 534-7343	Nancy Perkins: 534-7308	Matt Miller: 534-7307
Auburndale Central Elementary	Bill Duncan - (GJHS-MUL)	Brigham Academy
Auburndale Senior	Blake Academy – (S LKLD)	Chain of Lakes Elementary
Auburndale REAL Academy	Combee (Code) Academy - (S LKLD)	Davenport Fresh Start – (WH)
Bartow IB - (AUB-PC)	Dixieland Elementary	Denison Middle
Bill Duncan - (AUB-THS)	Dwight Smith Real Academy - (S LKLD)	Don Woods - (WH)
Boswell Elementary	George Jenkins Senior	Eagle Lake Elementary
Caldwell Elementary	Highlands Grove Elementary	Elbert Elementary
Fresh Start Lake Alfred - (AUB-PC)	Kingsford Elementary	Garden Grove Elementary
Garner Elementary - (ESE NW-WH)	Lakeland Highlands Middle	Garner Elementary
Gause – (AUB-PC)	Lawton Chiles Middle - (S LKLD)	Haines City IB - (WH)
Haines City IB - (AUB-PC)	Lincoln Avenue Academy - (S LKLD)	Harrison Arts - (WH)
Harrison Arts Center - (AUB-PC)	Medulla Elementary	Jewett Middle Academy
Lake Alfred Elementary	Mulberry Middle	Jewett School of Arts
Lake Alfred Polytech Academy	Mulberry Senior	Lake Alfred Polytech – (WH)
Lena Vista Elementary	Purcell Elementary	Lake Region Senior
Polk City Elementary	Rochelle School of Arts - (S LKLD)	Lake Shipp Elementary
Ridge Career Center - (AUB)	Scott Lake Elementary	Pinewood Elementary
Ridge Teen Parenting - (AUB)	Sikes Elementary	Ridge Teen Parenting – (WH)
Roosevelt Academy - (AUB-PC)	Southwest Elementary	Ridge Technical College – (WH)
Stambaugh Middle	Southwest Middle	Snively Elementary
Summerlin Academy - (AUB-PC)	Traviss - (GJHS-MUL)	Wahneta Elementary
Tenoroc Senior - (Old AUB only)	Valleyview Elementary	Westwood Middle
Transition Center Lake Alfred	Wagner Elementary	Winter Haven Senior
Traviss - (AUB-PC)	Willow Oak Elementary	
	Winston Academy - (S LKLD)	

AREA 4	AREA 5	AREA 6
Susan Hernandez: 534-7304	Leanne Yancey: 534-7301	Rhonda Smith: 534-7305
Bartow IB - (FP-LW)	Bill Duncan - (N LKLD)	Bartow IB - (LKLD-MUL)
Bartow SR - (LW Opt Out)	Blake Academy	Bill Duncan - (LKLD)
Best Eastside – (FP-LW)	Churchwell Elementary	Carlton Palmore Elementary
Don Woods – (FP-LW)	Combee (Code) Academy - (NW LKLD)	Cleveland Court Elementary
Fresh Start RCC	Griffin Elementary	Combee (Code) Academy – (NE LKLD)
Frostproof Ben Hill Griffin, Jr. Elementary	Jesse Keen Elementary	Crystal Lake Elementary
Frostproof Middle/Senior	Kathleen Elementary	Crystal Lake Middle/Academy
Gause Academy (FP-LW)	Kathleen Middle	Doris Sanders
Harrison Arts - (FP-LW)	Kathleen Senior	REAL Academy @ Dwight Smith Center
McLaughlin Middle	Lake Gibson Middle	Harrison Arts (LKLD-MUL)
McLaughlin Transition	Lake Gibson Senior	Lakeland Senior
REAL Academy @ Eastside Elementary (FP-LW)	Lawton Chiles Middle	Lawton Chiles Middle
Ridge Career Center - (FP-LW)	Lincoln Avenue Academy	Lincoln Avenue Elementary
Ridge Teen Parent - (FP-LW)	North Lakeland Elementary	Oscar J. Pope Elementary
Roosevelt Academy - (BA-LW-FP-HC-WH)	Padgett Elementary	Philip O’ Brien Elementary
Spook Hill Elementary	REAL Academy @ Dwight Smith Center	Rochelle School of Arts
Summerlin Academy - (FP-LW)	Roberts Elementary	Summerlin Academy - (LKLD-MUL)
Winter Haven Opt Out – (LW)	Rochelle School of Arts	Tenoroc Senior - (LKLD)
	Sleepy Hill Elementary	Traviss Technical - (LKLD)
	Sleepy Hill Middle	Traviss Teen Parenting (LKLD-MUL)
	Socrum Elementary	Winston Academy
	Traviss Technical - (N LKLD)	
	Wendell Watson Elementary	
	Winston Academy	

AREA 7	AREA 8	AREA 9
Rachel Taillon: 534-7306	Jeffery Davis: 534-9246	Teresa Mills: 534-9248
Alta Vista Elementary	Bella Citta Elementary	Alturas Elementary
Boone Middle	Bethune Academy	Anna Woodbury Elementary
Daniel Jenkins	Boone Middle	Bartow Elementary Academy
Don Woods - (HC)	Citrus Ridge Academy	Bartow IB - (BA-FM)
Dundee Elementary Academy	Daniel Jenkins Academy Middle	Bartow Middle
Dundee Ridge Middle Acad - (HC-PO)	Davenport Elementary	Bartow Senior
Gause Academy - (HC)	Davenport High School	Best @ Stephens ES
Haines City IB- (HC-PO)	Davenport School of Arts	Bill Duncan Center - (BA-FM)
Haines City Senior	Don Woods - (RC)	Floral Avenue Elementary
Harrison School of Arts - (HC-DUN)	Dundee Academy - (RC)	Fort Meade Middle/Senior
Horizons Elementary	Dundee Ridge Middle Academy - (RC)	Fresh Start @ Gause Academy (BA-FM)
Karen Siegel Academy	Eastside Elementary	Gause Academy – (BA-FM-WH)
Lake Alfred Elementary	Fresh Start RCC	REAL @ Gause Academy
Lake Alfred Polytech Academy	Haines City IB – (HC-RC)	Highland City Elementary
Lake Marion Creek Middle	Harrison School of Arts - (HC-RC)	Jean O’Dell Life and Learning
Laurel Elementary	Horizon Elementary	Lewis Elementary
Palmetto Elementary	Lake Alfred Polytech Academy - (HC)	Spessard Holland Elementary
REAL @ Eastside Elementary (HC – PO)	Lake Marion Creek Middle (HC)	Stephens Elementary
Ridge Community	Loughman Oaks Elementary	Summerlin Academy - (BA-FM-WH)
Sandhill Elementary	REAL @ Eastside Elementary (RC zone)	Traviss - (BA-FM)
Summerlin Academy - (HC - DUN)	Ridge Career - (HC)	Union Academy
Transition Center Lake Alfred (WH)	Ridge Career Transition	
	Ridge Community Senior	
	Ridge Teen Parenting - (HC)	

**AFTER 5:30 P.M AND ON WEEKENDS,
PLEASE CALL:**

Vaughn Belcher	CELL PHONE 863-528-9346
George Millar	CELL PHONE 786-367-4039
Scott Reeves	CELL PHONE 863-287-4093
Mike Wiggins	CELL PHONE 863-307-5594
Don Stephenson	CELL PHONE 863-412-0862
Greg Pitts	CELL PHONE 863-528-9340
Geri Bailey	CELL PHONE 863-412-5127
Greg Rhoden	CELL PHONE 863-205-1154
Shawn Williams	CELL PHONE 863-661-0011
Rob Davis	CELL PHONE 863-640-3276

DATE: August 1, 2021

TO: All School Principals

FROM: Rob Davis, Assistant Superintendent of Support Services

SUBJECT: School Bus Emergency Evacuation Drill

State board of education rule 6A-3.0171 states that the principal or his/her official designee shall conduct at least two emergency bus evacuation drills each school year. These drills must be completed with the first (6) weeks of each semester. The fourth week of September and third week of February have been designated as the weeks to conduct evacuation drills at all schools.

All practice school bus evacuation drills should be held on school property under the direct supervision of the school principal or his/her appointed delegates. These drills should never be conducted along public highways or any place where hazardous conditions exist. In most cases, evacuation drills can best be carried out on the school grounds and **off hard surface areas** as buses arrive at the school in the morning. When possible, it is suggested that a cushion mat of some type be used to reduce risk of injury to students. It is very important that passageways to the emergency exit of the school buses be kept open at all times.

At those schools where buses arrive with **elementary pupils only**, it is suggested that the principal **assign members of the faculty** to assist pupils unloading from the bus through the rear exit door/side door, due to the height of the bus floor from the surface on which the bus is parked. Remember to stress **SAFETY**, rather than **SPEED!**

Drivers have been instructed to contact each school they serve and make arrangements for faculty assistance during these drills.

Total accountability for tracking and recording school bus evacuations now resides with the principal of each school, not Support Services. As required by DOE, please complete the attached "School Level Certification Form" as bus evacuations are completed. Place the original form in your records and send a copy of the form to Support Services, Attention: Transportation Operations Secretary, Evacuation Form, Rt. E.

Your usual cooperation in this important safety matter is appreciated. If you need any assistance from one of our staff, please feel free to call.

SCHOOL LEVEL CERTIFICATION FORM

(This form **MUST** be completed by each school principal or designee, including charter schools.
The form must then be filed at Support Services for review by Transportation Operations.)

DISTRICT: POLK **SCHOOL:** _____ **MSID#** _____

Note: The principal or school designee shall record the date(s) of the two school bus evacuation drills conducted during the (current) school year.

All Bus #'s Serving School - 1st Semester (September 202_)	Date 1st Semester Evacuation Drill Performed	All Bus #'s Serving School - 2nd Semester (February 202_)	Date 2nd Semester Evacuation Drill Performed
Total # of Buses: _____		Total # of Buses: _____	

Principal's Signature or Designee

Date

Principal (Printed or Typed)

**Please return a COPY to:
Transportation Operations Secretary, Patsy Croy
Rt. E for review.**

INDICATE "BUS EVACUATION" ON RETURN ENVELOPE

SCHOOL BUS EVACUATION DRILLS

Emergency evacuation drill procedures are given in the state handbook. Below are district level guidelines to help you perform an orderly and safe evacuation drill.

School bus evacuation drills should be as important a part of the school program as are fire drills to evacuate a school building. In order that evacuation of school buses in an emergency will be familiar to all school bus drivers and pupils, drills must be conducted for each bus at least twice during the school year. An evacuation drill should be conducted during the months of September and January each school year.

A. Preparation

1. All practice school bus evacuation drills should be held under the direct supervision of the school principal or his appointed delegates. In most cases, evacuation drills can best be carried out on the school grounds, not on hard surface areas, as buses arrive at the school in the morning. These drills should never be conducted along public highways or at any place where hazardous conditions exist. It is very important that the passageway to the emergency exit of school buses be kept open at all times.
2. At those schools where buses arrive with elementary pupils only, it is suggested that the principal assign members of the faculty to assist pupils unloading from the bus through the rear exit door due to the height of the bus floor from the surface on which the bus is parked.
3. When discussing school bus emergency evacuation drills with pupils, the importance of an orderly evacuation should be emphasized. Practice drills with pupils have shown it is possible to evacuate a bus load of 65 pupils by the rear door in about 48 seconds, and if both front and rear doors are used, in about 23 seconds. However, the main objective of an evacuation drill is to acquaint the bus rider with the use of the rear exit door of the school bus; rather than the time factor, thus a safe and orderly drill should be the objective.
4. "School Bus Emergency Evacuation Drill" forms have been provided to each school prior to the new school year. This form will be completed by the principal or supervising teacher and returned to the Transportation Operations Secretary.
5. Exceptional Education School Bus Drivers - Only ambulatory students are to be evacuated in the manner described in this chapter. The procedure to be used to evacuate wheel chair students should be discussed with administrators and therapists at the attending school at the time of the evacuation drill.

B. Evacuation Procedures

1) Front Door Evacuation

- a) Instruct students to evacuate the bus through the front door.
- b) Have helpers stand outside front door to assist the students getting off the bus.
- c) Stand between first occupied seats facing the front of the bus.
- d) Starting with the first row, right side and have the first student lead the other students off the bus and 100 feet away from the bus.
- e) Have students in the first row, left side follow the students from the first row, right side.
- f) Continue procedure for each row alternating from right seats to left seats until the bus is empty.
- g) Walk to front of bus, checking each seat, to be sure it is empty.
- h) Leave bus and have the helpers go with you to join other students.

2) Rear Door Evacuation

- a) The principal or teacher should be stationed near the rear of the bus to supervise the rear door evacuation.
- b) Instruct students to evacuate the bus through the rear door.
- c) Walk to the last row of seats and face rear door.
- d) Have helpers open rear door, exit the bus, and stand outside door to assist the students getting off the bus. This is best accomplished by taking pupils by each arm.
- e) Starting with the last row on your left, have the first student lead the other students off the bus and 100 feet away from the bus.
- f) Have students in the last row on your right follow the students from the left side.
- g) Continue procedure for each row alternating from right seats to left seats until the bus is empty.
- h) Leave the bus by the front door and have helpers go with you to join other students.
- i) After the school bus driver has checked to see that all students have gotten off the bus, the supervising teacher or principal should close the rear door, checking to see that the latch is secured properly.

3) Front and Rear Door Evacuation

- a) The principal or teacher should be stationed near the rear of the bus to supervise the rear door evacuation.
 - b) Instruct students to evacuate the bus through the front and rear doors.
 - (1) Rows 1 through 5 should use the front door.
 - (2) Rows 6 through 11 should use the rear door.
 - c) Walk to the back of the bus and face the rear door.
 - d) Have a helper exit the bus through the front door and stand outside door to assist the students getting off the bus.
 - e) Have helpers open rear door, exit the bus, and stand outside door to assist the students getting off the bus.
 - f) Have students in the first row, right side, and last row, right side, exit the bus through their respective door and stand 100 feet away from the bus.
 - g) Continue procedure for each row alternating from right seats to left seats until the bus is empty.
 - h) Leave the bus by the front door and have helpers go with you to join other students.
 - i) After the school bus driver has checked to see that all students have gotten off the bus, the supervising teacher or principal should close the rear door, checking to see that the latch is secured properly.
- 4) After the bus has been evacuated, the pupils (at the proper signal) are to re-enter the bus for their books and personal belongings. Pupils should remain inside the bus and the bus should proceed to the usual unloading area where pupils will unload by the service (entrance) door.
 - 5) Drivers should make students aware of emergency roof exits and side windows to be utilized in case of an emergency. These exits are not used during an evacuation drill.

POLK COUNTY PUBLIC SCHOOLS

TRANSPORTATION DEPARTMENT

BASIC SCHOOL YEAR INFORMATION

Bell Times for Current School Year	<p>Bell times are approved by the School Board. In some cases, buses will arrive at schools as early as 30 minutes before the AM bell time or as late as 30 minutes after the PM bell time. Loading zone supervision must be provided during these times. It is very important that all schools dismiss students promptly at bell time. Dismissal delays cause buses to be tardy at subsequent schools.</p>
Transportation Area Managers	<p>Area 1 Manager - Auburndale, Polk City, Lake Alfred, In Zone ESE Area 2 Manager - South Lakeland, Mulberry, In Zone ESE Area 3 Manager - Winter Haven, Lake Region, In Zone ESE Area 4 Manager - Lake Wales, Frostproof, In Zone ESE Area 5 Manager - North Lakeland, In Zone ESE Area 6 Manager - Central Lakeland, Harrison, Doris Sanders, In Zone ESE Area 7 Manager - Haines City Sr. Zone, Karen Siegel, In Zone ESE Area 8 Manager - Ridge Community Sr., In Zone ESE Area 9 Manager - Fort Meade, Bartow, Jean O' Dell Learning Center, In Zone ESE</p>
ESE Information	<p>New enrollments, staffing or changes of address for ESE students must be processed through the appropriate Area Manager's office using the Transportation Request located on the HUB under Web Forms, Support Services. ESE Transportation Request</p>
Alternative Education Information	<p>New enrollments or changes in address for Alternative Education students must be processed through the appropriate Area Manager's Office using the Transportation Request on the HUB under Web Forms, Support Services. Transportation Request</p>
Student Busing Information	<p>Transportation Information will be distributed to your schools prior to school orientation day. Students not currently enrolled should be given bus stop information based on the student's address and the current year's updated bus routes. If you are not sure of the bus stop, please contact your Transportation Area Manager prior to the afternoon bus transportation. As discussed under the "STUDENT CONDUCT- SAFETY MEASURES below, a Polk County Public Schools Bus Ticket should be provided for new bus riders that do not have transportation information. Click here to print a Polk County Public Schools Bus Ticket, if needed.</p> <p>If a student has a medical plan please give a copy of the plan to the bus driver.</p> <p>A student <u>MUST</u> be enrolled in FOCUS by the school <u>before</u> he or she is eligible to ride the bus.</p>
Requests for Bus Stops	<p>For those parents requesting bus stops or changes, please provide them with the Support Services Switchboard phone number 534-7300 ext. 100.</p>
Emergency Bus Evacuation Drills	<p>All schools must complete and return forms to the Transportation Operations Secretary after each semi-annual drill. A copy of the form is attached.</p>
Daily Late Bus Arrival Report	<p>This form will be provided to you by the Transportation Department on the HUB. Completed forms should be returned weekly to your Transportation Area Manager.</p>
Standard of Conduct for Pupils Riding School Buses	<p>Student copies will need to be made and distributed by individual schools in the first day packet. Retain signed</p>

	document at your school. A copy of this form may be located on the HUB, under the Support Services section, here Standard of Conduct Letter .
Field Trips	Field trip rates: \$30.00 per hour, per bus.: There is a two hour minimum charge per bus. Schools shall be charged a maximum of 15 minutes prior to and a maximum of 30 minutes after a field trip for travel time. The Field Trip Manual is located on the HUB, here . Please refer to <i>Commonly Asked Questions about the Use of School Buses on Field Trips</i> later in this section.
Early Dismissal Dates	Requests for daytime field trips may be honored; with the understanding the return time to the school will be 2 ½ hour earlier than normal school days for early release days. The district will publish a standard calendar of dates for early release. All dismissal bell times are adjusted by 2 ½ hour on these days and must be consistent at all schools for the Transportation Department to accommodate.
Bus Referrals	The Student School Bus Misbehavior Form will be used by the bus drivers to report student discipline problems on the buses. The driver will keep the last copy prior to submitting the form. Return a copy of the completed form to the bus driver and one to your assigned Transportation Area Manager within three days.
Elementary Student Bus Procedures	All students in grades K through 5 should have their identification attached to their clothing/book bag. The identification information should include the last 6 digits of the student's ID# and the student's bus number. Many parents drop their children off in the morning during the first few days of school; the schools then place these children on buses in the afternoon. A student must be enrolled in FOCUS, by the school, before he or she is eligible to ride the bus. Correct bus stop information will help prevent children getting off at incorrect stop locations. Tag information must be completed prior to the student boarding any school bus at a school site.

STUDENT CONDUCT- SAFETY MEASURES

- **Standard of Conduct for Pupils Riding School Buses:** This document is from the principal and it gives an in-depth expectation for students riding school buses. Please ensure the parent signs and returns the document so it may be filed in student records. This document will be provided by the Transportation Operations Department and should be given to students riding a school bus at the beginning of school each year.

- **Rules for Riding the Bus:** This document is generated by the Transportation Operations Department and gives an overview of what is expected from students riding a school bus and contact information for any issues parents may have. This document will be provided by the Transportation Operations Department and should be given to students that ride a school bus, at the beginning of school each year.

- **Are We There Yet?:** This document is for all students attending your school, regardless of how they travel to and from your school. This document will be provided by the Transportation Operations Department and should be given to all your students at the beginning of school each year.

- **Polk County Public Schools Bus Ticket:** This document is used to provide the bus driver with transportation information on NEW bus riders. Please have a staff member walk the student and a completed School Bus Ticket to the bus. Provide a copy of the ticket to the driver and ensure the student is introduced to the driver, and attendant if applicable. **Note:** Due to the lower student capacity limits on our buses, there may not be room on the bus for new or additional students. Parents/Guardians may need transport their student until we are able to make adequate adjustments on our bus routes. Click [here](#) to print a School Bus Ticket.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
SUPPORT SERVICES

MEMORANDUM

TO: All Parents

FROM: Director of Transportation Operations

SUBJECT: Rules for Riding the Bus

Polk County children are our most treasured assets. We strive to provide the safest transportation possible. We appreciate your cooperation, help and support. It would be a big help if you could take just a few minutes and review the following rules with your child and also the importance of following these rules. If we can be of service, please call:

District Transportation Office	534-7300
Area 1 – Auburndale, Polk City, Lake Alfred, In Zone ESE	534-7343
Area 2 – South Lakeland, Mulberry, In Zone ESE	534-7308
Area 3 – Winter Haven, Lake Region, In Zone ESE	534-7307
Area 4 – Lake Wales, Frostproof, In Zone ESE	534-7304
Area 5 – North Lakeland, In Zone ESE	534-7301
Area 6 – Central Lakeland, Harrison, Doris Sanders, In Zone ESE	534-7305
Area 7 – Haines City Senior Zone, Karen Siegel, In Zone ESE	534-7306
Area 8 – Ridge Community Senior Zone, West Area Academies, In Zone ESE	534-9246
Area 9 – Fort Meade, Bartow, Jean O’ Dell Learning Center, In Zone ESE	534-9248

RULES FOR PUPILS RIDING BUSES

1. Standoff roadway while awaiting bus.
2. The bus emergency door must not be tampered with and must not be used for ordinary boarding and exiting.
3. Keep arms and head inside windows.
4. Wait for the driver's signal before crossing. Cross the roadway 3 or 4 steps in front of the bus.
5. Please do not move within the bus while it is in motion.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. The driver and/or attendant are in full charge of bus and pupils. Pupils must obey driver and/or attendant.
8. The driver and/or attendant have the right to assign pupils certain seats if necessary to promote order on bus.
9. No eating, drinking or smoking allowed on bus.
10. Pupils must be on time; ten minutes before bus is scheduled. The bus cannot wait for those who are tardy.
11. Other than service animals, animals, pets, etc. are not allowed on bus.
12. Students are to be absolutely quiet at railroad crossings.
13. When you get up on a school day, and the fog is thick, be sure to listen to the TV news media or a popular radio station in your area for any information regarding a change in the school bus schedule. If no definite information is given, go to your bus stop as usual and wait for the bus to arrive. The bus will make the run even though it may not be on schedule. While waiting for the bus, be very careful to stay off the roadway, away from the edge of the pavement to avoid being hit by a vehicle, especially when conditions are unsafe.
14. When exiting the bus, remind your child to move away from the bus as soon as possible before the bus moves on to the next stop; **Ensure your child knows to never crawl under the bus for any reason.**
15. Students will only be provided bus transportation from/to the closest stop located nearest their residence only.
16. You may visit our website at <https://polkschoolsfl.com/>, Keyword: *Bus Delays* to see if your child’s bus is delayed for any reason.

Any student, who does not abide by the rules stated above, will be disciplined and may be suspended from the bus. **RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.**

Your child will be required to participate in two SCHOOL BUS EMERGENCY EVACUATION DRILLS during the school year. This complies with STATE and FEDERAL LAWS. If your child has any physical or medical reasons for not participating in EMERGENCY EVACUATION DRILLS, please notify the bus driver and the school.

Please be sure your child’s bus driver and/or attendant receives the emergency contact information. Also, please update the information with the school and bus driver/attendant, if it changes.

THANK YOU FOR YOUR CONTRIBUTION IN MAKING YOUR CHILD'S TRIP TO AND FROM SCHOOL AS SAFE AS POSSIBLE.

Rules for Riding the Bus 06-01-99 Rev 07-22-19

SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

Dear Parents/Guardians,

Please review the information below concerning Parent Responsibilities and Student Standards of Conduct. It is very important that you and your child review this letter together so that you can discuss what is expected of each student concerning student conduct during their trip to and from school.

Our number 1 goal is to provide safe transportation for all of our students, so we thank you for your support this school year. Please sign this form and return it to the school.

Sincerely,

Principal

GENERAL

Daily bus service will be provided for all pupils living in excess of two miles from school. Pupils, who are physically handicapped or if walking would subject them to hazardous walking conditions (as defined by the State and the School Board), may be provided transportation.

STANDARDS

Acceptable classroom standards of conduct are expected of bus passengers. Drivers shall ensure that pupils observe regulations at all times.

DISCIPLINE

A driver experiencing discipline problems with a student will notify the school principal by submitting a written referral describing the discipline problem. The principal may suspend the student's bus privileges. During a period of suspension, the School Board shall not be responsible for transporting the pupil to school.

STUDENT CONDUCT

1. Recognize that the bus driver and/or the bus attendant are the authority on the bus; obey and be courteous to the driver, attendant and to fellow students.

2. Plan to leave home each day so that you will arrive 10 minutes before the scheduled stop time.

3. When walking where there are no sidewalks, face the traffic, and walk on the shoulder of the road.

4. Stand away from the highway at the bus stop.

5. Never run alongside a moving bus.

6. Wait until the bus and other traffic comes to a full stop and the bus door is opened before moving toward the bus. Cross in front of the bus at a distance of at least 12 feet as directed by driver.

7. Use the handrail when boarding and departing the bus.

8. Go directly to your assigned seat and remain seated unless otherwise directed by the driver.

9. Do not carry onto the bus any glass items, reptiles, insects, pets, weapons, balloons or sharp instruments.

10. Keep the aisles clear at all times.

11. Hold books and other belongings firmly on your lap.

12. Large or heavy articles that cannot be held on your lap should be transported to school by your parents; this includes large band instruments.

13. Normal classroom behavior is expected while riding the bus.

14. Observe complete silence at all railroad crossings.

15. Do not throw objects about the bus or from a window. Keep arms and head inside the bus at all times.

16. Do not tamper with the emergency doors.

17. No eating, drinking, smoking, yelling, or fighting is allowed on the bus.

18. Leave the bus ONLY at your designated stop.

19. Take all your belongings off the bus each day. Transportation is not responsible for articles left on school buses.

20. Report any illness or injury sustained on or around the bus immediately to the driver.

PARENTS' RESPONSIBILITIES

1. Parents are encouraged to walk with students to and from bus stops and to meet their children at the bus stop in the afternoon.

2. Parents are responsible for their children's safety when they are going to and from the bus stop. A responsible person must accompany Exceptional Education students at their bus stop both in the morning and afternoon.

3. Parents should not expect to have conferences with the school bus driver at the bus stop. If necessary, conferences can be arranged through the school and the Transportation Department.

4. Parents should make a reasonable effort to understand and cooperate with those responsible for pupil transportation. Parents are responsible for the proper conduct of their children.

5. Parents are to refrain from boarding school buses and/or attempting conferences with drivers at bus stops.

6. Parents may access their children only at designated bus stops unless the driver has authorization for a change approved by the school administrator.

FOR PARENT OR GUARDIAN

I have read and helped my child to understand the *Standards of Conduct for Pupils Riding School Buses*.

Signature: Parent or Guardian

Date:

Child's Name (printed):

School Child Attends:

PLEASE RETURN TO YOUR CHILD'S SCHOOL AFTER SIGNING.

OUTLINE OF RESPONSIBILITIES OF DISTRICT AND PARENTS

6A-3.0121 Responsibility of School District and Parents or Guardians for Students Who Are Transported at Public Expense.

(1) The school district shall determine safety measures to be used in the transportation of students, such as the designation of routes, bus turning areas, student stop locations, and the method of securement or positioning of students with special needs.

(2) The school district shall exercise additional specific powers and responsibilities as follows:

(a) The district shall provide bus operators and attendants instructions, in writing, as to any special conditions or non-medical care which a student may need while on the bus.

(b) The district shall instruct bus operators, and attendants if used, in their responsibilities for students who are transported at public expense as follows:

1. The operator or attendant of a bus transporting students shall remain with the bus so that students aboard will be under supervision at all times, except to call for assistance in case of an emergency or accident involving the students or bus.

2. In cases where a student with physical disabilities is unable to leave the area of a student stop without assistance, the school bus operator shall not assume responsibility for such assistance except in an emergency which threatens the safety of such student or students.

3. The operator and attendant shall be provided certified cardiopulmonary resuscitation (CPR) and first aid training along with other required pre-service training prior to transporting students, and shall receive CPR and first aid refresher in-service training at least biennially; however, the operator and attendant shall not give medicine and shall limit his or her assistance to that which may normally be expected of a reasonable, prudent person or as specified in the student's Individual Educational Plan. All operators and attendants who are employed and transporting students on or before the effective date of this rule must be provided certified CPR and first aid training by November 1, 2020.

(c) The district shall inform parents, guardians, and students at least annually in writing of their responsibilities and related district policies as follows:

1. To ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation.

2. To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements.

3. To ensure students are aware of and follow the district's adopted code of student conduct while the students are at school bus stops and to provide necessary supervision during times when the bus is not present.

4. To ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's individual educational plan.

(3) Knowledge, skills and abilities related to student management techniques and characteristics of the students shall be considered when selecting or assigning operators and attendants for routes serving students.

Rulemaking Authority 1001.02(1), 1006.22(13) FS. Law Implemented 1001.42(10), 1003.31(1)(d), 1006.10, 1006.22 FS. History—New 3-26-66, Amended 9-17-72, Repromulgated 12-5-74, Formerly 6A-3.121, Amended 11-15-94, 11-26-06, 4-25-17, 8-20-19.



For More Information:

If you want more information on staying safe between home and school, check out these websites:

Florida Department of Education School Transportation Office
<http://www.fldoe.org/transportation>

Safe Schools Office
<http://www.fldoe.org/safeschools>

Florida Department of
Transportation Pedestrian/Bicycle Safety Program
http://www.dot.state.fl.us/safety/ped_bike/ped_bike.shtm

Safe Routes to School Florida
http://www.dot.state.fl.us/Safety/SRTS_files/SRTS.shtm

Community Traffic Safety Teams (CTSTs)
<http://www.dot.state.fl.us/safety/CTST/ctst.shtm>

Florida Department of Highway Safety and Motor Vehicles
(FDHSMV; licensing and teen drivers)
www.hsmv.state.fl.us

Safe Kids USA
<http://www.usa.safekids.org/>

National Center for Missing and Exploited Children
www.missingkids.com
1-800-THE-LOST (843-5678)

Missing Endangered Persons Information Clearinghouse
<http://www.fdle.state.fl.us/mcicsearch/index.asp>
1-888-FL-MISSING (356-4774)

Bullying Prevention
www.stopbullyingnow.org

Centers for Disease Control & Prevention
<http://www.cdc.gov/nccdphp/dnpa/kidswalk/>

National Highway Traffic Safety Administration
<http://www.nhtsa.dot.gov/>

Florida Association for Pupil Transportation
<http://www.fapflorida.org/>

Florida School Bus Safety
<http://www.floridaschoolbussafety.gov/>

The Florida Department of Education and Florida's school districts are committed to the safety of Florida's students and schools. Students often walk, bike, or ride to and from school or the bus stop on their own or with parents, guardians, or others. This brochure offers important tips to parents, guardians, and students on how to stay safe, especially when the students are not with school officials who can help protect them. Please discuss these important tips with your children.



Florida Department of Education
School Transportation Management Office
Safe Schools Office
Revised July 2010

¹This information is designed to assist school districts in complying with requirements to provide safety information to parents, guardians, and students (Rule 6A-3.0121, Florida Administrative Code).



Tips for School Bus Riders:

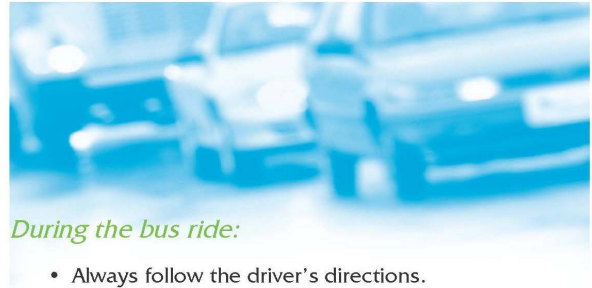
School officials, bus operators, parents, and students themselves are all responsible for ensuring that school bus riders follow these safety tips:

At the bus stop:

- Students and parents are responsible for safety and proper behavior going to and from the stop and while waiting for the bus.
- Students must stand off the roadway while waiting.
- Students must respect other people's property.
- Students must not push, shove, or engage in horseplay.
- Parents should supervise children at the stop if possible.
- Students must arrive at the bus stop at least five minutes prior to the scheduled pickup time.
- Students must wait for and get off the bus only at approved stop locations.

During loading and unloading:

- Always stay away from the 10 foot "danger zone" around the bus, except when you are directed by the driver to get on or off the bus.
- NEVER pick up an object that you drop under or near the bus. Ask the driver for help.
- Always be sure the driver can see you.
- Make sure clothing and backpacks have no loose drawstrings or long straps that could catch in the handrail or bus door.
- When you see the bus coming, stand at the stop and wait for the bus to come to a complete stop.
- Always wait for the driver to signal that it is safe to cross the road and/or load into the bus.
- When crossing a traffic lane, always look left, right, then left again; cross only if approaching traffic has stopped.
- Never walk behind the bus or along the side of the bus.
- Only board your assigned bus, unless other arrangements are approved by your school.



During the bus ride:

- Always follow the driver's directions.
- Never distract the driver from driving unless there is immediate danger to you or others.
- Remain seated and keep the aisles clear.
- Eating, drinking, and chewing gum are prohibited.
- Never bring unsafe or unauthorized items into the bus.
- Always wear your seat belt if you have one.
- Always keep your arms, legs, and head inside the bus.
- Always show respect for your fellow students.
- Keep conversation at a reasonable level and remain quiet at railroad crossings. The Student Code of Conduct applies in the bus as well as in the classroom.

Did you know that the familiar yellow school bus is the safest way to and from school? Each year approximately 500 school-age children are killed in the United States during school transportation hours while using other modes of transportation. Only about two percent of the total deaths occur in or around school buses.

Tips for Riders in Cars, SUVs, and Trucks:

- ✓ Drivers and passengers in cars, SUVs, and trucks must always use appropriate safety restraints. Anyone transporting children needs a child safety seat, booster seat, or safety belt, depending on children's sizes and ages.
- ✓ Preschool age children should always be restrained properly in a secured child safety restraint system, such as a rear-facing infant seat, rear-facing convertible seat, forward-facing convertible seat, or forward-facing-only seat appropriate to their age and weight range.
- ✓ All children who have outgrown child safety seats should be properly restrained in booster seats until they are at least 8 years old, unless they are at least 4' 9" tall.
- ✓ The back seat is the safest place in a crash. Children age 12 and under should ride properly restrained in back. Infants riding in rear-facing seats must NEVER be placed in front of an air bag.



Tips for Parent Drivers and Teen Drivers:

To reduce energy usage, pollution, and traffic congestion in neighborhoods, consider walking or bicycling with your children or having them take the school bus. If you need to drive, follow these safety tips:

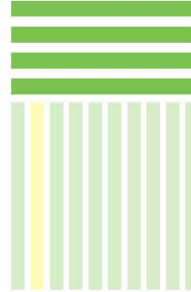
- ✓ When picking up children in the afternoon don't arrive too early and hinder the movement of traffic in the neighborhood around the school.
- ✓ Wait in a single line and leave enough room so an emergency response vehicle would be able to get through.
- ✓ Don't block driveways, sidewalks, mailboxes, disabled parking spaces, or fire hydrants, and don't park on lawns.
- ✓ Don't block access to or the view from side streets.
- ✓ Don't back out onto any street from the school parking lot or from a side street.
- ✓ Try to arrange your drop off/pickup time after the peak rush hour and use designated loading and unloading areas.
- ✓ Always heed signs and the directions of school and law enforcement officials.
- ✓ Always obey posted speed limits and other traffic laws.
- ✓ Act as you would want people to act if it were your neighborhood.
- ✓ Be patient and understand that walkers, bicyclists, and school buses are trying to exit the school, too.
- ✓ Always ensure that you and your passengers buckle up.
- ✓ Never talk on a cell phone, text, or engage in other distractions while driving.

Did you know that young drivers, ages 15- to 20-years old, are especially vulnerable to death and injury on our roadways? Traffic crashes are the leading cause of death for teenagers in America. Mile for mile, teenagers are involved in three times as many fatal crashes as all other drivers. Most of the fatalities involving young drivers are the young drivers themselves and their passengers.



Tips for Walking and Biking Safely:

Walking and biking to and from school can be a great way to get exercise, interact with your children, and teach them lifelong traffic safety skills. Know your child's abilities and remember your child's limitations. Children under 10 years of age are developmentally limited when it comes to judging speed and distance accurately.



Walking

Teach, practice, and remind children to:

- ✓ Walk with an adult or responsible older child at all times.
- ✓ Children under 10 years old should cross the street only with an adult.
- ✓ Walk on the sidewalk if there is one.
- ✓ Walk facing the traffic, as far from the road/traffic as possible, if no sidewalk is available.
- ✓ Use traffic signals and marked crosswalks if available.
- ✓ Stop at the curb or edge of the road and look left, right and left for traffic before crossing the street.
- ✓ Walk; don't run.
- ✓ Give drivers time to see you before crossing the street.
- ✓ Keep looking for cars while you are crossing.
- ✓ Wear white clothing or reflectors when walking in the dark or in low light.

Biking

Bicycles are vehicles and riders must follow Florida Traffic Laws.

Teach, practice, and remind children to:

- ✓ Always wear a helmet that is properly fitted.
- ✓ Whenever possible, ride with an adult or responsible older student.
- ✓ Always obey all traffic signs and signals.
- ✓ Ride on the right side of the road or trail in a single file (one bicycle behind another).
- ✓ Ride in the same direction as other vehicles.
- ✓ Go straight across railroad tracks.
- ✓ Always use proper hand signals when turning and stopping.
- ✓ Yield to pedestrians and alert them with a bicycle bell or your voice when passing.

Student Conduct:

School staff, parents, and students are all responsible for creating a culture of positive behavior. Discuss with your child the student conduct information below.

Parents and students must follow the school district's Student Code of Conduct. A frequent form of misconduct is bullying.

What is bullying?

Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Where Does Most Bullying Occur?

As with most harmful behavior among children, in general bullying occurs wherever there is the least structure and adult supervision. Most incidents tend to occur on the playground, in bathrooms, in locker rooms, in cafeterias, in cyberspace, at bus stops, and in the school bus.

What Can Parents and Students Do?

Tips for Parents:

- ✓ Encourage your child to talk to you. Praise your child for positive communication and behavior.
- ✓ Provide/ensure adequate supervision.
- ✓ Teach your child to be assertive rather than aggressive or violent when confronted by a bully.
- ✓ Verify that consistent messages about rules and safety are practiced in your child's school and staff is trained in bullying prevention.
- ✓ Build a relationship with your child's teachers and administrators.

Tips for Students:

- Stay away from bullies.
- Tell an adult.
- Avoid bad situations.
- Make friends.
- If bullied, tell the bully to stop; then walk away.

Did you know that research shows that at least half of all bullying can be prevented?



Did you know that according to the National Mental Health and Education Center, direct, physical bullying increases in elementary school, peaks in middle school, and declines in high school?

Protecting Children from Sexual Offenders and Predators – Tips for Parents and Students:

Florida has the strongest laws in the country to protect its youthful citizens from being abducted. However, parents and children themselves are the first line of defense. Talk to your children about following these rules:

- Stay away from any unfamiliar person who is trying to trick you or force you to go with him or her.
- Let your parents and other trusted adults know about any suspicious persons or situations.
- Learn to describe people and vehicles.
- Know where to run and how to forcibly resist capture.
- Scream to be seen and to scare a stranger away.
- Stay with a buddy, a group, or parents at the bus stop.
- Report anyone hanging around or passing by regularly.
- Accept a ride only from someone approved by the school.
- Walk or bike only along a route that your parents or the school has determined is safe.
- Lock the door and never tell callers you are home alone.



Polk County Public Schools Bus Ticket
(Not to be used for under 2 mile Transportation)

SCHOOL: _____

NAME: _____ GRADE: _____

ADDRESS: _____

STUDENT ID#: _____ PHONE#: _____

AM BUS STOP LOCATION: _____

AM BUS DRIVER: _____ BUS #: _____ AM STOP TIME: _____

PM BUS STOP LOCATION: _____

PM BUS DRIVER: _____ BUS #: _____ PM STOP TIME: _____

Principal or Designee Name (Print) _____

Principal or Designee Signature _____

Polk County Public Schools Bus Ticket
(Not to be used for under 2 mile Transportation)

SCHOOL: _____

NAME: _____ GRADE: _____

ADDRESS: _____

STUDENT ID#: _____ PHONE#: _____

AM BUS STOP LOCATION: _____

AM BUS DRIVER: _____ BUS #: _____ AM STOP TIME: _____

PM BUS STOP LOCATION: _____

PM BUS DRIVER: _____ BUS #: _____ PM STOP TIME: _____

Principal or Designee Name (Print) _____

Principal or Designee Signature _____

School Bus Operations – Best Practices

BUS DRIVER	ADMINISTRATOR
Be consistent. (Have the same rules every day and enforce them every day.)	Treat drivers with respect and handle all issues privately and positively.
Get to know your students.	Show support in public and help drivers who are experiencing problems.
Be firm. Be fair.	Consistency in schools – “What is expected” by and for drivers, students, schools, and parents should be the same from administrator to administrator.
Be positive. (Don’t bring personal issues with you! Avoid negative comments.)	Area Managers will meet with principals and discuss plans in Area small groups.
Be understanding and smile. Yours is the first face your students see every day.	Principals will review bus referrals and suspensions monthly to seek understanding of problems and patterns.
Be on time. However, explain reasons for tardiness This shows respect for students.	Be sure administrators, particularly principals, meet students and drivers on bus ramps daily.
DRIVERS’ TOOLS THAT WORK TO HELP STUDENTS	Have a process for referrals to be returned to drivers. Have designated and appropriate place.
Use a seating chart. Initially, alphabetically, with K-2 seated forward	Implement a maximum 3-day return of the referral and strive for a one-day turn-around. Handle major problems immediately.
Assign levels of seating – Gold, premier, etc. (Divide your bus into areas.)	Initiate a “Welcome Back” meeting with drivers to review plans.
Use one-on-one student conferences. (Do this so that no other students can hear.)	Notify bus drivers of ESE issues and medical issues. (Allergies, etc.)
Compliment and greet students. Whether you get a response or not, you will have helped a child.	Provide Bus Emergency Plans to Drivers and Attendants
Build positive relationships.	
The use of student cell phones in non-emergency situations is permissible, unless it becomes a safety issue or disturbance as determined by the driver. (Remind students and parents that drivers are not responsible for loss of personal property, including cell phones)	
Enforce your seating chart	

School Bus Operations – Student Discipline Procedures

STUDENT CONSEQUENCES FOR VIOLATING MUTUAL STUDENT RESPONSIBILITIES	STUDENT CONSEQUENCES FOR MAJOR STUDENT DISCIPLINARY VIOLATIONS
<p><i>Actions by the Bus Driver</i></p> <p>One-on-one verbal warnings to the student</p> <p>Changing assigned seat</p> <p>Referral to administrator</p>	<p>Immediate Action by School Administrator will occur for offenses such as fighting and weapons violations</p> <p>Up to 10-day bus suspension and possible bus privileges revoked</p>
<p><i>Administrator</i></p> <p>Administrator will deal with student discipline</p>	

DVR Recorders on School Buses Procedures

PURPOSE: To aid in monitoring bus discipline and to assist in achieving the desirable behavior of all students riding on the school bus.

IMPORTANT: School bus video and DVR's are legally considered an extension of student records and are not to be given to anyone without the permission of a Support Services Administrator. Law Enforcement may subpoena the department to obtain the video and DVR's, but they are not to be given to officers upon verbal request.

PROCEDURES

1. The surveillance system on a school bus does not supplant the responsibility of school officials for abiding by district discipline policies and procedures.
2. Each bus equipped with a surveillance system will have a posted warning to riders that they are being videotaped.

**FOR YOUR SAFETY,
YOU MAY BE RECORDED
BY A VIDEO SURVEILLANCE
SYSTEM WHICH MAY
ALSO INCLUDE AUDIO
RECORDING.**

3. Schools shall provide all students with training in proper school bus riding practices.
4. Live video cameras may be placed in any district bus as authorized by the Division Head of Support Services or designee.
5. When no incidents are reported within a period of time the DVR recorders will recycle. It is important to report incidents quickly. When incidents are reported, DVR recordings may be kept until final resolution or until such time any administrative appeal or legal action is concluded. Once an incident is reported, the DVR will be downloaded and will be dated. It will also have affixed the bus number and date of the incident in order to ensure proper identification.
6. When incidents are reported, video downloads will be immediately retrieved by appropriate Transportation Operations personnel.
7. Keys to surveillance system will be assigned to the leadership team, area managers and safety personnel. The Division Head of Support Services or designee must authorize requests for key assignment.
8. Parents/guardians may be given the opportunity to review a video if it pertains to a disciplinary issue regarding their child. Parent/guardian must sign a waiver before viewing. This form is located here [Video Privacy Consent Form](#).
9. Area Managers or other staff members will randomly review recordings to ensure the system is working properly and that bus activity is appropriate. Staff members will look for and report any signs of possible bullying to the appropriate school.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
Transportation Department

SCHOOL BUS MISBEHAVIOR FORM

BUS # _____

SCHOOL NAME _____

AREA # _____

PUPIL'S NAME _____ GRADE _____ DATE _____

You are being reported for violating the bus regulation(s) checked below. Report directly to the principal as soon as you arrive at school and secure the signature of the principal or designee. You must present a signed copy to the bus driver. Failure to present this copy signed by the principal or designee will result in another misbehavior form being issued. Parent's copy can either be mailed to parent by principal or sent to parent by student.

- | | |
|---|--|
| <p>1. <input type="checkbox"/> Does not stand in safe place while awaiting bus.</p> <p>2. <input type="checkbox"/> Does not obey Driver's instructions.</p> <p>3. <input type="checkbox"/> Does not remain seated while bus is in motion.</p> <p>4. <input type="checkbox"/> Does not sit in seat assigned by Driver.</p> <p>5. <input type="checkbox"/> Does not keep arms and/or head inside windows.</p> <p>6. <input type="checkbox"/> Does not cross roadway in front of bus in the afternoon.</p> <p>7. <input type="checkbox"/> Is guilty of eating, drinking or smoking on the bus.</p> | <p>8. <input type="checkbox"/> Is frequently late at bus stop and delays bus.</p> <p>9. <input type="checkbox"/> Is guilty of throwing _____ on or at bus.</p> <p>10. <input type="checkbox"/> Is guilty of using profane or obscene language.
(Explain in comments)</p> <p>11. <input type="checkbox"/> Is guilty of fighting or tussling on bus.</p> <p>12. <input type="checkbox"/> Is guilty of talking at railroad crossing.</p> <p>13. <input type="checkbox"/> Is guilty of leaving trash on bus.</p> |
|---|--|

OTHER FORM OF MISBEHAVIOR OR COMMENTS: _____

Time of Misbehavior: _____ Driver _____

REPLY FROM PRINCIPAL: _____

Date _____ Principal _____

Parent _____

ADMINISTRATIVE USE ONLY			
INCIDENT CODE	ACTION CODE	ACTION LENGTH (ISS & OSS only)	ACTION DATE
<p style="text-align: center;">OTHER DATA (May check multiple fields)</p> <p><input type="checkbox"/> Police <input type="checkbox"/> Drugs <input type="checkbox"/> Hate <input type="checkbox"/> Alcohol <input type="checkbox"/> Gang <input type="checkbox"/> Weapon</p>	<p style="text-align: center;">LOCATION</p> <p><input type="checkbox"/> SCH (School grounds/on campus) <input type="checkbox"/> SPM (School sponsored/off campus) <input type="checkbox"/> SST (School transportation)</p>		<p style="text-align: center;">CONTEXT</p> <p><input type="checkbox"/> DSH (During school hours) <input type="checkbox"/> SPA (School sponsored/after hours) <input type="checkbox"/> NSS (Non-school sponsored activity)</p>
<p style="text-align: center;">PARTICIPANTS</p> <p><input type="checkbox"/> S (Student) <input type="checkbox"/> N (Non-student) <input type="checkbox"/> B (Both) <input type="checkbox"/> U (Unknown)</p>		<p style="text-align: center;">WEAPON TYPE (If weapon related)</p> <p><input type="checkbox"/> F (Firearm) <input type="checkbox"/> C (Firearm, component attachment) <input type="checkbox"/> O (Other known weapon) <input type="checkbox"/> K (Knife) <input type="checkbox"/> E (Explosive, incendiary or poison) <input type="checkbox"/> U (Unknown weapon)</p>	

Principal's Copy - White

Parent's Copy - Yellow

Driver's Copy - Pink & Goldenrod

School Bus Incident Statement

Parent/Guardian Name: _____ Phone: _____

Student Name: _____ Student Id #: _____

Bus #: _____ Date of Incident: _____ Time of Incident: _____

Bus Driver's Name: _____

Who was Involved in the Incident? _____

Please give a brief description of the incident:

Please be aware of the following:

FALSE INFORMATION - SECTION 5.13

A student who knowingly and intentionally reports or gives false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school, is guilty of a serious breach of conduct punishable as follows:

Levels:

1. Parental Assistance
2. Office Intervention
3. Detention or Work Detail Programs
4. In-School Suspension
5. Out-of-School or Bus Suspension – Short-Term
6. Out-of-School or Bus Suspension - Long Term
7. Alternative Education Programs
8. Expulsion from School

FREQUENTLY ASKED QUESTIONS ABOUT PUPIL TRANSPORTATION

Q. Where is the Transportation Administrative Office located?

A. The physical address is 1430 Hwy 60 East in Bartow. We are located just east of the overpass at the intersection of Hwy 60 and Hwy 17.

Q. How do I find out what bus my child will ride this year?

A. Please call the school your child will attend, and request access to the Parent Portal. Transportation releases bus routing information to the schools as soon as the routes are finished. If the school your child will attend does not have the information, it means that the route is not ready for public release. Please check the school or Parent Portal again at a later date. Transportation will not provide information on routes that have not been released to schools.

Q. My student attends a “Charter School”. Is transportation provided by the Polk County Public Schools?

A. No, Polk County Public Schools no longer provides any Charter School transportation. Most charter schools provide their own bus transportation service.

Q. I live less than two miles from my child’s school. Is he/she eligible for transportation?

A. By law, the State of Florida provides transportation funding only for traditional education students that live 2 or more miles from the school. The Polk County Public Schools does not provide additional resources to transport students living within 2 miles of school.

Q. How is a bus stop location determined?

A. Bus stops are located as a function of safety, neighborhood logistics, State regulations, and Transportation requirements. We try to locate bus stops so as to serve the entire needs of a neighborhood for years to come. They cannot be located as a function of personal convenience or schedule. State regulations require that, when practical, we place bus stops no more than 1.5 miles from the residence of a student. State regulations do not address sidewalks or grade level above 5th grade in the determination of stop placement. Florida Law mandates that we do not place bus stops closer than 300 feet together and consider carefully, all traffic conditions before placement. Bus drivers do not have the authority to create or delete bus stops.

Q. Can my child bring a friend home on the bus? Can they ride the bus to school the next morning?

A. No. We are directed by the State of Florida funding program to maximize the efficiency of our school buses. This means filling every seat on the bus on each run. We cannot allow additional students, not assigned to an individual bus, to ride an already “maxed-out” bus as a convenience. In addition to not having seating for the additional passengers, we also have no emergency data for the student in case there is an accident. Services we provide for one student, we must be prepared to provide for all. Therefore, our policy is to not allow convenience riders, unless it is a pre-coordinated emergency situation.

Q. My child missed the bus. Can I follow the bus in my car and allow my child to board the bus at another stop?

A. For safety reasons, if your child misses the bus, do not attempt to chase, pass, or block the bus along its route. Any action taken to impede or delay the progress of an official school bus is unlawful. If possible, in a safe manner, take a different route to a stop ahead of the bus and let your child board there. This should not be done to circumvent your child’s assigned bus stop on a continual basis. When in your car, directly behind a school bus, it is very dangerous for a child to attempt to run from the car along the side of the bus to board. Nationwide, fatalities have occurred where students have fallen in front of the rear wheels of a departing bus after they jumped out of a parent’s car to run up and board the bus.

Q. My pre-kindergarten child must be accompanied at the bus stop. What do you do if I have an emergency and I cannot notify you, or be there, to meet my child?

A. Arrangements must be made to meet your child. Transportation Services will attempt to deliver the student to the regular bus stop. If no one is there to meet the child, we will return the child to the school. If the school cannot take custody of the child, Transportation Services has no choice but to seek help from The Department of Children and Families.

Q. Why does my pre-kindergarten child have to be met at the bus stop?

A. As agreed by the parents upon registration in the pre-kindergarten program, a designated responsible individual will be available to accompany the pre-kindergarten at the bus stop. A child of this age simply cannot be left alone at a bus stop. Three failures by a designated responsible individual to meet a pre-kindergarten student will result in forfeiture of the privilege to ride the school bus.

Q. Someone told me the bus was late because the run was being “covered”. What does this mean?

A. When there are more school bus drivers out due to illness than we have substitute drivers, we must split up entire bus runs to “cover” all the students in an area and get them to school. This may mean shifting entire loads or just a few stops. This process is logistically challenging for our operations staff and drivers, but it is a necessary procedure designed to ensure a timely arrival/delivery for students. The only way to prevent “covering” is to have enough substitute bus drivers so that we can fill regular driver vacancies as they occur.

Q. Why doesn’t the Transportation Office call me when the bus is delayed in the A.M. or P.M.? Is there a place I can call for information about a bus delay?

A. School buses, like any form of mass transportation, are significantly affected by many uncontrollable factors. These factors may include a shortage of drivers due to sickness or other (weather, road repair/closure, traffic) conditions, run coverage, etc. When a bus is running late, the students are instructed to wait at the stop, and to not go back home. If the bus is late, and the student rides it to school, he/she will not be counted tardy. If the student goes home, and then is taken to school, the school will count the student tardy. Transportation Services strives to keep all our buses running as close to the published time schedule as possible. We do ask that the students arrive at least 10 minutes early to the stop location. This ensures that we account for seasonal traffic conditions and differences in individual watch settings. While we would like to notify parents of late buses, we simply do not have the resources to do so. We do notify schools as soon as we confirm late buses. If you feel the bus is running more than 30 minutes late, please contact the school for the latest information. You can also view updated arrival times by going to <https://polkschoolsfl.com/>, Keyword: *Bus Delays*.

Q. Where can I get a copy of the bus rules?

A. A copy of the bus rules may be obtained in the office of your local school. Additionally, copies of the bus rules are posted in every school bus and all bus drivers review the rules with the students during the first week of school.

Q. Who can authorize a bus stop location change?

A. As bus stops are placed as a function of safety and regulation, only Transportation administrative staff can make changes to stop locations. Bus drivers cannot add or change bus stops.

Q. If my child goes on a field trip, do the same rules of bus discipline apply?

A. Yes, the school bus is considered an extension of the classroom. Therefore, all the rules apply all of the time.

Q. Can the school bus driver suspend my child from riding the bus?

A. A school bus driver does not have disciplinary authority or choice of disciplinary action. A driver can only refer observed student actions (via a bus referral) to the school for due process. The Polk County Public Schools has an approved “Code of Conduct” which outlines and guides school-based administrators as to the disciplinary action that is appropriate for each situation and grade level.

Q. What if my child is suspended from the A.M. bus? My child rides a different bus in the P.M. What is the procedure?

A. Many students ride different buses in the morning and in the afternoon. However, when a student is suspended from any bus, it is a suspension from all transportation.

Q. Who is responsible for resolving discipline problems that occur on the bus?

A. Bus drivers attempt to correct inappropriate behavior, but often it requires the intervention of a school administrator. The principal of each school is responsible for the administration of school bus discipline.

Q. Can a bus driver or transportation official change a bus disciplinary ruling?

A. No, discipline hearings are exclusively conducted and decided at the school level.

Q. If the bus has a video camera, can parents see the tape?

A. Parents/guardians may only be given the opportunity to review a video if it is pertaining to a disciplinary issue relating to their own child. Video recordings of school buses are additional tools school administrators and Transportation officials utilize to sample the “total environment” of the bus. Our legal department has advised that due to student “confidentiality” issues, parents may not view the videotapes of non-disciplinary issues.

Q. I would like to talk to my child's bus driver about a problem on the bus. How do I go about this? Couldn't I just meet the driver at the bus stop location?

A. Parents are not allowed on a school bus unless specifically authorized. Parents who decide to board a bus, ignoring the warning of the bus driver, are subject to arrest and prosecution under the law. To talk with a driver, please contact the school your child attends and request a conference with the driver. Please provide the bus number and or driver name, if possible. The school will be more than happy to coordinate with Transportation Services and set up a conference. It is important to understand that bus drivers are only available for conference between 9:00 AM and 12:00 PM., Monday - Friday.

Q. Why do I have to fill out an information card and give it to the driver? Doesn't the school have the information?

A. It is absolutely imperative that the school bus drivers have the most recent emergency contact information available on the bus. This is necessary in case of an accident, medical emergency or some other event that your student may be involved in, which may require immediate parental/guardian notification.

Q. Why are there "bus attendants" on some buses?

A. Bus Attendants are there to assist with students who have documented special needs; physical, medical, etc.

Q. What happens if a school bus is involved in an accident?

A. If your student's bus is involved in an accident, the driver will immediately radio our dispatcher with vital information. The dispatcher will notify the appropriate emergency personnel to respond. The school the bus was servicing at the time of the accident will be notified and an appropriate school representative may be asked to go to the scene of the accident, depending on how serious the situation may be. If your child needs to be transported anywhere, for any reason, by emergency medical technicians at the scene, a school board employee will notify you or the emergency contact listed on the student information card as soon as possible. If your student is not injured, you will not be notified and your child will be transported to the school or home, as appropriate, as soon as a release is given by local law enforcement. Your student will not be counted tardy or absent.

Q. My child is in a wheelchair and the brakes on the chair are not working. Can he/she be transported?

A. No. Broken or otherwise non-operable wheelchairs or other specialty student assistance devices cannot be safely transported. All student support equipment must be fully operational at the time of bus boarding.

Q. My child has a leg cast. Can he/she stand on the lift to enter the bus and be transported?

A. No. If a student has a cast which prohibits him/her from riding a regular education bus, we can usually accommodate and transport with a wheelchair bus. A wheelchair lift is not designed to safely board students standing. A student must be secured, sitting in a wheelchair, to ride a lift to board a bus.

Q. Can Teen Parenting mothers feed their babies on the bus?

A. No. Eating and drinking activities are prohibited on all of our buses. Teen parents must feed their children prior to boarding our school buses. It is unsafe to remove a child from a car seat for any reason.

Interesting Facts Concerning School Transportation

- Nationally every school day, some **450,000 school buses** transport more than **24 million children** to and from schools and school-related activities. This makes school buses the **largest mass transit program** in the U.S.
- Polk County Public Schools transports nearly **50,000 students** to and from school each day, utilizing **510 buses**, traveling **approximately 60,000 miles a day**, while navigating **2700 routes**.
- Nationally, the average school bus transports **54 student passengers**, replacing approximately **36 family vehicles**.

Students are about 50 times more likely to arrive at school alive if they take the bus than if they drive themselves or ride with friends. But, did you also know that your child is much safer riding the bus than being driven by you? Add in the environmental and financial benefits, and it's hard to find a reason to send your kids to school any other way. Find out what you don't know about school bus ridership. Learn the facts and play it safe.

Today's school buses are built with safety in mind. They are tougher, cleaner and more diligently maintained than ever before. School bus drivers are required to receive special security and medical training and undergo regular drug and alcohol testing to provide a safe ride for your child. And school bus traffic laws are strictly enforced. Find out what you don't know about school bus ridership. Learn the facts and play it safe.

Safety starts at the bus stop.

Your child should arrive at the bus stop at least ten minutes before the bus is scheduled to arrive. Visit the bus stop with your child so you can show your child where to wait for the bus: at least three giant steps (six feet) away from the curb. Remind your child that the bus stop is not a place to run or play.



Get on and off safely.

When the school bus arrives, your child should wait until the bus comes to a complete stop, the door opens, and the driver signals that it's okay before approaching the bus door. Your child should use the handrails to avoid falling.

Use caution around the bus.

Your child should never walk behind the school bus. If your child must cross the street in front of the bus, tell your child to walk on a sidewalk, or along the side of the street, and to a place at least five giant steps (12 feet) in front of the bus before crossing. Your child should make eye contact with the bus driver and wait for signal, before crossing, to make sure the driver can see your child. If your child ever drops something, like a ball or book, near the school bus, the safest thing is for your child to tell the bus driver right away. Your child should not try to pick the item up because the driver might not be able to see your child.

Commonly Asked Questions about the Use of School Buses on Field Trips

The Polk County Schools Transportation Department is providing this information.

We hope it will help you when planning your field trips.

Contact us if you have any questions not covered here (534-0444 + Field Trip Specialist ext. for your school).

[PCPS Field Trip Manual](#)

ALL SCHOOL BASED PERSONNEL INVOLVED IN THE PROCESS OF REQUESTING OR APPROVING FIELD TRIPS MUST INFORM SUPPORT SERVICES IMMEDIATELY UPON A CHANGE IN WORK LOCATION.

How do I request buses for a field trip? - All field trip requests are submitted on-line using Triptracker. To access this program, you will need to access the School Board website. Triptracker is found under TheHUB. All trips must be submitted **14 calendar days** prior to the trip date.

When can I begin using the on-line field trip software? - Once you have been trained by Transportation personnel and are given your User ID and User Password, you may begin submitting field trip requests through Triptracker. Contact your school's Field Trip Specialist at the Transportation Department at 534-0444 to be scheduled for training.

How do I check the status of my fieldtrip? - Check the status of your request by logging into Triptracker. You can search by Trip ID, Requester, Trip Name, Account or Scheduled Trip Date. You can also access the Trip History Hyper Link for details on your Trip. If you cannot locate the request, you can contact your Field Trip Specialist at the Transportation Department between the hours of 7:30 a.m. to 5:00 p.m.

Can I request a specific driver? - No, field trips are assigned (in accordance with union contract) on a rotation basis within the geographical area of your school; therefore, we cannot guarantee a specific driver for a specific trip.

Can I request a bus on a non-school day? - Yes, buses can be requested on non-school days but trips using buses out of county on non-school days cannot be split trips.

What hours are buses available? - During school hours, buses are available from 9:00 a.m. until 1:00 p.m., except on Early Release days. If you request a bus earlier than 9:00 a.m., we will ask the driver to arrive at your school as soon as possible but cannot guarantee arrival prior to 9:00 a.m. **Buses must return to your school, no later than 1:00 pm.** The driver will inform the chaperone what time they will need to leave the trip site in order to meet this commitment. Please stress the importance of leaving a trip site on time.

After school hours buses are available at 5:30 pm. Again, if you need the bus sooner, we will ask the driver to arrive as soon as possible but cannot guarantee an earlier time.

The Transportation Department tries to accommodate all times on weekends and non-school days, if at all possible, and will approve special requests if appropriate.

What about early release dates? - Requests for daytime field trips may be honored; with the understanding the return time to the school will be 2 1/2 hours earlier than normal school days. The District will publish a standard calendar of dates for early release.

Can students with special needs be accommodated on field trips? - Yes, wheelchair equipped buses are also available for field trips at no additional cost. An attendant will assist with the loading and unloading of students and will be available to help out during the field trip. If you need a lift bus, include the number of students in wheelchairs, regular students and chaperones, with a total number of passengers. You do not have to use a bus attendant if the Para or Teacher is on the bus. If students are going on the trip that require a harness or booster seat, you will need to send those names to your Field Trip Specialist 5 days before the requested date. We will need to make arrangements with their regular bus driver to have this equipment left with the students the day of the trip.

How many buses should I order? - Most buses, with the exception of ESE buses, will accommodate 65 passengers (elementary students), assigning three passengers to a seat. For middle school and high school students 50 passengers would be a good number to use to order buses.

How do I make a change to scheduled field trips? - Email your school's Field Trip Specialist with all changes, cancellations or other updates to scheduled trips for your school. In case of an emergency, call as soon as possible. If you have a field trip scheduled on a morning where inclement weather prevents the taking of the scheduled trip, call the Transportation Department, as soon as possible, so the bus drivers can be notified. Failure to notify Transportation within (24) hours of a cancelled or rescheduled trip will result into a (2) hour charge, except in the case of an emergency.

My field trip destination is not listed in Triptracker. What should I do? - The field trip request cannot be processed without a valid destination. If the destination is not listed in Triptracker, email your school's Field Trip Specialist with the school's name, or destination name, and destination address. Your request will normally be processed the same day.

Will the driver know how to get to the destination? - Yes, the drivers are given directions with their Driver's Trip sheets. You will need to go over these directions to make sure you both agree that the destination is correct, and the route is acceptable. Drivers are not allowed to take a toll road without prior approval. Any toll charges will be charged to the school.

The performance starts early; can we depart without all the buses traveling together? – Yes, normally all buses should depart and travel together, especially on out of county trips.

Can we bring coolers and other equipment on the bus? - Yes, as long as they do not block the aisle, emergency doors or in any way hinder a person from getting off the bus in an emergency situation. When loading items using the back door, do not allow students to hang on the door or use the door as a means of climbing up for entry into the bus. The bus driver will supervise the loading of all equipment when loaded through the back door to ensure the door is opened, secured and closed properly. Please remember that the bus driver is not responsible for items left on the bus during or after the trip.

How much does it cost to use a school bus on a field trip? - You will be charged \$30.00 per hour, per bus with a 2 hour minimum per bus. If the trip is a split trip, you will be charged a minimum of four (4) hours for each bus.

What can we do to ensure accurate billing? - When the field trip is over, the bus driver will ask the teacher or chaperone to sign and date the driver's trip sheet. This signature confirms the times recorded on the trip sheet. Also, correct account coding is the school's responsibility.

Can I charge my school budget? - Yes, with approval from your Area Assistant Superintendent. The correct account coding must be entered in the Notes Section under the Contact Name and Cell Phone Number when requesting the trip.

Who approves field trip requests if the school's approver is not available? The request must be approved no later than four days after submitting. If the school's approver will not return in four days, another contact (Assistant Principal) for your school can email your school's Field Trip Specialist stating they approve the trip on behalf of your school's Principal. The email must have the Trip ID number.

I don't understand my bill, whom should I call? - Should you have any questions regarding field trip billing, email or call your Field Trip Specialist at Transportation with your field trip number and indicate your billing question. If it is more than 30 days, you will need to contact the District Office (Finance Department).

What else should I know before requesting field trip buses? - Chaperone to student ratio is 1:25, with special consideration given to age group. No food or drink will be consumed on the school buses. Athletic cleats will not be worn on the school buses. Passengers should assist the driver by removing trash and other items at the end of the trip. If the driver has to clean up the bus after the trip, this is an additional charge to the school.

Are chaperones required to ride the bus on field trips? - Yes, chaperones are responsible for maintaining safe and appropriate student conduct on the school bus during field trips.

Who can ride the school bus on a field trip? - Students and staff enrolled at the requesting site and approved adult chaperones are permitted to ride a school bus.

What about emergency procedures? - The Department of Education requires all schools to participate in school bus evacuations prior to leaving the site when on field trips or activity trips. The drivers will go over Pre-trip Instructions for Emergency Evacuation and Activity Trips. (Rule 6A-3.0171(2) 1c, FAC).

How do I know if my trip has been scheduled? – You should contact the person who requested the field trip at your school.

Where do I send my check for payment? - You will need to send it to the District Office Finance Department.

Rules for Transporting Band Instruments on Buses

Band instruments must not block free passage through the aisle or access to the emergency exits. They are not to be placed on the floor or under any seats. Instruments cannot obstruct the vision of the bus driver. Students should hold the instrument in their lap. They must be secured in such a manner that a sudden stop does not cause the instrument to move and possibly cause injury to any student on the bus. Instruments must be in their proper cases. Space must be available for the instrument and cannot deprive a student of a seat on the bus. Drivers may refuse any instrument deemed unsafe for transport. Any items that are bulky, that block aisles or exits, or are too large for a student to secure in their lap are not permitted.

Pre-trip Instructions for Emergency Evacuation on Field and Activity Trips

(Rule 6A-3.0171(2) 1c, Florida Administrative Code)

May I have your attention please? My name is _____ [See footnote (1)], and I am the operator of Bus Number _____. [See footnote (2)]

State regulations and your personal safety require me to ensure that all bus riders are aware of the emergency exits available on this school bus.

In the unlikely event that we have to evacuate the bus, you should be prepared to evacuate as quickly and safely as possible.

In the event of an evacuation, do not attempt to bring any items to the emergency exit with you.

Passengers should evacuate using the front entrance door whenever possible. **(Point out its location at this time.)** In the event this is not possible, you should use the emergency door located in the rear or side of the bus. **(Point to its location.)** If we need to use both the front and rear or side doors, passengers seated in the first _____ rows of seats [See footnote (3)] will exit out the front door and the remaining rows will exit out the rear or side door. Please look around you to determine where these exits are.

For extreme emergencies there are also emergency escape windows and roof hatches. The exits are marked above the window with letters that read "Emergency Exit." **(Point to the push out, side windows to indicate their locations!)** *(Make sure that the people sitting next to the exits are of such size and strength that they know how to open them)*

The roof hatches are located over the center aisle and are appropriately marked as well. **(Point them out at this time.)** The emergency exits are equipped with an audible alarm and should only be opened during an emergency requiring evacuation.

Also, note this vehicle is equipped with lap belt-style restraints (if applicable). Florida Statutes requires that you wear the belt while the bus is in operation. If the belt will not unlatch in an emergency there is a seat belt cutter located _____. [See footnote (4)]

State law and your personal safety require that the bus aisle and exits remain free of obstructions such as coolers/band instruments, book bags or other items at all times. These items must be stored within the baggage compartments or secured within the seats not blocking any passenger or exit. Please let me know if you need assistance storing any of these items.

Thank you for your attention.

Instructions to Operator: The instructions above must be read at the beginning of any field or activity trip. Please fill in the blanks with information that is appropriate to the bus you are driving at the time of the trip.

Blank (1) should contain the name of the driver actually making the trip.

Blank (2) should be the bus number of the bus actually being used to make the trip.

Blank (3) should be the number of rows from the front of the bus to the center row of the bus.

Blank (4) should be the actual location of the belt cutter.



TO: All Principals

FROM: Rob Davis, Assistant Superintendent of Support Services

DATE: August 1, 2021

SUBJECT: Parent Notification of Bus Accidents

Our policy is for schools to notify parents of students who have been involved in a bus accident while being transported.

1. For accidents that occur while transporting students to school, the bus driver immediately contacts Transportation, and they in turn contact the school. The principal or designated staff member should go to the accident scene to assess the situation. Students are reassured once they see “their” Principal or designated staff member. (A copy of the bus roster should be brought to the accident scene.)

Parents of injured students are to be called by the school staff. Parents of students who are not injured should also be called. This may be accomplished by students calling their parents, with the assistance of school personnel. School personnel may also send a communication to notify parents. Please make sure you work with the Support Services Division to assist in the communication message. Furthermore, staff members should be advised by the principal that a bus has been in an accident and that parents are being called so that all staff members will have the correct information.

In some cases, parent contact may not be possible immediately because some parents are unavailable. However, as information is received, parents may call and ask to speak to their child to verify that their child is okay. When this is the case, the school will provide for this request. If parents of students who ride on other buses hear of the accident and call the school, they should be given correct information by the school staff as to the bus involved in the accident to clarify the situation for parents who are not involved.

2. For students being transported home from school, notification may be more difficult. An accident can occur any time after the bus leaves school, and there may be no school staff left at the site. If at all possible, the Transportation Department will notify the school, and the school will notify parents of those students involved. If the school staff is not available, Transportation personnel will receive calls from parents and indicate or verify that the bus is late because of an accident. Transportation will attempt to contact the school principal (school, home or cell). A communication message may also be generated to notify parents of a bus accident in the afternoon.

In conclusion, principals and staff members should make every effort to contact parents of children who ride the bus which is involved in an accident. This will help alleviate parent concerns for children not involved and will control rumors.

STUDENTS FIRST

 1915 S. Floral Ave.
Bartow, FL 33830

 P.O. Box 391
Bartow, FL 33831

 863-534-0500

 polkschoolsfl.com

**The School Board of Polk County, Florida
VEHICLE ACCIDENT REPORT**

INTER
TRNS - FM
03/17/93

INSTRUCTIONS: Prepare this report at the scene of the accident and mail immediately to the Transportation Department of the School Board of Polk County, Florida, P.O. Box 391, Bartow, Florida 33831. Have you followed School Board policy on **what to do in case of an accident?**

Date & Time	Location of Accident		Vehicle No.
Name of Driver	Age	School or Dept. Assigned to	For what purpose was vehicle being used at the time of accident?

Name of Officer and Location of Law Enforcement Authority to whom accident was reported

Name of Driver of Other Vehicle	Address	Phone (Res.) Phone (Bus.)
Name of Owner of Other Vehicle if Different from Above	Address	Phone (Res.) Phone (Bus.)
Identification of Other Vehicle - Year, Make, Model	Lic. No. - Year, State	Insurance Co.

Describe the Accident in detail (indicate direction vehicles were traveling)	POINT OF IMPACT	
	Our Vehicle	Other Vehicle
	<input type="checkbox"/> Front	<input type="checkbox"/>
	<input type="checkbox"/> Right Front	<input type="checkbox"/>
	<input type="checkbox"/> Left Front	<input type="checkbox"/>
	<input type="checkbox"/> Right Side	<input type="checkbox"/>
	<input type="checkbox"/> Left Side	<input type="checkbox"/>
	<input type="checkbox"/> Rear	<input type="checkbox"/>
	<input type="checkbox"/> Right Rear	<input type="checkbox"/>
	<input type="checkbox"/> Left Rear	<input type="checkbox"/>

Signature of Driver or Person Preparing Report _____ Date of Report _____

List Name and Addresses of Persons Claiming Injury on Attached Occupant List.

OFFICE USE ONLY

POLK COUNTY PUBLIC SCHOOLS
Communication, Student Transportation,
Students Not Arriving at Home at Expected Time

Occasionally, students are reported as not arriving at home at the expected time. The following information is provided to ensure appropriate response to the reported incident.

1. If the school is contacted by the parent, the school should contact all school personnel who may know the whereabouts of the student.

2. If it is determined that the student did ride the bus home, the school should contact the Transportation Department Area Offices. The Transportation office closes at or around 5:30 P.M. each weekday. For after-hours concerns, please contact the Director of Transportation Operations @ 528-9346, the Senior Coordinator of Operations @ 786-367-4039, the Director of Safety and Vehicle Services @ 412-0862 or the Assistant Superintendent of Support Services @ 640-3276.

Area Number	Office Phone Number	Cell Phone Number (Staff use only)
Area 1	863-534-7343	863-632-3967
Area 2	863-534-7308	863-450-5217
Area 3	863-534-7307	863-307-1193
Area 4	863-534-7304	863-241-8039
Area 5	863-534-7301	813-679-3708
Area 6	863-534-7305	863-899-1033
Area 7	863-534-7306	508-642-9385
Area 8	863-534-9246	863-241-8288
Area 9	863-534-9248	863-528-0063

3. The personnel at the Transportation Department will contact the Area Manager and driver to gather information and will relay that information back to the school.

4. If the Transportation Department is contacted first by the parent, school personnel will be notified of the missing student and will assist in the investigation.

5. The decision to contact law enforcement for assistance will be determined by the parents or the school. The Transportation Department shall, however, reserve the right to call for assistance as needed.

6. All related personnel are to be considered on the job or on call until the student is found.

7. Schools should consult with their Regional Assistant Superintendent regarding procedures for contacting them.

8. The Support Service Division shall contact all necessary parties if media attention is needed or may occur.

POLK COUNTY PUBLIC SCHOOLS
Communication, Student Transportation,
Buses with Problems in the Afternoon

Sometimes buses are unusually late in dropping off students in the afternoon. This may be caused by an accident, a breakdown or a severe behavioral incident. This causes concern by parents, schools and the Transportation Department. The following suggestions are to improve communication so as to provide safety for our students and to relieve anxieties for everyone.

I. BUSES LATE GETTING TO SCHOOL FOR PICKUP

When a bus will be unusually late getting to school for its afternoon run, or when the bus will not arrive at the school at all, the school will be notified.

Schools should assign a staff member to supervise the students until the bus arrives and to assist with boarding the bus once it arrives.

Schools should determine if it is necessary to contact parents when it is determined that students may arrive at home late. Variables to consider when making the decision include the age of the student, the program of the student, the time the bus is late and the special needs of your school and community. A phone must be made available to any student who requests to call a parent. SchoolMessenger messaging is a quick way to contact parents. Please contact the Area Manager to ensure accurate bus information is provided before making a SchoolMessenger message.

II. BUSES WITH PROBLEMS AFTER PICKING UP STUDENTS AND LEAVING THE SCHOOL

When a bus leaves the school and has a problem on the way to the bus stop, the school will be notified.

The school must be prepared to send a representative to the bus location if an accident or severe behavioral incident occurs. Schools will be notified if assistance is needed.

The school should determine if it is necessary to contact parents since the students may arrive at home late. In cases where students are injured, parents must be contacted by school personnel. SchoolMessenger messaging is a quick way to contact parents. Please contact the Area Manager to ensure accurate bus information is provided before making a SchoolMessenger message.

The release of students from the scene of an accident or severe behavioral incident is often determined by the responding law enforcement officer or medical assistance personnel. After the law enforcement officer or medical personnel authorize the release of students, Transportation personnel will authorize the transport of students.

III. GENERAL INFORMATION

The Transportation Department has record of reported cases when a bus will be late due to an accident, a breakdown or a severe behavioral incident. The department will also post the late bus information on our Bus Delay web page if the bus is running 30 or more minutes late.

Transportation Department has personnel on duty from 5:30 a.m. until 5:30 p.m. on each school day.

If the school has a question regarding the status of a bus, they should call the Transportation Department at 534-7300 ext. 100. The school can also review the Bus Delay web page.

Normally, parents should be encouraged to call the school first. If the school has no information or cannot be contacted, parents should call 534-7300 ext.100. Parents may also review the Bus Delays web page. Schools should consider placing information in parent newsletters regarding this procedure.

The Transportation Department will only contact parents in extreme emergencies since schools are better prepared to contact parents under most circumstances.

When notifying a school of a late bus, the Transportation Department will attempt to estimate the amount of time a bus will be late. This, however, will not always be possible and will only be an estimate.

[PCPS Support Services Bus Delays Web Page](#)



**POLK COUNTY
PUBLIC SCHOOLS**

TO: High School Principals
FROM: Rob Davis, Assistant Superintendent of Support Services
SUBJECT: COLTS Program

Principals:

The COLTS Program, Community of Learning Transportation Services, will be in effect for the 2021- 2022 school year. COLTS is a partnership between Polk County Public Schools (PCPS) and the Polk Transit Authority.

The program will allow your high school students to access public transportation to get to their home from an after school activity or learning opportunity. The COLTS program will provide free ridership for all Polk Transit Authority buses for participating students on Monday through Saturday.

Your school will be assigned an account representative from the Polk Transit Authority, who will partner with you to assist you and your students. Your PCPS Transportation Area Manager will also be available to assist with this endeavor.

For more information, or to map out routes and hotspots, go to www.ridecitrus.com.

We are asking that you help us help the students access this free mode of transportation by distributing the attached participation letter to your students. When a student brings the signed form back to your school stating they have permission to be included in the Colts program a designated hole punch should be placed on their student ID. This will identify the student as a participant in the COLTS program.

During the FTE count period we will also need your assistance to ensure the students riding the city bus during the count periods are identified as city bus riders, so we will receive the district's funding that is generated for school transportation. This is extremely important.

We appreciate your support with the COLTS program. Should you have any questions or concerns, please call 534-7312, 519-8309 or your PCPS Transportation Area Manager.

Again, thank you for your assistance.

Sincerely,

Rob Davis
Assistant Superintendent, Support Services

STUDENTS FIRST



1915 S. Floral Ave.
Bartow, FL 33830



P.O. Box 391
Bartow, FL 33831



863-534-0500



polkschoolsfl.com

COLTS

Community of Learning Transportation Services

Dear Parent / Guardian,

The COLTS Program is a way for your high school student to get to and from school, as well as to their home from an after school activity or learning opportunity, to catch a movie or to go to the mall. COLTS is a partnership between the Polk County School Board and the Polk Transit Authority. This program will provide free ridership of all Polk Transit Authority Buses for participating students, Monday through Friday.

Your student will present their high school ID card, with the new Polk Transit Authority tomahawk shaped punch (three punches for this year) and he or she will be good to go. It's easy and it's free.

For more information, or to map out routes and hotspots, go to www.ridecitrus.com.

Public transportation provides a flexible, safe alternative to traveling by car. Your student may not ride the bus without their school ID badge. Please remember that buses do not run after 7:15 PM, so plan accordingly.

Please indicate below, your desire for your student to participate. This participation form must be signed by you, and returned to your student's school, in order for him/her to participate in this program.

Print Student Name

ID Number

Student Signature

____ Will participate

____ Will not participate

Parent / Guardian Signature

Date

- Please note by signing this participation form, your student has access to ride any transit bus anywhere within the county.

Office Use Only

Staff Print

Staff Signature

ID Punch Issue Date

ID Punch Expiration Date





Aug 1, 2021

To: Elementary Principals and Assistant Principals

From: Vaughn Belcher, Director of Transportation Operations

Thru: Rob Davis, Assistant Superintendent of Support Services

Subject: Bus Riding Procedures

Welcome back! I know things are crazy this time of year and I hope you are looking forward to the new school year. We, at Support Services, have been working diligently on improving bus riding procedures. I know you have procedures that help you get students on the bus, but once on the bus, drivers sometimes have a difficult time knowing a student's bus stop location or where they live, especially at the beginning of the school year. Throughout the year, we cover numerous bus routes with drivers who are not always familiar with the students. Please help us solve this problem by keeping an identification tag on each student with at least the student's ID number and bus number on each tag. To ensure that students get on the correct bus in the afternoon, you can also add the different colors, animals, and characters that you use for each bus. This tag should be on, or with, each child the first 30 days of school, or year-round if possible. We cover bus routes with other drivers so we need help identifying students quickly to help ensure that students exit the bus at the correct bus stop locations. We feel using an identification tag is a great safety net to help ensure students get home safely. You can determine what type of tag will be used and what you place on the tag, but please make sure you include the student's ID number and bus number.

Please remember that each student must be in FOCUS in order for us to provide transportation. For new bus riders, or for riders that change buses, a copy of an email from your assigned Transportation Area Manager, containing student bus information or a bus ticket, must be given to the driver before the student will be able to be transported. For the safety of the student, providing this information is not an option, the driver must receive it from a staff member at the school before the student enters the bus. We have created a three-part, or triplicate, copy of the bus ticket to make it easy for your staff to fill out. Providing transportation information for new or newly assigned students will help our drivers be more aware of new bus riders so they can help ensure that the students get off at the correct bus stop location.

Also, please ensure you have identified the type of transportation for each of your students. If students live more than 2 miles from your school, they may have bus transportation set up for them, but they may be car riders instead of bus riders. In the past, we have had several issues where students were car riders, but were placed on a bus and dropped off at a bus stop we assigned them. The students' parents were very upset and the students were frightened because they were unaware of the surroundings at their assigned bus stop. Hopefully, using an identification tag will help with this issue because students will not have a tag unless they are bus riders. Please click on [Bus Riding Procedures](#) for further instructions concerning students riding the bus. If you have any questions please contact me at 863-534-7312 or George Millar at 863-519-8309.

STUDENTS FIRST



1915 S. Floral Ave.
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P.O. Box 391
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polkschoolsfl.com



PBIS Bus Lesson Plans

Why should we use Positive Behavior on the bus?

The bus ride will often set the tone for the student's day. It is a time for a student to prepare for school and a time to unwind after school.

Bus Expectations for all riders:

Be Responsible

Use Respect

Stay Safe

If students follow the rules: They can earn BUS tickets and other privileges.

If students do not follow the rules: They will lose privileges, meet with the principal, parents will be contacted, and may lose bus riding privileges.



Overview of PBIS Bus Expectations:

- Lesson Plan #1- Be Responsible
- Lesson Plan #2- Use Respect
- Lesson Plan #3- Stay Safe

Overview of PBIS Bus Lessons:

- Lesson Plan #1- Waiting for the bus
- Lesson Plan #2- Entering the bus
- Lesson Plan #3- Riding the bus
- Lesson Plan #4- Exiting the bus
- Lesson Plan #5- Emergency Evacuation



PBIS Bus Lesson Plans

Bus Expectation #1- Be Responsible

Step 1: Identify the expected behavior and describe it in observable terms.

How can you be responsible on the bus?

- Being on time to the bus stop
- Using a quiet voice on the bus
- Keeping food and gum off of the bus
- Keeping hands, feet, and other items to yourself
- Taking care of the bus seats and keeping the floor clean

Step 2: State the rationale (reason) for teaching the rule.

- Being responsible means taking care of ourselves, doing what we are expected to do, and accepting the consequences of our actions. A responsibility is something you are expected to do.

Step 3: Teach a range of examples, always beginning and ending with the positive expected behaviors.

Positive Examples of the Expected Behavior	Non-examples of the Expected Behavior
<p>*What does it look like? *What does it sound like?</p> <ul style="list-style-type: none"> • Being on time to the bus stop • Using a quiet voice on the bus • Keeping food and gum off of the bus • Keeping hands, feet, and other items to yourself • Taking care of the bus seats and keeping the floor clean 	<p>*What not to do (Only adults provide these examples)</p> <ul style="list-style-type: none"> • Being late to the bus stop • Using a loud voice • Using inappropriate language • Eating or chewing gum • Touching items that belong to others • Damaging seats or leaving trash on the bus

Step 4: Model the positive examples and give students the chance to practice the expected behavior.

Step 5: Recognize students doing things the correct way, and reinforce behavior. (Praise student, high five, friendly 'first bump', smile, or make some other positive comment to recognize child making correct choice.)

PBIS Bus Lesson Plans



Bus Expectation #2- Use Respect

Step 1: Identify the expected behavior and describe it in observable terms.

How can you show respect to others on the bus?

- Use kind words and good manners
- Listen to what others have to say
- Follow the rules and listen to the driver
- Appreciate differences among people
- Take care of other people's property at school, home, and in the community
- Help others

Step 2: State the rationale (reason) for teaching the rule.

- Respect means showing consideration for other people and their property
- Caring for ourselves, family, community, and school
- Appreciating and accepting individual differences
- Treating others the way that you would want to be treated

Step 3: Teach a range of examples, always beginning and ending with the positive expected behaviors.

Positive Examples of the Expected Behavior	Non-examples of the Expected Behavior
<p>*What does it look like? *What does it sound like?</p> <ul style="list-style-type: none"> • Use kind words and good manners • Listen to what others have to say • Follow the rules and listen to the driver • Appreciate differences among people • Take care of other people's property at school, home, and in the community • Help others 	<p>*What not to do (Only adults provide these examples)</p> <ul style="list-style-type: none"> • Using inappropriate language • Refusing to listen to the driver • Bullying others • Saying unkind things • Fighting • Damaging things that belong to others

Step 4: Model the positive examples and give students the chance to practice the expected behavior.

Step 5: Recognize students doing things the correct way, and reinforce behavior. (Praise student, high five, friendly 'first bump', smile, or make some other positive comment to recognize child making correct choice.)

PBIS Bus Lesson Plans



Bus Expectation #3- Stay Safe

Step 1: Identify the expected behavior and describe it in observable terms.

How can you be safe on the bus?

- Staying in your seat.
- Keeping aisles and exits clear
- Keeping hands, feet, and other objects to yourself
- Keep the bus free of dangerous materials
- Never speak to a stranger while waiting for the bus or while walking home

Step 2: State the rationale (reason) for teaching the rule.

- Being safe on the bus is important to make sure nobody gets hurt.
- The bus driver is in charge of driving the bus and it is important to listen to the driver to help everyone stay safe.

Step 3: Teach a range of examples, always beginning and ending with the positive expected behaviors.

Positive Examples of the Expected Behavior	Non-examples of the Expected Behavior
<p>*What does it look like? *What does it sound like?</p> <ul style="list-style-type: none"> • Staying in your seat. • Keeping aisles and exits clear • Keeping hands, feet, and other objects to yourself • Keep the bus free of dangerous materials • Never speak to a stranger while waiting for the bus or while walking home 	<p>*What not to do (Only adults provide these examples)</p> <ul style="list-style-type: none"> • Moving on the bus or being out of your seat • Putting feet or arms in the aisle • Putting head, arm, or objects outside of the bus window • Bringing dangerous materials on the bus • Speaking to strangers

Step 4: Model the positive examples and give students the chance to practice the expected behavior.

Step 5: Recognize students doing things the correct way, and reinforce behavior. (Praise student, high five, friendly 'first bump', smile, or make some other positive comment to recognize child making correct choice.)



PBIS Bus Lesson Plans

Lesson Plan #1- Waiting for the bus

Step 1: Identify the expected behavior and describe it in observable terms.

When waiting for the bus you (the students) will:

1. Arrive 10 minutes before the pick-up time
2. Stand at the designated bus stop
3. Stand away from the road and be aware of surroundings
4. Keep your hands, feet, and other objects to yourself
5. Be very careful when crossing the street. Only walk toward the bus after looking both ways to make sure no cars are coming. Before crossing the street the bus arm will be out to help stop cars.
6. Never speak to a stranger at the bus stop or while walking home

Step 2: State the rationale (reason) for teaching the rule.

-Why is it important to follow the rules while waiting for the bus?

Students must follow the rules while waiting for the bus to make sure everyone stays safe. Sometimes a bus stop is near a busy road and it is important that all students stay away from traffic and wait patiently for the bus to arrive.

Step 3: Teach a range of examples, always beginning and ending with the positive expected behaviors.

Positive Examples of the Expected Behavior *What does it look like? *What does it sound like?	Non-examples of the Expected Behavior *What not to do (Only adults provide these examples)
<ul style="list-style-type: none"> • Arrive 10 minutes before pick up time • Stand at the designated bus spot • Stand away from the road & be aware of surroundings • Keep your hands, feet, and other objects to yourself • Be very careful when crossing the street. Only walk toward the bus after looking both ways to make sure no cars are coming. Wait for the bus arm to be out before crossing the street. • Never speak to a stranger at the bus stop or while walking home 	<ul style="list-style-type: none"> • Running around or playing • Touching the person or backpack in front of you • Standing in a group • Arriving late • Standing or walking too close to the road • Looking at electronic device (phone, tablet) instead of paying attention to surroundings • Talking to strangers

Step 4: Model the positive examples and give students the chance to practice the expected behavior.

Step 5: Recognize students doing things the correct way, and reinforce behavior. (Praise student, high five, friendly 'first bump', smile, or make some other positive comment to recognize child making correct choice.)



PBIS Bus Lesson Plans

Lesson Plan #2- Entering the bus

Step 1: Identify the expected behavior and describe it in observable terms.

When entering the bus you (the students) will:

1. Wait for the driver's directions
2. Walk
3. Greet the bus driver
4. Hold the handrail while going up the stairs
5. Quickly find your seat and slide over for others
6. Keep your hands, feet, and other objects to yourself

Step 2: State the rationale (reason) for teaching the rule.

-Why is it important to follow the rules while waiting for the bus?

Students must follow the rules for entering the bus to make sure everyone stays safe. As everyone gets on the bus, students need to wait patiently to go up the stairs, then sit in their seats quickly and quietly. Saying 'Good Morning' to the bus driver is a great way to start the day! 😊

Step 3: Teach a range of examples, always beginning and ending with the positive expected behaviors.

Positive Examples of the Expected Behavior	Non-examples of the Expected Behavior
<p>*What does it look like? *What does it sound like?</p> <ul style="list-style-type: none"> • Wait for the driver's directions • Walk • Greet the bus driver • Hold the handrail on the stairs • Quickly find your seat and slide over for others • Keep your hands, feet, and other objects to yourself 	<p>*What not to do (Only adults provide these examples)</p> <ul style="list-style-type: none"> • Run • Ignore the bus driver • Push the person in front of you • Talk with your friends • Refuse to slide over • Yell

Step 4: Model the positive examples and give students the chance to practice the expected behavior.

Step 5: Recognize students doing things the correct way, and reinforce behavior. (Praise student, high five, friendly 'first bump', smile, or make some other positive comment to recognize child making correct choice.)



PBIS Bus Lesson Plans

Lesson Plan #3- Riding the bus

Step 1: Identify the expected behavior and describe it in observable terms.

When riding the bus you (the students) will:

1. Follow driver directions
2. Stay seated
3. Keep aisles and exits clear
4. Use appropriate voice and language
5. Keep your hands, feet, and other objects to yourself
6. Ask permission to open windows

Step 2: State the rationale (reason) for teaching the rule.

-Why is it important to follow the rules while riding the bus?

Students must follow the rules while riding the bus to make sure everyone stays safe. Riding the bus is a lot like riding in a car, where we stay in our seats and use quiet voices to help the adult that is driving on the road pay attention. The bus driver has a big job of keeping all students safe while driving. All students should listen to the bus driver and follow the rules to make sure the driver can concentrate on the road. Part of being a responsible student is understanding that riding the bus is not a time to be loud, play, or stand up on the bus.

Step 3: Teach a range of examples, always beginning and ending with the positive expected behaviors.

Positive Examples of the Expected Behavior *What does it look like? *What does it sound like?	Non-examples of the Expected Behavior *What not to do (Only adults provide these examples)
<ul style="list-style-type: none"> • Follow driver directions • Stay seated • Keep aisles and exits clear • Use appropriate voice and language • Keep your hands, feet, and other objects to yourself • Ask permission to open windows 	<ul style="list-style-type: none"> • Sticking objects or self out of the window • Standing up • Ignoring the driver's directions • Using inappropriate language • Bringing dangerous materials on the bus • Putting backpacks or other objects in the aisle

Step 4: Model the positive examples and give students the chance to practice the expected behavior.

Step 5: Recognize students doing things the correct way, and reinforce behavior. (Praise student, high five, friendly 'first bump', smile, or make some other positive comment to recognize child making correct choice.)

PBIS Bus Lesson Plans



Lesson Plan #4- Exiting the bus

Step 1: Identify the expected behavior and describe it in observable terms.

When exiting the bus you (the students) will:

1. Stay seated until the door opens at your assigned stop
2. Take all belongings with you
3. Exit front to back- front of the bus gets in line before the back of the bus
4. Hold handrail while walking down stairs
5. Keep your hands, feet, and other objects to yourself
6. Move to a safe spot when you get off the bus
7. Never talk to a stranger while getting off the bus or while walking home

Step 2: State the rationale (reason) for teaching the rule.

-Why is it important to follow the rules while exiting the bus?

Students must follow the rules while getting off the bus to make sure everyone stays safe. As everyone gets off the bus, students need to wait patiently to go down the stairs. Once students leave the bus, they should move away from the bus quickly to go to a safe area. Before crossing the street, students should make sure to follow the driver's directions and look both ways before going into the road.

Step 3: Teach a range of examples, always beginning and ending with the positive expected behaviors.

Positive Examples of the Expected Behavior *What does it look like? *What does it sound like?	Non-examples of the Expected Behavior *What not to do (Only adults provide these examples)
<ul style="list-style-type: none"> • Stay seated until the door opens at your assigned spot • Take all belongings with you • Exit front to back of the bus • Hold handrail on the stairs • Keep your hands, feet, and other objects to yourself • Move to a safe spot when you get off the bus • Never talk to a stranger while getting off the bus or while walking home 	<ul style="list-style-type: none"> • Standing up before the bus stops and the door opens • Pushing your way to the front of the line • Yelling • Running • Standing around after exiting the bus

Step 4: Model the positive examples and give students the chance to practice the expected behavior.

Step 5: Recognize students doing things the correct way, and reinforce behavior. (Praise student, high five, friendly 'first bump', smile, or make some other positive comment to recognize child making correct choice.)



PBIS Bus Lesson Plans

Lesson Plan #5- Emergency Evacuation

Step 1: Identify the expected behavior and describe it in observable terms.

During an emergency bus evacuation, you (the students) will:

1. Stay quiet
2. Follow driver directions
3. Leave belongings on the bus
4. Help others when appropriate
5. Exit quickly and safely

Step 2: State the rationale (reason) for teaching the rule.

-Why is it important to follow the rules during an emergency evacuation?

Students must follow the rules during an emergency evacuation to make sure everyone stays safe. During an emergency evacuation, the bus driver will help make sure all students know what to do. It is important to stay quiet and listen to the bus driver. During an emergency evacuation, leave your backpack, lunchbox, and all of your personal things behind on the bus. The most important thing during this time is making sure everyone gets off the bus quickly and stays safe.

Step 3: Teach a range of examples, always beginning and ending with the positive expected behaviors.

Positive Examples of the Expected Behavior	Non-examples of the Expected Behavior
<p>*What does it look like? *What does it sound like?</p> <ul style="list-style-type: none"> • Stay quiet • Follow driver directions • Leave belongings on the bus • Help others when appropriate • Exit quickly and safely 	<p>*What not to do (Adults only provide these examples)</p> <ul style="list-style-type: none"> • Talking or screaming • Pushing • Taking belongings with you • Ignoring those who need help • Running

Step 4: Model the positive examples and give students the chance to practice the expected behavior.

Step 5: Recognize students doing things the correct way, and reinforce behavior. (Praise student, high five, friendly 'first bump', smile, or make some other positive comment to recognize child making correct choice.)