

TRANSPORTATION RULES AND REGULATIONS

These regulations are part of the specifications and contract. A contractor and his/her drivers must assume the responsibility of observing these regulations while providing transportation services for the Medford School Committee.

1. Unauthorized persons and pets are not allowed on school buses.
2. Pupils should enter a school bus in an orderly manner promptly. Pupils should listen to the driver and obey the driver's instructions. Drivers should verify the bus tags on K/1 students upon entry.
3. No one shall be allowed to eat food or drink any kind of beverages on school buses.
4. No one should extend arms or other parts of the body out windows or doors. No one shall throw anything out of the bus windows.
5. Pupils should not change seats while the bus is in motion.
6. Pupils and drivers should avoid shouting and excessive noise that may distract the driver and lead to a serious accident.
7. Everyone using the bus should help keep it clean and sanitary.
8. Pupils and drivers should be courteous to each other. Profanity is unacceptable.
9. Upon boarding a bus, a pupil should remain on the bus until it reaches school, or if returning home, remain on the bus until it reaches the pupil's stop.
10. Smoking by either pupils or drivers is a violation of State Law and is not permitted.
11. Pupils should not leave their seats until the bus has come to a complete stop and the driver has opened the door.
12. Pupils being transported on a school bus are under the authority of and directly responsible to the bus driver. If school chaperones are on a bus, they also will share this authority and responsibility.
13. A bus driver shall not require a pupil to leave the school bus until the bus has reached the school, or until the bus has reached the pupil's normal bus stop. The bus route shall not be adapted/adjusted in any way without the approval of the Superintendent or his designee.
14. If a pupil(s) is/are disorderly, insubordinate, and/or a threat to the orderliness and safety of the school bus, the driver must report the pupil, in writing using the complaint form in this bid, to the administration of the school that the pupil attends.. Any and all discipline shall be done by the school administration. This may include suspension of bus riding privilege.
15. Drivers may also contact the contractor's dispatcher and return to the school without discharging any students so that school administrators can handle any disciplinary needs.
- 15a. **A driver shall not stop to load or discharge passengers except at official bus stops approved by the school administration. If a driver wishes to have a stop changed for some**

reason, he should report this request to the bus company's dispatcher who shall make a recommendation to the Superintendent of Schools or his designee, 489 Winthrop St., Medford, for consideration and action.

- 15b. A driver may also request that the principal review the camera's video tape due to the students' behavior on the bus.
16. A pupil should not engage in any unnecessary conversation with the bus driver while the bus is in motion, and the driver should likewise not engage in any unnecessary conversation with the pupils while the bus is in motion. No television sets will be allowed on school buses.
17. No intoxicating substances or any form of narcotics may be brought aboard a school bus at any time by anyone.
18. No weapons of any sort may be brought aboard a school bus at any time by anyone.
19. Nothing shall be thrown within the bus or out of the bus.
20. A school bus may not be re-fueled while pupils are aboard.
21. Pupils may not deface school bus property in any way.
22. After each run, drivers must walk to the back of the bus to verify that no student remains on the bus. An 'all clear' should be reported to dispatch. If this happens, the driver must contact the contractor to notify the school principal and parents.
23. A pupil may be released from his/her assigned bus stop if a note to this effect, signed by the parent, and initialed by the school principal or his/her designee, is presented to the school bus driver by the pupil when boarding the bus after school.
24. Parents, or persons authorized in writing by parents, may pick up pupils at school dismissal time. Pupils who normally ride school buses and who do not have parental permission either to stay for after-school activities or to be transported by car will be put on their regular school bus for home.
25. Parents should have their children at the regular bus stop before the scheduled arrival time. Parents, or other persons without official authority are forbidden from boarding a school bus for any reason unless designated by the school department. Conversation with the driver must take place from the sidewalk.
26. Both the bus driver and the school administrators have the authority to assign seats when and if necessary or deemed to be in the best interests of the students.

Copies of these regulations shall be given to each bus driver and to each pupil who rides a school bus at the beginning of each school year. New students and new bus drivers who arrive during the year shall also be provided with these regulations.