



NEW LENOX SCHOOL DISTRICT 122
102 South Cedar Road, New Lenox, Illinois 60451
Phone 815-485-2169 Fax 815-485-2236

- 1) Bus stop locations should be placed in the safest and most practical sections of neighborhoods. Stop locations are reviewed and updated as needed each school year. Corners are the best location for bus stops. Walking distance to bus stops should be about:
 - K-3 Grade no more than one or two blocks
 - 4-6 Grade no more than two or three blocks
 - 7-8 Grade no more than three or four blocks(one block equals 1/8th of a mile) (Illinois mandates no more than 1.5 miles to a stop)
- 2) Target maximum student ride times on the bus are about:
 - Kindergarten 37 minutes
 - 1-6 Grade 42 minutes
 - 7-8 Grade 47 minutes
- 3) Target maximum number of students on a bus should be about:
 - Kindergarten 55 - 60
 - 1-6 Grade 55 - 60
 - 7-8 Grade 55 - 60
- 4) Each student must ride the same AM bus and then the same PM bus each day. A student can have two bus stops, one for AM and another for PM, but the AM and the PM bus stop must remain consistent all five days each week.
- 5) Students will only be picked up and dropped off at their assigned bus stops on their assigned buses.
- 6) Students must sit in their assigned bus seat on all days.
- 7) Bus drivers must never let a Kindergarten age student off of the bus unless that Kindergarten student's approved adult is there to take custody of the child off the bus (includes St. Jude kids).
- 8) Students will ride their assigned bus only. Students are not permitted to ride a different bus except during certain emergency situations. Students who ride the bus to school are expected to ride the bus home unless the school and transportation are notified by a parental note or phone call. The purpose of bus service is to take students to and from school. Students are not allowed to ride the bus to after school activities such as staying at a friend's house, Scouts, music lessons, etc.

- 9) School bus riders are under the supervision of the school bus driver. It is the driver's responsibility to provide for the safety of all riders. Since the school bus is viewed as an extension of the classroom, it is the student's responsibility to behave accordingly. The right to ride the bus is conditioned on a student's good behavior and observance of the rules. Misbehavior/misconduct by a student will be reported to the proper school authority for disciplinary action. Please refer to the discipline action section of the student handbook should you have questions.

NLSD #122 Kindergarten Parent Pick Up/Drop Off Bus Procedure

Parents are asked to have someone present at the bus stop five minutes prior to the assigned bus pick up and drop off time.

In the event that the child does not have someone waiting for them at the drop off time, the procedure is as follows:

- The bus driver will radio the transportation department, requesting transportation call the home to alert the family that the bus is at the stop.
- If there is no answer, the transportation department will utilize additional phone numbers to contact parents to let them know that there is nobody at the bus stop.
- If nobody is available to get the child off of the bus, transportation will notify the school that the child will be coming back to the building.
- The transportation department in partnership with the school will call all of the emergency numbers until someone has agreed to pick up the child from school.

This procedure applies to all Kindergarten age students on any NLSD122 bus route.

- Including St. Jude

RULES AND REGULATIONS FOR STUDENT RIDERS

1. Students will board and depart the bus **only** at their designated bus stop or school. Students are to be at their assigned bus stop **five minutes** before the scheduled pick up time. Drivers cannot wait for tardy students. If the bus is late, students should not wait longer than 15 minutes past the scheduled pick up time before returning home.
2. All students are to go directly to their assigned seat upon boarding the bus, sit down, face forward and stay seated until reaching their destination. Students should not sit on top of their legs, feet, or personal belongings. Students are expected to sit up in their seat so that the bus driver can see them.
3. The aisles must be kept free of all items at all times. Personal belongings must be kept securely in the students' laps at all times. The rear emergency door is to be used only in the event of an actual emergency and/or in a safety drill.
 - a. Students crossing the road with the bus driver's assistance must wait for the driver's
 - b. signal to cross, walk out **10 feet** from the front of the bus, and upon reaching the
 - c. shoulder turn back toward the bus walking along the shoulder to reach the bus.
 - d. This "**10 feet in front of the bus**" is a safety cushion so that drivers do not lose sight of the smaller students and ensures that all students can clearly see the driver's signal that it is safe to cross.
5. Students not crossing the road are to stand **5 feet back** and not approach the bus until it has come to a complete stop and the door has opened. When disembarking at the bus stop, students should move **5 feet** away from the bus and wait for the bus to leave the bus stop. Students who leave the bus stop at the time the bus is leaving get lost in the "blind zones" around the perimeter of the bus and are in danger of getting hurt.
6. Students who take medication daily at school must not bring it to school on the bus. Parents must take medication to the school and give it directly to the building secretary or nurse. However, should any student be required to carry an inhaler, Epi-pen, or glucose on the bus to assist in a medical condition, he/she will be required to receive an additional note from the attending physician that must be on file.
7. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. (See Bus Discipline Section.)

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Video and audio cameras may be active on busses to record student contact and may be used for the purposes of investigation into misconduct or accidents on the bus.