



## Arlington Heights School District 25 Transportation Information



- ❖ **Be Respectful**
- ❖ **Be Responsible**
- ❖ **Be Safe**

### Guidelines for Safe Bus Riding

Traveling on a school bus is one of the safest forms of transportation, but it takes everyone's help to keep it that way and to make it even safer.

Most bus accidents don't happen on the bus; more often children are hit by a school bus or a passing car. Most of these accidents happen on the trip home from school and in front of the bus.

### When Boarding a Bus:

WAIT . . . for the bus on the corner that you will get on from  
STAY . . . far away from the traffic, up on the sidewalk if available  
WAIT . . . until the bus comes to a complete stop and the driver instructs you to come forward and board the bus

### When Leaving the Bus:

WALK . . . forward, along the side of the road until you see the driver  
STOP . . . wait for the signal to cross  
WALK & LOOK . . . if you see a vehicle moving, go back to the bus immediately  
WALK & LOOK . . . if all vehicles have stopped, cross the road quickly

### IMPORTANT NOTICE

Due to the higher enrollment on each bus route, riders may ride their bus only. Students will not be allowed to switch routes. Please make other arrangements for your student to go to their friend's home.

### WAYS PARENTS CAN HELP:

- Review bus safety rules with your child.
- Make sure your children leave home early enough so that they do not need to rush to catch the bus.
- We recommend that your child wear a backpack. This frees his/her hands for balance and holding onto the handrails.
- Remove all strings from clothing and backpacks that may become caught in the handrail.
- Teach your children their address, phone number, bus route number/letter.

- Have an adult wait at the bus stop with the children.
- Do not attempt to board the bus, or knock on the door of the bus.
- Have a contingency plan with neighbors and with your children concerning what to do if the bus is late in the morning or if you are not home in the afternoon.
- Report illegal school bus driving to the proper authorities.
- If you are a motorist, know the school bus law and obey it. The law, as written in the Illinois Rules of the Road, is:

*You must stop before meeting or overtaking a school bus loading or unloading passengers. A warning will be given at least 100 feet prior to stopping. The bus driver will flash amber and red lights on the front and rear of the bus. The stop signal arm will be extended after the school bus has come to a complete stop. You must then come to a complete stop. You may proceed when the flashing lights are turned off and the stop signal arm is no longer extended.*

### WAYS STUDENTS CAN HELP:

- Leave home early enough to arrive at your bus stop at least five minutes before the bus is scheduled to arrive.
- Wait for your bus in a safe place – well off the roadway.
- Wear a backpack so you can keep all of your belongings together in one safe place.
- If you drop an object near the bus, do NOT stoop to pick it up. Ask the driver for help.
- Enter your bus in an orderly manner, using the handrail, and take your seat.
- Follow the instructions of your school bus driver.
- REMAIN IN YOUR SEAT WHILE THE BUS IS IN MOTION.
- Keep aisles clear at all times.
- Be quiet and orderly.
- Remain absolutely quiet at railroad crossings. Drivers must be able to hear sounds outside the bus, and noisy passengers must not distract them.
- Be courteous to your school bus driver and to your fellow passengers.
- Be alert to traffic when leaving the bus.

- ❑ If you must cross the street when exiting the bus, move forward – away from the bus – until you can see the driver’s face and the driver can see you. **Wait for the special signal from the bus driver** that it is safe to cross and then proceed after looking both ways.
- ❑ **If the door is closed, either at the bus stop or at the school it means the driver is pulling away, and may not see you. Do not attempt to board the bus, or knock on the door of the bus.**

### BUS RULES:

- ❑ Remain seated, facing forward while the bus is in motion.
- ❑ Give the driver your cooperation at all times.
- ❑ The driver has the authority to assign seats on the bus.
- ❑ Be courteous with your conduct and your words.
- ❑ Keep hands and head inside the bus at all times.
- ❑ Do not eat or drink on the bus.
- ❑ Do not throw anything out bus windows.
- ❑ Keep aisles clear at all times.
- ❑ Assist in keeping the bus safe, neat and clean.
- ❑ Never tamper with the bus or any of its equipment.
- ❑ Be absolutely quiet when approaching railroad crossings.
- ❑ In case of emergencies, remain in the bus until the driver gives instructions.
- ❑ Do not ask the driver to make unscheduled stops.
- ❑ Observe the same rules and regulations on all school-sponsored trips as you observe between home & school.

## BUS DISCIPLINE

<b>1st Offense</b>	
Discipline may include any of the following:	
<b>Warning</b>	Notification to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected. Verbal or written notices may be issued for unacceptable behavior when using school transportation.
<b>Alternative Consequence</b>	A student who violates a school rule or policy may be given other consequences as deemed appropriate by school staff such as withholding privileges, assigned tasks, or removal from the setting.
<b>Assigned Seating</b>	Bus driver and/or school administrator has the authority to assign seats on the bus.
<b>2nd and 3rd Offense</b>	
Discipline may include any of the following:	
<b>Detention</b>	A student who violates a school rule or policy may be required to spend a specific period of time with a staff member during the school day or after school. Parents will be informed about any detention issued to their child.
<b>Lunch Detention</b>	A student may have a lunch detention or an assigned lunch seat if they violate a rule or policy of the school. This may be a specific number of days.
<b>Student Conference</b>	A conference involves the student, teacher, and administrator for the purpose of discussing and solving behavioral problems.
<b>Parent Conference</b>	A conference that may include the parent(s)/guardian(s), teacher(s), and administrator for the purpose of discussing and solving behavioral problems.
<b>Personal Counseling</b>	A referral to a social worker or psychologist will be made when it is felt that it might help a student solve a behavioral problem.
<b>4th Offense (or egregious offense)</b>	
Discipline may include any of the following:	
<b>Bus Suspension</b>	School administration may suspend bus-riding privileges.
<b>Notification of Authorities</b>	Whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, or is a threat to the general safety of others.

## STUDENT EXPECTATIONS

District 25 feels strongly that bus safety is a number one priority. Students have the right to ride the bus in a safe environment. NO STUDENT may interfere with this right.  
**Be Respectful, Be Responsible, Be Safe.**

## LATE BUSES

If the bus is more than ten minutes late, parents may call **Cook County School Bus Co. at 847-439-0923** to find out if the bus is late, or missed a stop.

Parents who cannot stay at the bus stop should have a contingency plan with neighbors and with their children concerning what to do if the bus is more than 10 minutes late in the morning or if the parent is not home after school.

## ITEMS LEFT ON THE BUS

If a student leaves an item on the bus, the parent should contact **Cook Co. School Bus Company at 847-439-0923** to locate the item and to make arrangements for it to be returned. This can be done either on the bus route the next day or by the parent going to the bus company to pick it up (1910 S. Busse Rd., A.H.).

## VANDALISM ON THE BUS

If a student causes damage to the bus and is identified by the bus driver, a bill will be sent to the parents of the child to cover the cost of the repairs.

## CONCERNS AND COMPLIMENTS

### Bus emergency concerns:

Contact Cook County School Bus at 847-439-0923 or for the AHSD25 Transportation Manager during the school work day, 847-758-4888.

### About bus drivers/bus service:

Contact the Transportation Manager at 847-758-4888.

### About other passengers:

Contact the school office to report any issue with regard to behavior on the bus.