

**Parent/Guardian and Student Verification  
Safety Procedures for School Bus Riders**

Student's Name \_\_\_\_\_

School Attending \_\_\_\_\_ Student's Grade \_\_\_\_\_

Student's Sex \_\_\_\_\_ Student's Race \_\_\_\_\_

Student's Age \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Bus Stop Location \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

**ADDRESS: (Please do not use post office box address. We must have the actual street location of residence for bus computer information.)**

House Number	Street Name/Apt. Number	
City	State	Zip Code

\*Name of Subdivision, Apartment Complex or Trailer Community

*\*If you do not live in a subdivision, apartment complex, or trailer community, please describe the exact location of your address. EXAMPLE: House on the right at the end of Louisiana St., or three miles north of the intersection of Hwy. 36 and Hwy. 41, or third house trailer from the road entrance.*

\_\_\_\_\_  
\_\_\_\_\_

**I have read the St. Tammany Parish Public Schools "Safety Procedures for School Bus Riders" and agree to cooperate according to the outlined procedures for the safety and best interest of all riders.**

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM  
TO YOUR SCHOOL BUS DRIVER**  
Please Cut on Fold

**My Bus Information**

Bus Driver's Name

Phone #

Bus #

**For more information, contact  
the Transportation Center  
at 985.898.3373.**



St. Tammany Parish Public Schools  
Transportation Center

68391 James Street  
Mandeville, LA 70471  
985.898.3373

[www.stpsb.org](http://www.stpsb.org)



**Safety  
Procedures  
for School  
Bus Riders**



### Waiting for and Boarding a School Bus

1. Arrive at bus stop **10 minutes** before the scheduled pickup time.
2. Walk on sidewalks or on the left side of the street facing oncoming traffic if no sidewalks are available.
3. Stand off the road when waiting for the bus and conduct yourself in an orderly manner.
4. Wait for the bus driver's signal before crossing the street from the bus stop and cross **only in front** of the bus.
5. Board the bus in single file and immediately sit in the seat assigned to you by the driver.
6. The following items are **not allowed** on the bus: alcohol, drugs, tobacco or tobacco products, chemicals, hazardous materials, matches, lighters, weapons of any kind, items that can be used as weapons, look-alike weapons, animals, glass objects (except eyeglasses), balloons, potted plants, skateboards, nuisance items, CD players, iPods, radios of any kind, hand-held electronic games, cell phones or any other electronic communication devices.
7. Objects too large to be held in your lap or placed under your seat, such as large band instruments, science projects, etc., are **not allowed** on the bus.
8. All sports equipment and sharp objects (including pencils and pens) must be stored in the student's book bag.

### Riding a School Bus

1. Follow the instructions of the driver at all times.
2. **Remain seated** at all times when the bus is in motion with both feet on the floor in front of you.
3. Keep the aisle clear.
4. Speak quietly and talk only to nearby passengers.
5. Avoid unnecessary conversations with the driver.
6. Keep arms, head and body inside the bus windows.
7. Do not eat, drink, smoke or use tobacco products.
8. Do not use profanity or abusive language.
9. Avoid littering at the bus stop and on the bus, and never throw objects inside or outside the bus.
10. Report to the driver any damage to the bus as you exit. (Parents will be required to pay for damage caused by their children.)
11. Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency.
12. Respect the rights and safety of others.

### Exiting a School Bus

1. Students are not allowed to ask a driver to drop them off at any stop other than their designated stop.
2. All students riding regular education school buses are allowed to disembark without a parent or adult present at the bus stop.
3. Get off the bus promptly after it comes to a complete stop.
4. Students who must cross the street after exiting the bus should wait for the driver to signal that it is safe to cross, crossing approximately 10 feet in front of the bus, **never behind it**.
5. Walk directly home by the safest route.
6. Avoid trespassing on private property.

### School Bus Emergencies

1. Report any emergency to the school bus driver.
2. In case of an accident, follow the instructions of the bus driver.
3. Remain calm and encourage others to do the same.
4. If there is immediate danger, make your way to the nearest safe exit (doors, windows and roof hatches).
5. Older students should assist younger students with exiting.
6. Leave everything behind and keep your hands free.
7. If doors are stuck, kick windows out to exit.
8. After exiting, clear the exit area so others can follow.
9. Move to a safe area off the roadway and wait for directions from the bus driver or first responders.

### Parent/Guardian Notification of Accident

When informed of a considerable delay due to a bus accident, the school and/or transportation staff will make every effort to notify parents or guardians as soon as possible. If your child is a passenger on a school bus that has been involved in an accident, please cooperate with the accident investigating officials on the scene until your child is released into your custody.

### Proper Reporting

Students who have difficulties with other students while riding in the bus should **immediately** report the problem to the driver. If the problem cannot be resolved by the driver, it should be reported to the principal of the school the student attends.

### Seating

The driver is responsible for seating arrangements. Factors such as safety, fairness, physical disability, age and conduct are major considerations.

### Alternate Stop Request and Guest Riders

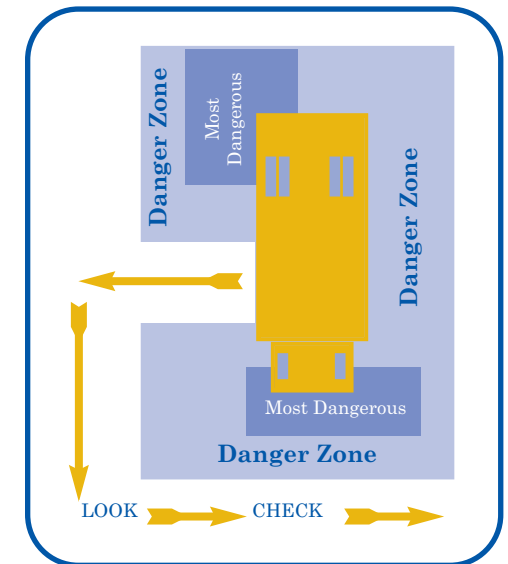
Students must be picked up and dropped off at their assigned bus stops only. Permission for exceptions may be granted on a space available basis. The parent/guardian must request in writing to the bus driver and/or the principal to allow for their child to get on/off at a bus stop other than the child's assigned bus stop. The written request must include the name, address and phone number of the adult who will be accepting responsibility for the child.

### Communicating with Bus Drivers

Please address concerns to the bus driver by phone between 9 a.m. and 1 p.m. or between 5 p.m. and 9 p.m. Please do not address concerns at the bus stop in the interest of your child's safety.

**NOTICE:** Video cameras on school buses are used as an aid to monitor student and driver behavior.

**Please complete the form on the back of this page and return it to your school bus driver.**



**Stay away from the bus danger zones and passing cars and trucks.**