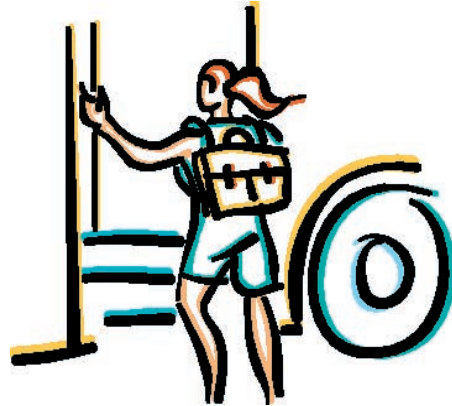


# Gallatin Gateway School



## Bus Rider Manual

2007-2008

**DO YOUR PART, RIDE SMART**

Gallatin Gateway School  
PO Box 265  
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(406)763-4415

[www.gallatingatewayschool.com](http://www.gallatingatewayschool.com)

# Gallatin Gateway School

“Educating the Future”

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Phone: (406)763-4415 Fax: (406)763-4886

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August 2007

To Parents and Guardians:

Welcome aboard! I hope that you find the enclosed information both helpful and useful during the coming year.

Please take time to go over this information with your child(ren). Then, sign and return the slip on the last page to the bus driver. Your signature indicates that you have read the enclosed materials and have discussed the contents with your child. With your signature, you agree to support the enclosed bus riding policies.

Sincerely,

Ms. Kim DeBruycker  
Principal

# Inclement Weather Conditions

If the outside morning temperature registers -30° F or below, the school buses will not run. Students and parents can listen to the radio during questionable weather for reports. If the buses do not run in the morning, they will not run in the afternoon. It is the parents' responsibility to bring their student to and from school, unless school is closed.

Gallatin Gateway Policy # 8110

## School Bus Fees

District #35 provides bus service to all students residing in the district. The state helps finance transportation only for those students who live farther than three miles from the school. Therefore, the district must assess a bus fee to families living within a three mile radius of the school and out-of-district families to help cover operational costs. This fee is \$15 per month for one student and \$20 per month for two or more students in a family. Fees must be paid by the first Friday of each month in order to ride the bus. No refunds will be made for days a student does not ride or the bus cannot make its regular run. If a student is not going to ride the bus for a month, the bus driver and the clerk must be notified in advance. Since the student is reserving a seat on the bus with payment, the monthly charge remains the same whether the student rides the bus just one way or both ways.

Gallatin Gateway Policy # 8101

## Bus Conduct

Behavior on the bus is a matter of safety not only for your child but the other passengers as well. Distracting the bus driver could lead to unnecessary accidents. The Board authorizes the use of video with sound cameras on District school buses to ensure the health, welfare, and safety of all staff, students, and visitors on District school buses. Notification of video and sound surveillance will be posted on the school bus.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention. Bus video recordings will be with sound.

Students who become a serious disciplinary problem on the bus may have their riding privileges suspended.

Gallatin Gateway Policy #3235 & #8124

# Student Responsibilities

## **Previous To Loading:**

- Be on time at the designated loading zone five minutes prior to scheduled stop.
- Stay off the road at all times while walking to and waiting for the bus.
- Wait until the bus is completely stopped before moving forward to enter.
- If you must cross a highway, cross at least ten feet in front of the bus.
- Enter the bus single file and go immediately to a seat and be seated.

## **While on the Bus:**

- The driver is in complete charge and must be obeyed.
- Observe rules of classroom conduct.
- Students are to be courteous.
- Remain seated while the bus is in motion.
- After entering the bus keep head, hands and arms inside the bus at all times.
- Do not litter on the bus or throw anything from the bus.
- Keep books, packages, coats, backpacks and all other objects out of the aisle.
- No flammable or hazardous materials are allowed on the bus.
- No animals are allowed on the bus unless permission is received from the bus driver in advance. Animals must be in a proper container.
- No alcohol, drugs, tobacco, or mind-altering products are allowed.
- The offender will pay for any damage done to the bus equipment or bus seats.
- Do not tamper with the bus or any of its equipment.
- Yelling, cursing, obscene language, scuffling, and fighting are forbidden.
- Any action, loud talking, or horseplay that might distract the driver is forbidden.
- In case of an emergency, students shall follow emergency exit drill procedures.
- No personal audio equipment on the bus.
- No drinking and eating on the bus.
- If injured while on the bus, yell for help.

## **Leaving the Bus:**

- Do not get up to leave the bus until the bus has stopped.
- Cross the road, when necessary, at least ten feet in front of the bus.
- Be alert to the danger signal from the driver.
- The driver is not to discharge students at places other than their regular stop or at school unless the driver has proper authorization from parents.

Gallatin Gateway Policy # 8110

# Montana Behavior Initiative --MBI

*Throughout the school year, students will be participating in the Montana Behavior Initiative (MBI) program, where they learn about school and community behaviors. The instruction on these behaviors also applies to the students riding the bus. Encourage your children to discuss and practice these behaviors with you. Parents are always welcome to visit the school on MBI days to help teach and learn about expectations of Montana's students.*

## Steps for Emergency Interrupting

1. Approach.
2. Say,  
"Excuse me, this is an emergency." or "Excuse me, this is urgent."
3. State Situation \*also see page 3

## How to Report Peer Behavior

1. Decide if it is a tattle or a tell.
2. If it is a tell, use a calm voice and request to speak to an adult at an appropriate time
3. Give a brief description of inappropriate behavior
4. Give a reason for the tell
5. Discuss possible solutions
6. Thank the adult

## How to Follow Instructions

1. Look at the person.
2. Say or not OK
3. Ask a question if confused
4. Start in five seconds

*When given an instruction, look alive! Say "OK", and do in five!*

## Bus Rules

1. Board bus, take your seat, remain seated until your stop
2. Be respectful towards the driver, safety rules, other riders, and bus property
3. Keep hands, feet, and all objects to yourself and out of aisle
4. No audio equipment allowed on the bus
5. No food or drinks allowed on the bus without driver/teacher permission

Remember: Keep the bus clean--Use trash cans!

# Student Discipline on the Bus

A fair, consistent, and firm discipline policy is of great importance in maintaining a safe and secure environment for all passengers on the bus.

Control of students on the bus will be the responsibility of the bus driver. Student behavior must be such that it does not endanger the safety of the driver or other passengers. Your child needs to know that riding the bus is a privilege, not a right, and as such can be revoked if his/her behavior on the bus is unacceptable

A driver cannot remove a passenger from the bus at any stop other than the regularly scheduled stop for that student.

Behavior/conduct slips are provided to all drivers and will be utilized when necessary.

## **Disciplinary actions:**

- Warning a student, (in the case of a student emergency, driver will stop the bus and call 911).
- Written report by the driver to the school Principal. Principal will notify the parents for a conference.
- In cases where the student has lost bus riding privileges, the parent of the child involved will become responsible for student's transportation.

Parents questioning bus discipline may request a conference with the driver and the Principal within two school days of the offense.

# Parent Responsibilities

- Helping your child be a responsible bus rider will help keep everyone safe. Help them to be on time for their bus, and to take the safest route to and from the bus stop.
- Help them learn all of the bus rules and explain the importance of following the instructions of the driver.
- Get to know your child's bus driver and let the driver know of any medical issues, problems, or concerns you may have.
- Please, remember that there are two sides to every story. If your child is suspended or in trouble, try to be understanding and listen to both sides of the issue. Your bus driver may assign students to seats on the bus. Seating may be changed by the driver periodically.
- Drivers are there to deliver your child(ren) safely to and from school. That is why all rules must be followed. Bus drivers will explain rules, expectations, and consequences to students monthly, or as needed.
- Please inform the school, and/or your driver, of any changes to your student's normal routine. If your child will not be riding the bus for a given time, a note is greatly appreciated.
- No student will be allowed off the bus at any location other than their regular stop, unless prior arrangements have been made, or they are released to a parent or guardian. If a friend is to ride, a note from the friend's parent **MUST** be given to the driver.
- Make plans for weather emergencies. If parents work or are not at home during the day, they must make prior arrangements for their children should school be dismissed early.
- Be sure the school has a home, work, and emergency phone number where the parent/guardian can be reached.
- Ensure that your emergency contact information is current with the school office.

Gallatin Gateway Policy # 8110

# Bus Rules

Please read through the rules listed below and stress to your child that these are reasonable expectations for their behavior on the bus.

1. Students must obey the school bus driver and refrain from doing anything which distracts the driver's attention from his/her driving.
2. Students will remain in their seats and will sit facing forward with their feet on the floor in front of them. They will not kneel, stand, or sit backwards in their seats.
3. Students must not put any part of their bodies out of the bus windows nor throw anything out the windows.
4. Shouting or using inappropriate language will not be allowed.
5. No students will threaten or harm any other student while on the bus.
6. Parents will be held responsible for costs resulting from any damage to the school bus by their child.

The main possible cause for an accident to occur with the bus would involve distracting the driver's attention from the road.

As you can see, these few rules are aimed at ensuring your child's safe transportation by eliminating sources of distraction. Students choosing not to follow these rules will not be allowed to ride the bus.

Please sign the slip below and return it to your school bus driver as soon as possible; this helps us emphasize the importance of your child's behavior on the bus. Thank you.

*Please sign and return the bottom section to your child's bus driver.*

\*\*\*\*\*

I have discussed the bus rules and riders' manual with my child, \_\_\_\_\_ and feel that he/she understands the importance of appropriate behavior on the bus. I understand that for the safety of students video/audio recordings will be utilized on Gallatin Gateway School buses.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date