

BELMONT PUBLIC SCHOOLS

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To: Parents of Belmont Public School Busing Students
From: Anthony DiCologero, Director of Finance, Business and Operations
Date: June 4, 2018
Re: Protocol and Expectations for Busing Students

**Bus routes are posted on the School Department's website:
www.belmont.k12.ma.us/bps/bus-faq**

The following list of rules must be followed in order to promote student safety and a smooth and timely busing operation:

1. Middle and high school students must carry their bus pass daily. Passes should be in hand or attached to a backpack so that they are clearly visible to the bus driver. Students must be ready to display passes to the driver or other staff as they board or exit the bus. If a student is found riding the bus but ***has not*** been issued a pass by the Business Office, the student will not be allowed to ride the bus again until a pass has been issued. Elementary students *are not* issued bus passes.
2. Students should arrive at the bus stop 5-10 minutes before the bus is scheduled to arrive.
3. Students are expected to conduct themselves in the same manner they do while in school. Be courteous at all times to the driver, fellow pupils, and others.
4. While waiting for the bus, please remain as far off the road as possible until the bus arrives, stops, and opens its doors for boarding.
5. Students must board and exit the bus single file.
6. Students are to board the bus and sit in an open seat. Students **may not** stand while riding the bus.
7. Do not throw items on the bus. Do not hang or throw items out of the bus windows.
8. Pay attention to the bus driver's instructions. Make sure that your behavior does not distract the driver.
9. Treat bus equipment with care. Damaged equipment will be paid for by the offender.
10. Smoking, lit matches, vaping, and chewing tobacco are not allowed.
11. No food, drink, or gum may be opened or consumed on the bus.
12. If you need to cross a street to board your bus, wait for the flashing lights to engage and for the driver to signal you. Then, look both ways and wait for all vehicles to stop before crossing.
13. Keep clear of the areas outside the bus where the driver may not be able to see you. If you drop something under the bus, do not attempt to retrieve it. Report your problem to the bus driver.

14. If you must cross the road when exiting the bus, let the bus driver know, wait for the driver to signal you, then pass in front of the bus at a distance visible to the driver. Remember to look both ways and wait for all vehicles to stop before crossing.
15. Students must ride on their **assigned bus only**.
16. During afternoon drop-off, students in grades K-2 must be received by a parent or other responsible adult known to the child. Students in grades K-2 may exit the bus if an older sibling in Grade 3 or above is on the bus with them. Students who are not allowed to exit the bus for these reasons will be returned to their school at the end of the route.
17. For students in grades K-2 whose bus stop is at their residence, parents are expected to be clearly visible to the bus driver at the time the school bus is approaching the stop. Examples include parents standing outside, in front of their home, or standing in the doorway to the home with the door open. When a parent does not make his/her presence visibly known to the bus driver, the driver is required to wait for the student to walk on to the property until he/she actually enters the home. This process delays the bus route and prolongs the time all remaining children spend on the bus before reaching their stops.
18. Bus transportation is a privilege. **Students who act inappropriately are subject to loss of bus privileges, either temporarily or permanently, depending on the offense.**

For any questions or concerns regarding busing issues that occur on the property of your child's school building, contact your school principal. To report any vehicles failing to stop for school buses when their flashing stop lights are engaged, contact the Belmont Police Department at 617-993-2500. For all other busing matters, please email busing@belmont.k12.ma.us.