

HOPKINS COUNTY SCHOOLS TRANSPORTATION INFORMATION

Please complete all information and return to the school within three days.

Student Name: _____

Home Address: _____
Street

City

Parent/Guardian(s): _____

Contact Number(s): _____

School Attending: _____ Grade: _____

Please indicate whether the student will ride AM/PM/Both: _____ AM _____ PM _____ BOTH

Pickup Location: _____

Drop off Location: _____

I have read and understand the student and parent(s) responsibilities and agree to assume full responsibility for my child's conduct on Hopkins County School buses.

Parent/Guardian Signature: _____

Date: _____

FOR SCHOOL/TRANSPORTATION DEPARTMENT USE ONLY:

Bus Number: _____ AM _____ PM

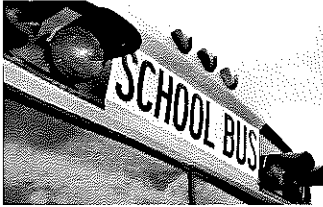
Transfer Bus Information: _____

AM Pickup Location/Time: _____

PM Drop off Location/Time: _____

T Code: T1 _____ T2 _____ T3 _____ T4 _____

Hopkins County Transportation Responsibilities of Parents/Guardians



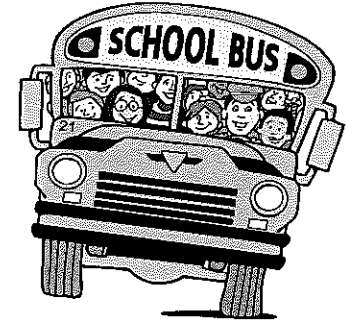
Please take a moment and look over this sheet and discuss the regulations together with your child.

- * Parents/Guardians should go over the rules, regulations, and expectations found on the back side of this sheet and encourage their children to observe these rules and regulations.
- * Any time Parents/Guardians have complaints or concerns in regards to bus staff or students, they are urged to report these complaints/concerns promptly to the principal or Director of Transportation.
- * Parents/Guardians should immediately report any misconduct on school buses to the principal.
- * Parents/Guardians are urged to report the bus numbers of any buses they observe being operated carelessly; you may do so by calling the Transportation Department at (270) 825-6073.

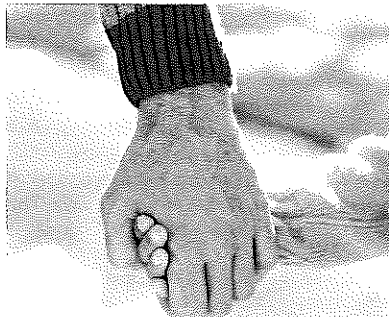
Regulations for students are issued in accordance with the Student Code of Conduct, Hopkins County Board of Education Policy, Kentucky Administrative Regulations, and Kentucky Revised Statutes. Kentucky Revised Statutes do not require Boards of Education to furnish transportation to and/or from school for students. The Hopkins County Board of Education has elected to provide transportation for only those students regularly enrolled in the public schools within the Hopkins County School District (to include preschool through grade twelve). Students have the privilege of riding a Hopkins County school bus to and/or from school provided they comply with the directions from bus staff and the rules and regulations.

Student conduct on the bus is subject to be monitored by video/audio surveillance. Due to confidentiality of all students, files may only be viewed by school staff. Information derived from viewing videos may be used for disciplinary proceedings.

Your cooperation will make it possible to provide a safer and more efficient transportation program. The Transportation Department of the Hopkins County Board of Education strives to provide you and your child with the safest program possible. The regulations are furnished for your information and compliance. We ask for your assistance and cooperation.



- * Parents/Guardians are urged to report all traffic hazards which might impact the bus routes to the Transportation Department at (270) 825-6073
- * Parents/Guardians should observe extreme caution when approaching bus stops, moving buses, or stopped buses.
- * Parents/Guardians should never step up onto the bus or open any emergency exits.
- * In the event of a disturbance on the bus, please remain calm. Transportation staff and law enforcement (if needed) will handle the situation in the best interest of all students. Please wait for them to be transported as normal when the disturbance is under control.



Kindergarten students must have an adult present at pick up and drop off.

Be Responsible

Use Respect

Safety First

Hopkins County Transportation Responsibilities of Students



Parents:

Please take a moment and look over this sheet and discuss the regulations together with your child.

The following activities are prohibited at all times and may result in disciplinary action by school administration.



- * Be on time. Be at the bus stop 5 minutes before your bus is scheduled to arrive. The bus will not wait on you.
- * Never stand in the road while waiting for the bus. Wait in an orderly manner at least 10 feet from the road.
- * Wait until bus comes to a complete stop and then walk to the door. Please do not push or shove.
- * Do not run toward or cross the street in front of a school bus in motion.
- * You are only allowed to ride to or from your assigned bus stop. Any change must be made with Parent/Guardian's request in writing and approved by school principal or Transportation staff.
- * You cannot ride to or from school with another student unless you have a bus pass. Bus passes are only given out in emergency situations and must be approved by principal.
- * Only those assigned to the bus shall be allowed to ride a Hopkins County School Bus.

- Use/possession of weapons
- Obstructing the aisle (safety)
- Use or possession of alcohol/drugs/tobacco
- Throwing objects (safety)
- Fighting
- Voice above L1, excessive, distracting noises (safety)
- Arguing, scuffling or physical aggression
- Improperly boarding/leaving bus (safety)
- Abusive/inappropriate language, profanity
- Disobedient, defiant, disrespectful
- Harassment/bullying
- Bringing prohibited items
- Forgery/theft
- Littering
- Tampering with bus or its equipment/vandalism
- Food/candy/gum/etc in mouth, drinking (safety)
- Inappropriate display of affection
- Occupy more space/seat than required
- Technology violation
- Sitting incorrectly
- Dress code violation
- Riding a bus other than assigned
- Tardy to bus
- Getting off at an unauthorized stop
- Moving around while bus is in motion (safety)
- Disruptive behavior
- Sticking head or hands out of window (safety)

* **Violations of the Code of Conduct at bus stops are subject to disciplinary action and will be reported to principal.**

- * Students should follow all directions given by bus staff.
- * Students shall board the bus using the handrail and sit in their assigned seat. Their entire body will face forward and feet remain on floor.
- * Aisle must remain clear at all times.
- * Students should not move about the bus while in motion.
- * Voice levels should be at "0" to "1" throughout bus ride.
- * Students should not damage the bus property. If this happens students will be responsible for cost of repairs.
- * Students should follow all bus guidelines in order to keep the bus safe at all times.

ACTIONS TO BE TAKEN

- FIRST OFFENSE** – Bus staff will have a talk with the student and a Referral will be filed with the student's Principal.
- SECOND OFFENSE** – Bus staff will move student to an alternate seat and a Referral will be filed with the student's Principal.
- THIRD OFFENSE** – A Referral will be filed with the student's Principal who may suspend all bus riding privileges for a minimum of one (1) day.
- FOURTH OFFENSE** – A Referral is filed with the student's Principal who may suspend all bus riding privileges for a minimum of five (5) days. The Principal may take any additional action that is allowed by the Code of Conduct.
- FIFTH OFFENSE** – A Referral is filed with the student's Principal. The Director of Transportation or Principal may suspend bus riding privileges for the remainder of the school year.

Be Responsible

Use Respect

Safety First