

Bus Operator / Attendant Do's:

- Have full control of the bus and students.
- Assign students to seats to promote order on the bus.
- Notify students of any significant change in bus stop (location/time).
- Have the authority to allow/disallow usage of electronics.
- Adhere to strict safety standards to provide safest transportation possible.
- Signal students when it is safe to cross the road.
- Conduct evacuation drills on the bus.
- Instruct students with all the rules for riding the bus.
- Strive to provide on-time service to all students.
- Complete a wide array of annual professional development to ensure students are safely transported to and from school.

Bus Operator / Attendant Don'ts:

- Stop for all students who are late and running for the bus.
- Hold a conference/meeting at a bus stop. It is a safety hazard. Please schedule via a Route Administrator by calling the Transportation office at 941-782-1287.

The safest transportation of each student is our TOP priority. It is a pleasure to serve our community.



@manateeschoolbus



@SDMCschoolbus



www.manateeschools.net



Transportation Procedures & Registration Card

A Student and Parent Guide to School Bus Transportation



Student Do's:

- Be at the stop **10 minutes prior** to the scheduled stop time.
- Stand at least **10 feet from** the road while waiting for the bus.
- Stay in their seat with their seatbelt on while the bus is moving.
- Always keep their arms and head inside the bus.
- Walk 10 feet in front of the bus & **wait for the Operator's signal before crossing the road.**
- Use classroom behavior on the bus.
- Remain **completely silent** at all railroad crossings.
- Obey the Bus Operator and Attendant.
- Clothing & backpacks should have no loose drawstrings or straps that could catch in the handrail or door of the bus.
- Backpacks must be carried in front when entering/exiting the bus.
- Always look left, right and left again when crossing the road. Only cross if traffic has stopped **and** the Operator has signaled it is safe to cross.
- Board the bus immediately without delay when school ends. Operators are not allowed to stop and pick up anyone after the bus is moving.
- Get on and off at assigned bus stop only.
- Always carry School IDs.
- Always scan School IDs when entering/exiting the bus.

Student Don'ts:

- Carry on unnecessary conversations with Operator as it can be a dangerous distraction.
- **Never** walk behind the bus.
- Ride any bus other than their assigned bus.
- **Pick up any object dropped under or near the bus. Ask for help!**
- Use profanity, obscene language or gestures.
- Eat, drink or smoke (including e-cigarettes) on the bus.
- Carry pencils or pens in their hands. Place them in a backpack.
- Bring large or bulky items that interfere with the seating or safety of students (large instruments, posters, class projects, balloons, etc...).
- Use strong fragrances, perfumes, and cologne or body lotions.
- Brush hair or put on makeup while on the bus.
- Talk on a cell phone or take photos. Ringer must be turned off.
- Exit a moving bus.

Parent Do's:

- **Register and Download the Where's the Bus App (info below)**
- **Log into FOCUS, click on Transportation's tab for bus information.**
- Supervise student to/from and while waiting at the bus stop.
- Ensure student arrives at the bus stop 10 minutes prior to the scheduled stop time.
- Ensure student learns and follows the rules and behaves appropriately while on the bus.
- Have student wear a name tag for the first 10 days of school with their name, address, bus number, stop location, telephone number and an emergency number.
- Put a tag inside student's backpack with the name, address, bus number, stop location, telephone number and an emergency number.
- Meet the bus daily if student is special needs, in kindergarten or first grade, or provide written permission to Transportation Department to allow them to walk home alone, beforehand.

Parent Don'ts:

- Hold a conference/meeting at a bus stop. It is a safety hazard. Please schedule via a Route Administrator by calling the Transportation office at 941-782-1287.
- Attempt to stop or slow a moving bus or prevent it from proceeding on its designated route.
- Attempt to board a school bus without prior authorization.



Where's the Bus App

- Access school bus arrival time instantly with this Apple/Android app.
- **FIRST**, register (on a non-mobile device) at www.wheresthebus.com.
- **SECOND**, download the app to your smartphone.

Where's my nearest bus stop?

<http://busstops.manateeschools.net:980/App/Edu/UI/Public/Portal/TransportationEligibility/StandAlone>

*Bus stops are for ZONED schools only. Please contact Transportation for Choice/Hub/Special Needs stops.