Transportation: Procedures, Safety, Code of Conduct

Procedures and Safety

Pick-up and drop-off guidelines

- Be ready for the bus at least 10 minutes before its scheduled arrival time.
- In the afternoon, students in pre-K, kindergarten, and 1st grade will only be dropped off if a parent, guardian, or other responsible party is present. If no one is there, the child will return to school or the district office.
- Items brought on the bus must fit on the student's lap. Projects, instruments, and other objects must not block the aisle or take up seating.
- Students are only permitted to use their assigned bus stops and are not allowed to ride home with friends.
- If your child needs help boarding or exiting, a family member must assist them between the home and the bus.

Bus boarding and exiting process

Boarding

- **Stay**: Stand at least 12 feet from the road. Wait on your side until the bus stops.
- **Wait**: Wait until the stop arm extends and the driver signals with a raised hand.
- **Look**: Look both ways. When safe, the driver will give a thumbs-up and point to cross
- **Cross**: Walk in front of the bus where the driver can see you. Stay alert and move quickly.

Exiting

- **Look**: Check for cars in all directions before stepping off.
- **Walk**: Move past the crossing arm so the driver can see you.
- **Wait**: Wait for the driver's hand signal before crossing.
- **Cross**: Cross only when the driver gives a thumbs-up.

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Hand Signals

WCPSS bus drivers use standard hand signals to help students cross the street to and from the bus.





Watch on

Safety Tips

- Look both ways before crossing. If a car is approaching, wait.
- Stay alert. Remove earbuds and avoid using phones.
- If the bus horn sounds, stop and look for a safe place.
- Parents: Please follow the same safety steps when crossing with your child.
- Memorize your bus route number and stop in case of an emergency.
- Be present at the bus stop whenever possible.
- Teach children to wait until the stop arm is fully extended before crossing.

Code of Conduct

Good behavior on district transportation helps ensure a safe ride for everyone. Families, please review these rules and expectations with your student.

Rider Expectations

When using district transportation:

- Keep your hands to yourself.
- Sit in your assigned seat.
- Use a quiet voice.
- Remain seated while the vehicle is moving.
- Follow the driver's instructions.
- Arrive at your bus stop 10 minutes before pick-up time.
- Wait at the stop in an orderly, safe location.
- Follow all loading and crossing procedures.
- Do not bring inappropriate items, especially weapons or anything that could be seen as a weapon.
- Avoid hitting, fighting, or aggressive behavior.
- Stay silent at railroad crossings.
- Help keep the bus or cab clean.

Disciplinary Measures

If a student does not follow these rules, we will take steps to support improvement:

1. **First infraction**

   The driver talks with the student and documents the discussion.

2. **Second infraction**

   The driver speaks with the student again and documents the issue. Transportation will send a letter to the parent or guardian.

3. **Third infraction**

   Transportation will refer the student to the school principal for further support.

For major infractions presenting serious safety concerns, students may be suspended from bus privileges. The school administrator will review the incident and make a final decision regarding the student's bus privileges or whether any other steps are necessary.

Major Infractions

These actions are considered serious safety concerns:

- Possession of drugs, alcohol, or smoking devices
- Fighting or attempting to hurt others
- Carrying weapons or dangerous items
- Threats or bullying
- Throwing objects in or out of the vehicle
- Sexual harassment

- Using profanity in an aggressive way
- Exiting through emergency exits without permission
- Level II rule violations (see **School Board Policy 4309: Student Behavior (https://boardpolicyonline.com/bl/?b=wake_new#&&hs=208219)**)

Reporting

Major infractions will be reported to school administrators immediately via phone and email.

Additional Parent Resources

WCPSS Email/Phone Alerts via SchoolMessenger (https://www.wcpss.net/parent-resources/~board/family-resources/post/schoolmessenger-instant-alerts-that-matter)

Read More (https://www.wcpss.net/parent-resources/~board/family-resources/post/schoolmessenger-instant-alerts-that-matter)

Domestic Violence and Sexual Assault Resources (https://www.wcpss.net/parent-resources/~board/family-resources/post/domestic-violence-and-sexual-assault-resources)

Read More (https://www.wcpss.net/parent-resources/~board/family-resources/post/domestic-violence-and-sexual-assault-resources)

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Substance Abuse Resources (https://www.wcpss.net/parent-resources/~board/family-resources/post/substance-abuse-resources)

Read More (https://www.wcpss.net/parent-resources/~board/family-resources/post/substance-abuse-resources)

Behavioral and Mental Health Resources (https://www.wcpss.net/parent-resources/~board/family-resources/post/behavioral-andmental-health-resources)

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