



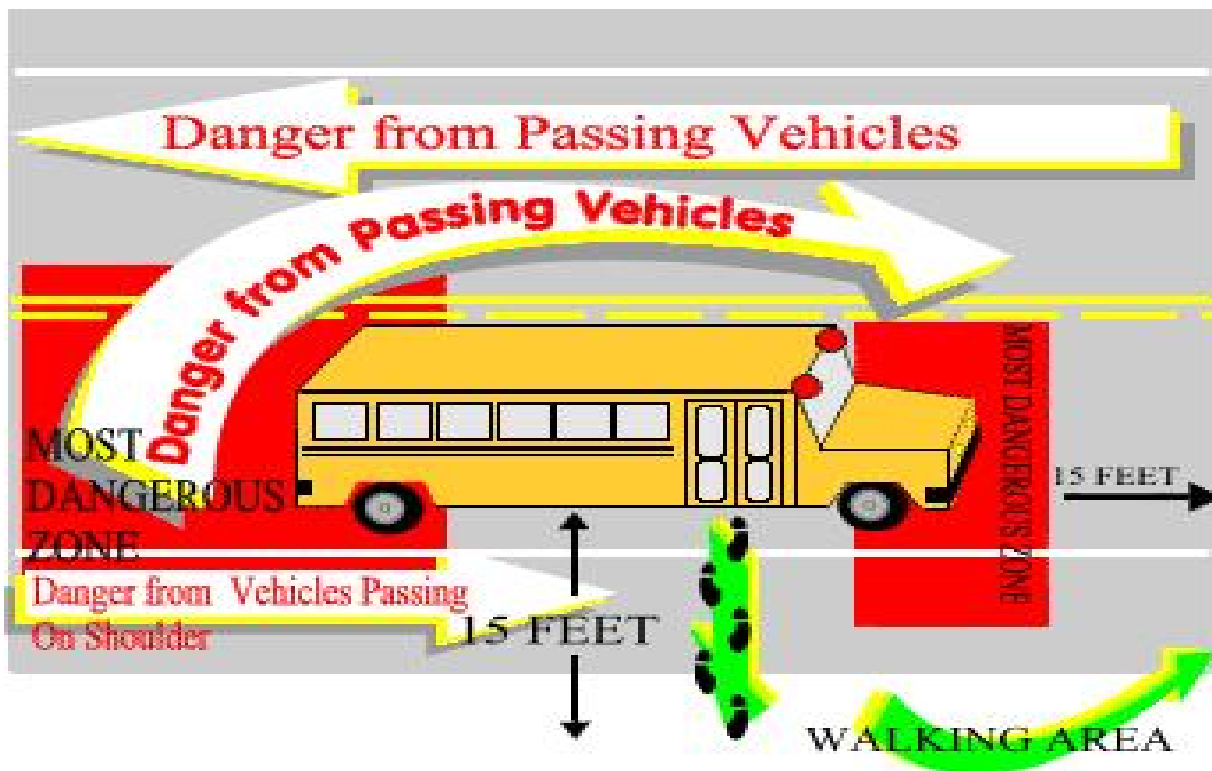
SHIKSHA
VALLEY SCHOOL
REDEFINING EDUCATION

BUS TRANSPORTATION RULES, RESPONSIBILITIES
AND
SAFETY GUIDELINES

Bus Stop Rules:

- Be out at the bus stop waiting for the bus at least 10 minutes prior to the published stop time. Wait 10 minutes past the published stop time before leaving the stop or calling the school office or the transportation office.
- Bus drivers cannot wait for students who are not at the bus stop.
- Stay out of the road while walking to and waiting for the bus.
- Stay in a single file line 10 to 15 feet off the roadway or away from the curb while waiting to board the bus.
- Wait for the bus to come to a complete stop before moving toward the bus.
- Never run toward the bus. If you miss the bus go home and call your school office or transportation department.
- Wait to cross the road until the bus driver gives you the signal to cross.
- Cross the road at least fifteen (15) feet in front of the bus. Never cross behind the bus.

- Always look both ways when crossing the street.
- Be alert for a possible danger signal (horn) from the driver.
- When boarding the bus go immediately to your seat and be seated.
- Stay out of the danger zone around the bus.



- Do not bend down and/or reach for anything under or around the bus. Get out of the danger zone and notify the driver or attendant.

Riding Rules:

- The attendant may assign seating for all or some of the students on the bus.
- Riders are to follow all rules and be courteous to drivers and others.
- Remain seated, facing forward while the bus is in motion.
- Remain seated until the bus has stopped.
- While the bus is in motion, never cross the line into the driver area.
- Remain quiet. Noise on the bus shall be kept to a minimum with students speaking in reasonable conversation voices.
- Become silent at all railroad crossings, school bus stops and other danger zones as designated by the bus driver.
- No window will be lowered past the half-way point.
- Do not put anything or any body part out of the window.
- Do not tamper with any of the bus equipment.
- Keep all objects out of the aisle at all times.
- Understand the driver is concentrating on the roadway and traffic. Do not distract the driver.
- Do not distract the driver during a student stop. Understand that the driver must concentrate on students outside of the bus.
- Report problems to the bus Attendant when the bus is parked in a safe location or call the transportation office.
- Remove all trash. Do not litter.

CCTV Surveillance:

- The use of cctv recording devices may be installed and used to assist the driver in providing for the safety and well-being of the students while on the bus.
- CCTV surveillance data is the property of Shiksha Valley School and not available for viewing by parents, students, or community members.
- CCTV surveillance data may be used during the disciplinary proceeding.

Property Damage:

- School buses are considered school property.
- Riders who cause damage to school property will be responsible for repair costs and may experience school discipline action, school suspension or expulsion, loss of riding privileges, and/or legal action.

Personal Belongings:

- The following cargo is forbidden to be transported on a school bus: pets, alcohol, drugs, ammunition, explosives, firearms, knives, tobacco, nicotine-containing products, or any other dangerous or objectionable materials or objects.
- Large and/or loose items are not permitted on the bus. All items must fit in a bag or case. All items must fit on the student's lap or between their feet on the floor.
- Use of technology is permitted as long as it does not cause a distraction to the driver or others. Drivers will revert to the school technology guidelines if students abuse the use of technology devices.
- All belongings must be placed in a zipped bag while boarding and unloading the bus. Loose items are a safety hazard.
- The school management is not responsible for lost, damaged, or stolen personal belongings.
- Bus Attendant may confiscate any object that has been deemed questionable and

- submit the item to the principal.
- Shoes must be tied and bag and clothing strings must be tucked away.

Medication:

- For safety reasons, avoid transporting medication on the bus.
- All medication that must be transported must be in the original container and secured in the students' bag at all times while on the bus.
- A note from the parent must accompany any medication.
- No medication may be used or taken while riding the bus.
- In the event of an emergency need to use or take medication during the bus ride, the student must notify the bus attendant and the attendant will notify the school.
- Parents must inform the transportation office, in writing, of lifesaving emergency medication needs and provide instructions on how and when to allow or administer the medication.

Food and Beverages:

- No hard candy is allowed to be eaten on the school bus.
- Only water is allowed on the school bus. All bottles must be spill proof.
- Riders with long rides may be allowed to have certain foods.
- All riders are responsible to remove all trash. Food privileges may be revoked.

School Bus Drivers' Responsibilities:

1. The basic responsibility of the school bus drivers is to meet the requirements of the regular daily bus route for the purpose of transporting students and staff members to and from school in a safe and timely manner.
2. The School bus drivers shall report directly to the Transport Manager(s) appointed by SVS or its designee(s). The Transport Manager(s) either individually or acting in concert will assign day-to-day work to the School Bus drivers and shall have authority to make immediate changes in regularly scheduled work assignments in response to the changing needs and conditions.
3. The School bus drivers must have a **Valid License** to drive PSV- bus as required under the Indian Motor Vehicles Act, or any other law as for the time being in force in India and as amended from time-to-time.
4. The School bus drivers must have at-least 5 years (five) years experience in driving a school bus.
5. The School bus drivers must follow traffic rules.
6. The School bus drivers must be in uniform while on duty and their name should be displayed on their uniform.
7. In addition to the above, the school bus drivers:
 - i. Must complete a safety and operational check of the school bus and any special equipment before all trips. There shall be a log book for such purpose which has to be duly filled in by them.
 - ii. Must promptly report any malfunctions concerning the bus and/or special equipment(s) to the Transport Manager(s), specifically mentioning the problem.
 - iii. Must report to the Transport Manager(s), any hazardous conditions observed along the scheduled bus route and route deviations, if necessary. If the condition may last longer than two days, submit a request to change the route and schedule.
 - iv. Must rigidly adhere to the bus route schedule for both pick up and drop off destinations and ensure that the Bus does not leave a Bus stop before its scheduled time unless all

assigned students are on the bus.

- v. Must ensure that they do not intentionally run the route behind schedule.
- vi. Must ensure that they **do not add, change or move stops without express permission of the Transport Department.**
- vii. Must promptly report to the Transport Manager(s) any unusual incidents and follow the directions provided by the Transport Manager(s). This includes any deviation from the designated route or schedule (more than five minutes late), injury to or illness of a student (whether or not it occurred on the bus), failure of a responsible person to meet a student at a stop (when required).
- viii. Must accurately complete and submit paperwork necessary for transportation operation including but not limited to, fuel reports, emergency evacuation details, accident reports, incident reports, any other information.
- ix. Must not at any time exceed the speed limit as fixed by the Appropriate Authority from time-to-time.
- x. Must not use mobile phones while driving. For reporting any incident taken place, he should inform the concern authority after having safely parked the school bus.
- xi. Must inform any condition (health or otherwise) that would hinder the driver's ability to drive the School Bus
- xii. Must care for Government property while the bus is in operation.
- xiii. Must perform all duties assigned and as required for the operation of the School Bus.
- xiv. Must follow safe driving procedures. When approaching a stopping location (railroad crossing, traffic signal, etc.), must be aware of unusual vehicles or people nearby. If they pose a serious threat, drive away as soon as the driver legally and safely can.
- xv. Must under all circumstances prevent unauthorized people from entering the School bus.
- xvi. Must be aware of anyone following the bus. Notify the Transport Manager(s) and, if possible, provide a vehicle description, license plate number and driver description.
- xvii. Must maintain a safe distance between the bus and the vehicle in front.
- xviii. Must try not to stop next to or between large delivery trucks or tractor-trailer trucks. If the bus is struck by gunfire or other projectile (rocks, thrown objects, etc.), leave the area immediately, stop in a safe location and check for injuries and damage, and notify the Transport Manager(s).
- xix. Must not ask for tips and/or any form of gratifications from students or parents.
- xx. In addition to the above, to ensure the safety of students in an actual emergency, every school bus driver / attendant assigned to transport students shall also have the following duties:
 - a. Driver or Attendant (when driver is incapacitated) to set the parking brake, turn off the engine, turn on warning flashers and to call in and report the incident to the Transportation Department.
 - b. Attendant to stand outside the bus, next to the front door, to help students exit the bus.
 - c. Attendant to remove first aid kit from the bus.
 - d. Attendant to lead students to a safe location at least 100 feet from the bus or to a place of safety.

School Bus Attendant's Responsibilities:

- a. The attendant must ensure that the school bus shall not at any time run/operate without the following;
 - i. Name and telephone number of School written on a conspicuous part of the bus.
 - ii. "SCHOOL BUS" is written on the back and rear of the bus.
 - iii. First Aid box, sufficiently refilled from time to time with medications under expiration date.
 - iv. Duly filled fire extinguisher as prescribed under the relevant laws for fire safety from time-to-time.
- b. Basic Duties of the school bus attendant shall include:
 - i. Must maintain an updated list of students being transported in the bus, indicating the name, class, residential address, blood group, emergency contact number, points of stoppage, route plan etc.
 - ii. Must be fair and firm with discipline of all students on board and help in arranging the students into a queue for boarding.
 - iii. Must maintain a healthy and safe bus environment by assisting the students with their personal cleanliness as necessary and by assisting the driver in cleaning bus interior and exterior on a regular basis by thoroughly washing, scrubbing, wiping and dusting.
 - iv. Must make sure that students are handed over ONLY to authorized person carrying an escort card provided by the school. If the authorized person does not come to receive the student from the drop off point, the student shall be taken back to the school and their parents should be informed. However, where the concerned parents inform the school bus attendant that they would receive their child at the next drop off point or any other subsequent drop off point, upon their failure to collect their child at the assigned drop off point and at the assigned time, the bus attendant must ensure that the bus waits for a maximum of 2 (two) minutes at the requested drop off point. However, such privilege shall not be accorded as a matter of course or a matter of right but only in rare circumstances apart from which the basic protocol as stated above must be followed.
 - v. Must conduct pre-trip safety and operational check of the school bus (tyre pressure, coolant, engine, battery, CCTV, GPS) and any special equipment check, with the driver.
 - vi. During pre-trip inspection if any Bags, Bottles, Boxes, Backpacks are found which cannot be associated with any student or staff member, they should be considered as suspicious and a possible threat and the Bus Attendant must immediately inform the Transportation Department.
 - vii. Must be in uniform while on duty.
 - viii. Must ensure that the bus is free from mosquitoes and insects before the students board the bus.
 - ix. Must ensure that overhead luggage bins are empty before the bus starts moving.
 - x. Must ensure that the doors are securely locked every time before the bus starts moving and immediately report to the Transport Manger(s) if any of the locks require repair or maintenance work.
 - xi. Must ensure that the Driver follows traffic rules and report any deviance to the Transport Department.

- xii. Must assist the driver by acting as a lookout at times when the bus must be backed up or during unusual traffic conditions.
 - xiii. Must take necessary steps to ensure that the student's bus ride to and from school is as safe and comfortable as possible.
 - xiv. Must communicate with the Transport Manager(s) in the event of additional concerns.
 - xv. Must ensure that the school bags, band kits, sports kits are securely luggage tucked under the seats.
 - xvi. Must assist students with limited mobility or restricted capacity during loading and unloading. The attendant should be behind the student as they load and in front as they unload.
 - xvii. Must conduct post-run inspections with the driver and attendant to ensure that no students are left alone on the bus and no luggage are left behind in the bus. Any luggage found during a post run inspection shall be promptly returned to the transportation department. The driver and the attendant will be subjected to disciplinary action including termination if a child remains on the bus when it leaves school or is left alone on a parked or empty bus.
 - xviii. Must be courteous towards parents.
 - xix. Must not get into brawls on the road.
 - xx. Must monitor the safety of students when they are approaching, entering, riding and leaving the bus.
 - xxi. Must never open the bus door to speak with unknown persons.
 - xxii. Must never allow an unauthorized person to enter the bus.
 - xxiii. Should ensure that all students are wearing the RFID Cards at the time of entering the bus during pick up journey and departure journey.
 - xxiv. Must never accept boxes, packages or bags for transporting.
 - xxv. Must never let a suspicious situation go without taking note and acting when necessary.
 - xxvi. Must never discuss in public details of routes, stops and passengers. Must never operate a bus without performing a pre-trip safety and security inspection.
 - xxvii. Must never park a bus without conducting a safety and security sweep of the bus's interior for suspicious items. Never assume that a bag or backpack left on the bus is safe. If suspicious, the transportation department must be contacted.
 - xxviii. Must not ask for tips and/or any form of gratifications from students or parents.
 - xxix. Must ensure that the CCTV system is installed in the bus is turned on and in working condition.
- c. The Bus attendants should make sure that he/she is aware of the location of the vehicle / emergency equipment for the bus to which they are assigned on any given day;
- i. Vehicle ignition switch- location and operation
 - ii. Entrance door- location and operation. Operation may be manual, electric or air pressure controlled.
 - iii. First Aid Kit- location

- iv. Fire Extinguisher – location and operation- usually mounted near entrance door or driver. Should know how to remove extinguisher from its mounting bracket.
 - v. Reflectors- location
 - vi. Emergency exits- location and operation- lift up handle, buzzer warning
 - vii. Instrument panel and controls- Service brake, parking brake, gear shift, emergency flashers and door opener.
- d. The Bus Attendants must follow the under-mentioned emergency procedure, in the event the driver is incapacitated;
 - i. Activate emergency flashers.
 - ii. Turn off the ignition.
 - iii. Inform the transportation manager.
 - iv. If the bus is exposed to danger (on railroad tracks, dangerous traffic, fire, flood, weather, etc) immediate emergency evacuation may be necessary.
 - v. Must instruct the students, during the rides from school, for an emergency evacuation.

Communication Procedures:

- Transport Manager(s) may contact parents directly to relay information to concerns regarding students or the route.
- Parents may call the school office or transportation department in regards to questions about their student or the route.
- Should conflicts arise, parents and transportation will jointly, in a civil manner work too resolve issues.

Parents' Responsibilities:

- i. It is the parent's responsibility to ensure school attendance. If school bus riding privileges have been revoked it is the responsibility of the parent to ensure the student is transported by other means.
- ii. Know and understand transportation scheduling requirements. ([Bus Routes Details for Session 2018-19](#))
- iii. No one is allowed on school buses except those who are invited. Uninvited persons who enter a bus may be guilty of criminal trespassing laws and therefore may be punished by law. Do not board a school bus for any reason unless invited to do so by the attendant.
- iv. For safety reasons, do not approach the bus doors to talk to the driver. Either speak to the driver through the driver window or wait to communicate by phone or email at a later time. For safety reasons, drivers/ attendant are directed to shut the door if an adult approaches the bus and if he/she feels safety may be in question.
- v. Read and understand the infractions and consequences policy as well as all transportation rules. Discuss all transportation rules with your child(ren).
- vi. Support the bus driver by teaching children to respect and obey those in authority.
- vii. Support discipline / decisions by the school principal.
- viii. Teach your children respect for others.
- ix. Supervise travel to and from school bus stops. Parents are responsible for their child's safety while going to or from the bus stop and while waiting on the school bus.
- x. Supervision at bus stops is a parent responsibility.

- xi. Shiksha Valley School will not take responsibility for or enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus or after the student has disembarked from the bus on his/her way home.
- xii. Bus stop conflict should be handled by the parents and, if necessary, local law enforcement.
- xiii. Ensure children are out and waiting for the bus at least 10 minutes prior to their published stop time. Understand that bus drivers cannot hold traffic or delay routes while waiting on students.
- xiv. Allow 10 minutes from the published stop time before leaving the stop and calling the school or the transportation office. Various factors may cause a delay in bus routes.
- xv. Ensure all student belongings are securely placed in a zipped bag.
- xvi. Do not send large items on the bus. I.e. school projects, large band instruments, and unsecured food products for parties.
- xvii. Do not enter school bus parking lots. Use the school's designated area for picking-up and dropping-off.
- xviii. Parents will be held responsible for damage caused by their child to school property.
- xix. Parents must ensure that children avail bus facility for both pickup and drop-off. One way facility shall not be allowed without prior permission from the principal.
