

Valparaiso Community Schools -
Transportation Department

- Designated corner bus stops are used wherever possible.
- Activity buses operate Monday through Thursday at 4:00 pm only – no Fridays. These buses are available for high school and middle school students only. The activity buses do not transport to the home, they deliver students within walking distance to the home only.
- Parents are not permitted to board the school bus unless they are acting as chaperone for a field trip or have prior approval by the school and transportation department.
- Your child will be assigned to a bus route and have a designated bus stop. Any student wishing to ride a different bus route **MUST** submit a written note from the parent; this note must be approved by the school and Transportation Department. Approval is not guaranteed and depends on space available on the bus. Students attempting to ride without a note will be sent to the school office.
- Indiana Statute states, “When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the School Corporation. Please make children aware they **MUST** follow the bus driver’s directions and transportation guidelines.



Valparaiso Community Schools
Transportation Department

55 Evans Avenue
Valparaiso, IN 46383
Phone (219) 531-3121
Fax (219) 462-0409

Hours:
6:00 am to 4:30 pm

SCHOOL BUS TRANSPORTATION



SAFETY TIPS AND GUIDELINES

SAFETY FIRST

The safe transportation of students to and from school is a shared responsibility between the Transportation Dept., school, bus driver, parents, and the students.

Valparaiso Community Schools is committed to supporting your child's educational achievements by providing the best service possible with a safe and reliable transportation system. But, school bus safety also depends on student behavior.

This pamphlet is provided to inform parents and students about safety guidelines related to transportation. We are asking that all parents and students please make time to review these guidelines and safety tips so that we can work together to ensure a safe and enjoyable bus ride for all students.

BUS CONDUCT GUIDELINES

1. Follow directions given by the bus driver.
2. Stay seated, facing front in selected or assigned seat. Do not sit with your feet in the aisle. The aisles must be kept clear at all times.
3. Keep hands, feet, books, pencils, etc. to yourself. Students shall not bully, intimidate, harass, fight, push, trip or hit any other student.
4. If the bus driver can recognize your voice, you are talking too loud.
5. No eating, drinking or use of any prohibited material will be permitted on the school bus.
6. Rude, discourteous or annoying behavior, profane or obscene language/gestures, or weapons of any kind will not be tolerated on the bus.
7. Destruction of property, vandalism, theft of property not belonging to student, or tampering with bus equipment is not permitted. Parents will be billed for damages caused by their child/children.

BUS CONDUCT GUIDELINES –

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8. No throwing of objects of any kind while on the school bus or out of the windows.
9. No spitting, littering or leaving trash on the bus.
10. Windows can be opened only with the approval of the school bus driver and then to the appropriate level.
11. Other behavior(s) jeopardizing to the safety and respect of others will not be tolerated. All regular school rules apply.

*If students choose to break the **Bus Conduct Guidelines**, it may result in any or all of the following disciplinary actions:*

- Assigned or reassigned seat by bus driver.
- Parent phone call by the bus driver and/or principal phone call/letter.
- Verbal Reprimand by driver and/or school principal.
- Parent conference.
- Written bus referral.
- Before/After school detention.
- Bus suspension and/or out of school suspension.

Any step in the disciplinary process can be implemented at any time.

During suspension periods, it is the responsibility of the parent or guardian to provide transportation for the student to and from school.

Severe Behavior:

Any behavior such as violence, defiance of the bus driver's instructions, destruction of property, or interference with the safe operation of the school

bus on the part of any student will result in immediate removal from transportation services.

BUS RIDING TIPS

1. Students must be waiting at their designated bus stop 5-10 minutes prior to the scheduled bus stop time. Buses are on time schedules that do not allow for waiting – if a student is not out at the designated bus stop at the scheduled time, the bus driver will be unable to wait.
2. While waiting for a bus at the bus stop, students must stand back 10 ft. from where the bus stops, refrain from any horseplay and be respectful of other's property. Any student found destroying private property will be disciplined.
3. Students must board the bus in an orderly manner and immediately take their seats. Students may transport musical instruments only if they can be held on the student's lap or stored under the seat without violating safety considerations. Animals, balloons, skateboards, special displays or posters, and class projects or unusually large sized items are not acceptable for transportation. Bus aisles must be kept clear at all times.
4. Windows and doors on the school bus will not be opened except with the permission of the bus driver. No objects of any kind, whether a body part or piece of paper, is allowed to be placed or thrown out the window.
5. When boarding or leaving a school bus and the student must cross a street, students must cross at least ten feet in front of the bus. Prior to crossing the street; the bus must be completely stopped, the stop arm extended, and the student(s) must look to the bus driver for approval to cross.

Note: *The Valparaiso Community Schools Transportation Dept. utilizes video cameras on school buses and will view such video as necessary.*