

## **TRANSPORTATION CONTACT INFORMATION/BUS GUIDELINES**

### **MSD OF MT. VERNON TRANSPORTATION PHONE LINE- (812)781-4881**

Please text or call our MSDMV transportation phone line with future absences, questions, and concerns between 8:00 AM and 4:30 PM. Please text your message before 8:00 AM and after 4:30 PM. In case of emergency, call the MSDMV administration office (812)838-4471, then the MSDMV transportation phone line, or (812)833-5118 to reach the Assistant Superintendent of Operations.

You may occasionally receive emails or texts from our transportation department with transportation changes or updates.

Only contact drivers when reporting a student as riding when they don't normally ride, or not riding when they normally ride. Please contact drivers via text whenever possible and limit this contact to between 6:30 AM and 4:30 PM.

**REMINDER:** *BUS DRIVERS WILL NOT TRANSPORT STUDENTS WHO DO NOT LIVE ON THE ROUTE WITHOUT AN APPROVED SPECIAL TRANSPORTATION REQUEST. IF YOU WISH TO HAVE ADDITIONAL STUDENTS TO YOUR HOUSE, PICK THEM UP AT SCHOOL, OR ARRANGE OTHER TRANSPORTATION. THANK YOU.*

### **PLEASE READ THE FOLLOWING REGARDING SCHOOL BUS RIDERSHIP GUIDELINES**

One of the bus driver's major responsibilities is to maintain desirable behavior on the bus for the safety and well being of all passengers. Despite all efforts, behavior problems may arise. If serious problems do arise, the bus driver will make a sincere effort to contact the parent. The following guidelines are intended for the safety and well being of all passengers, but are not intended to be all-inclusive.

#### **BEFORE THE BUS ARRIVES**

1. Leave home early enough to arrive at the bus stop on time.
2. Walk facing traffic if there are no sidewalks.
3. Wait off the roadway, not in the street.
4. Stay off people's lawns.

#### **BOARDING THE BUS**

1. Wait for the bus to come to a full stop.
2. Look both ways and make eye contact with the driver to make sure the road is safe when crossing the road to board the bus. The driver will motion you when it is safe to cross.
3. Be polite and take your turn getting on the bus.
4. Use the handrail.

## CONDUCT ON THE BUS

*Students must follow all rules in the **Student Rights, Expectations, and Responsibilities Handbook** in addition to the following.*

1. Follow the directions of the driver.
2. Walk to your assigned seat and remain there. Do not stand or move around while the bus is moving. The driver has the right to assign seats as he/she deems necessary.
3. Please limit talking to the driver unless it is an emergency. Drivers need to keep their minds on driving and their eyes on the road.
4. Talk quietly so the driver can hear traffic sounds.
5. Keep arms, feet, and school books out of the aisles.
6. Do not open or close the windows without the driver's permission.
7. Keep your hands and head inside the bus. Do not stick anything outside the windows.
8. Do not throw anything out the windows.
9. Loud, profane language or yelling is not permitted.
10. Smoking or any use of tobacco is not permitted.
11. Using matches or lighters on the bus is not permitted.
12. Vaping is not permitted.
13. Do not write on, cut, or damage seats or any other part of the bus.
14. Do not leave trash on the bus.
15. Do not tamper with any safety device or any other equipment.
16. Alcohol is not permitted.
17. Drugs are not permitted.
18. No eating or drinking on the bus.
19. Keep all school materials in your bag or backpack.
20. Keep all phones and computers in your bag or backpack.

## LEAVING THE BUS

1. Do not leave your seat until the bus comes to a complete stop.
2. Take your turn. Don't crowd in front of others.
3. Use the handrails.
4. Watch your step.
5. Look both ways and check for turning cars before you cross the street.
6. Courteous behavior is expected at all times.

## IN CASE OF EMERGENCY AND WHEN THE DRIVER IS FORCED TO LEAVE THE BUS

1. Stay seated.
2. Do not touch emergency equipment.
3. Depend on the driver's training to take care of the situation.

***Note: In accordance with Indiana Law, it is a privilege to ride a school bus. Violation of these above rules and regulations may result in suspension of transportation privileges.***