

# Elementary School



## Cobb County School District Transportation Department *Safe Rider Program*

Abajo se encuentra la descripción del programa de seguridad en el camion tambien se encuentra en español a [www.cobbk12.org/~transportation/espanol.bus\\_conduct.html](http://www.cobbk12.org/~transportation/espanol.bus_conduct.html)

Dear Parent/Guardian:

The safety of your children is our number one concern and “The Safe Rider Program” is a student management program which promotes and teaches proper school bus safety. The core of the program promotes personal accountability as it relates to bus behavior because misbehavior endangers the safety of all passengers.

Transportation Services continues to expand “The Safe Rider Program”; whereas all Cobb County middle schools have implemented the program, forty elementary schools and two high schools. “The Safe Rider Program” has resulted in a 75 percent reduction in bus-related discipline referrals district-wide, compared to prior years. As part of the District's Strategic Plan, Transportation Services expects to expand the program into more elementary schools in 2011-2012 school year.

### **How the Program Works**

The program promotes instant accountability for unsafe behavior as shown below.

The program also includes a defined and graduated discipline plan. The concept does not stop here. We have also developed a Safe Rider Class that employs several different ways of empowering the student to correct unsafe behavior. Some of those techniques include role play, videos and class work which will be scheduled to not interfere with the student’s academic work.

### **Unsafe Behavior on the Ride Home:**

- If unsafe behavior occurs before the bus leaves the school, the student will be provided with two options: (1) Correct the behavior and continue home (behavior documented) or (2) be removed from the bus and stay at the school with staff supervision until a parent or guardian can pick up the student (behavior documented.)
- If unsafe behavior occurs after the bus leaves the school, the driver will contact their field coordinator. The field coordinator will assess the situation and if necessary, the field coordinator will remove the student from the bus to return the student to school to remain under staff supervision until a parent or guardian can pick the student up.
- If either of the above instances occurs, the graduated discipline plan will be in effect. Also the CCSD J-Policies for students supersedes the Safe Rider Program.

We need your partnership as we move forward in making Cobb’s buses safer and more enjoyable part of the student’s day. Please review the *Safe Rider Policies and Regulations* with your child(ren). Please complete and sign the *Safe Rider Contract / Emergency Form* with your child and return to your bus driver within 5 days to continue bus rider privilege to insure your child’s assigned seat.

**Thank you for your support.**

*Safe Rider behavior Policies and Regulations* on next page.

## Cobb County School District Transportation Department

### *Safe Rider Behavior Policies and Regulations*

**Students shall follow all Safe Rider Policies and Regulations while on the school bus or bus stop, as established by the Cobb County School District including, but not limited to:**

1. Students must show respect for school bus drivers at all times and follow the **"The Safe Rider Program."**
2. All students shall comply with reasonable directives of any Cobb County School District Employee. Failure to do so, is considered an act of insubordination.
3. **NO** student shall refuse to identify one's self upon request of any Cobb County School District Employee.
4. Students must be standing at the bus stop **AT LEAST FIVE (5) MINUTES** prior to the scheduled pick-up time. Students are to wait at the school bus stop in an orderly manner.
5. Students must **WAIT** for instructions (hand signals or otherwise) from the school bus driver **EVERY TIME** when crossing the street to board the bus or when exiting the bus. Students must be able to maintain eye contact with the school bus driver or cross in full view of the school bus driver.
6. Students must board the bus as soon as school is dismissed and not loiter in the courtyard and on the sidewalk. Once on the bus at dismissal time, the student will need the approval of an administrator to depart the bus, while at school.
7. Students **MUST** remain **SILENT** and **STILL** at **ALL** railroad crossings until the school bus crosses railroad tracks completely.
8. Elementary and Middle school students will be assigned a seat assignment on the school bus. *(High School at drivers discretion)*
9. Students **MUST** remain seated properly in the seat at all times unless otherwise directed by the school bus driver. **(BACK to BACK – BOTTOM to BOTTOM)**
10. Unnecessary noise is prohibited. Students must talk at a low volume level - **NO** loud voices.
11. Student shall not talk on a cell phone. No other electronic devices can be used without use of headphones and must not be heard by others. Students must be able to hear bus driver at all times.
12. Due to allergic reactions and the possibility of choking - food, gum, and/or drinks are not to be consumed or opened on the school bus.
13. Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus
14. Obscene language and gestures are prohibited.
15. Fighting, pretend fighting, roughhousing or horseplay is **NOT** permitted.
16. **NO** objects are to be thrown on, in, out or at the school bus.
17. Destruction or defacing any part of the school bus is prohibited. Replacement cost at parent's expense.
18. Emergency doors, windows, and hatches are to be opened **ONLY** at the direction of the school bus driver.
19. Students must keep all body parts inside the school bus at all times.
20. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces as it may interfere with the operation of the school bus.
21. Weapons *(or objects that look like and/or could be used as weapons)* are **NOT** permitted at bus stop, on the school buses or school grounds.
22. Tobacco, illegal drugs and/or alcohol is **NOT** permitted at bus stop, on the school buses or school grounds.
23. Objectionable and/or dangerous items are **NOT** allowed on the school bus. Such as; glass items, lighters/matches, animals, balloons, flowers/plants, skateboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard.
24. Band instruments, sporting equipment and school projects can be transported **ONLY** if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong. This is left to the bus driver's discretion.
25. Students must board and exit the school bus at their designated bus stop **ONLY**. Alternate arrangements must be pre-approved using CCSD Bus Pass completely filled out by Parents/Guardian and with a school administrator approval (in writing). This written permission must be given to the school bus driver when boarding the school bus. **(Bus Pass can be denied if school bus is at capacity or if the student has a history of bus behavior offenses or becomes an offender)**

**Graduated Discipline Plan (Elementary School): {CCSD Student J-Policies take precedence over SRP - Student on probation and re-assigned to the front of Bus for 2 weeks.}**

- ◆ **1st Offense –** Driver Student Conference & Parent Contacted (Courtesy Notice.) Student on probation and re-assigned to the front of Bus for 1 week.
- ◆ **2nd Offense –** Driver Student Conference & Parent Contacted. (Courtesy Notice.) Student on probation and re-assigned to the front of Bus for 2 weeks.
- ◆ **3rd Offense\* –** Referral submitted, **1 Afternoon Bus Suspension.** *Parents will pick up their child after school, or pay for ASP care. Upon return student placed on probation and re-assigned to the front of Bus for 1 week. \*Safe Rider Class and Behavior Contract*
- ◆ **4th Offense –** Referral submitted, **3 Afternoons Bus Suspension.** *Parents will pick up their child after school, or pay for ASP care. Upon return student placed on probation and re-assigned to the front of Bus for 2 weeks.*
- ◆ **5th Offense\* –** Referral submitted, **5 Days Bus Suspension.** *\*Conference with Parent, Student, Transportation Staff and School Administrator to discuss possible Bus suspension for the remainder of the year.*

Any Behavior that is considered disruptive or unsafe by the school bus driver will be handled through the use of **"The Safe Rider Program."**

**Elementary - SRP**

# Elementary School



## Cobb County School District Transportation Department *Safe Rider Contract / Emergency Form*

If your student is going to take advantage of their bus riding privilege, please complete legibly, and sign the *Safe Rider Contract / Emergency Form* with your child, then return to your bus driver within 5 days to continue bus rider privilege and receive your child's assign seat.

**PLEASE USE A SEPARATE FORM FOR EACH RIDER.** THIS INFORMATION IS REQUIRED FOR BUS TRANSPORTATION. THANK YOU!  
**Por favor use una forma para cada estudiante.** Esta información es requerida para transporte en el camión. ¡Gracias!

|  |  |  |  |   |  |  |  |
|--|--|--|--|---|--|--|--|
| _____  |  | _____                                  |  | _____   |  | _____  |  |
| STUDENT'S LAST NAME, (PLEASE PRINT ALL)<br>Apellido de Estudiante, (Por favor imprima) |  | FIRST NAME<br>Primer Nombre            |  | MIDDLE<br>Segundo                                   |  | MALE OR FEMALE<br>Chico/Chica                              |  |
| _____  |  |  |  |   |  | _____  |  |
| HOME ADDRESS, (ie. Apt or Street Name and number)<br>Domicilio, (#de Apartamento)      |  |  |  |   |  | SUBDIVISION/APT COMPLEX<br>Nombre Del Vecino u Apartamento |  |
| _____  |  | _____                                  |  | _____   |  | _____  |  |
| PARENT/GUARDIAN<br>Nombre de padres o guardián   |  | RELATIONSHIP<br>Relación al estudiante |  | 1 <sup>st</sup> CONTACT PHONE #<br>Teléfono de Casa |  | 2 <sup>nd</sup> CONTACT PHONE #<br>Teléfono de Emergencia  |  |
| _____  |  |  |  |   |  | _____  |  |
| e-MAIL ADDRESS<br>Dirección de correo electrónico                                      |  |  |  |   |  | SCHOOL YEAR  |  |
| _____  |  | _____                                  |  | _____   |  | _____  |  |
| SCHOOL YOUR CHILD ATTENDS<br>Escuela   |  | GRADE<br>Grado                         |  | DATE OF BIRTH<br>Fecha de Nacimiento Del estudiante |  | BUS NUMBER<br>Numero del Camión                            |  |
| Additional Information: i.e. Medical Condition, Allergies or Special Instructions      |  |  |  |   |  |  |  |
| _____  |  |  |  |   |  |  |  |
| _____  |  |  |  |   |  |  |  |
| _____  |  |  |  |   |  |  |  |
| _____  |  |  |  |   |  |  |  |
| _____  |  |  |  |   |  |  |  |

***You must keep ALL YOUR INFORMATION up to date.***

The student above and I (signed as Parent) have read the *Safe Rider Policies and Regulations* understanding and agreeing to abide by all bus safety rules. Failure to comply can result in bus suspension and loss of riding privilege if not corrected.

|  |  |                              |  |   |  |
|--|--|------------------------------|--|---|--|
| _____  |  | _____                        |  | _____                                       |  |
| PARENT/GUARDIAN (Please Print)               |  | TODAY'S DATE<br>Fecha de hoy |  | STUDENT'S SIGNATURE<br>Firma del Estudiante |  |
| _____  |  |                              |  |   |  |
| PARENT/GUARDIAN SIGNATURE<br>Firma del Padre |  |                              |  |   |  |

**Please return this form to your Bus Driver**  
**Por favor, completa y retorna este contrato a el que Maneja el Camión.**



Parents/Guardians with children 8 years old and younger must complete this section as well.  
Per DFCS Children Supervision Guidelines, we want to ensure the safety of our students.

\_\_\_\_\_ |  
 STUDENT'S NAME

\_\_\_\_\_ |  
 BUS NUMBER

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 TODAY'S DATE

**Georgia's DFCS Guidelines For Leaving a Child Without Adult Supervision: (<http://dfcs.dhr.georgia.gov>)**

- Children under 8 years old and younger should never be left alone, even for short periods of time.
- Children between the ages of 9 and 12, based on level of maturity, can be left home alone for brief periods of time.
- Children 13 and older can generally be left as babysitters, with the exception of children in foster care. It is not recommended, however, that 13 year olds baby sit infants, small children and children that require special attention due to medical conditions.

**Admin Rule B.5.e. (Approved February 2010)**

"Students 8 years old and younger may be brought back to their school in the afternoon if a parent, guardian, or parent/guardian designee is not present at the bus stop to receive them or if they otherwise appear to have no appropriate supervision. This is in accordance with Department of Family and Children Services (DFACS) Guidelines for safety and supervision of children Form JL-1[DFCS Protocol]."

**Cobb County Procedure:**

- Drivers must be able to see the adult or designee so that proper identification can be made. This means that you have to get out of the car. **(Photo Id may be required)**
- Please be standing at the bus stop five minutes prior to the bus arrival time and note that the driver cannot release students other than at their designated bus stop.
- **If a parent or designated adult of an 8 years old and younger child is not at the stop, OR we do not have the below signed permission to release the child without an adult, the child will be returned to school.**
- **All requests for a wavier from any requirements contained in the Safe Rider Contract must be submitted in writing to the Transportation Department. The Transportation Department will consider any extenuating circumstances on a case-by-case basis.**

**Check all that apply:**

I understand the above protocol, procedures and will have appropriate supervision at the designated bus stop. Those authorized to receive my child other than my-self are:

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Authorized Adult other than Parent (PRINT)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Home Phone

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 EmergencyPhone

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Authorized Adult other than Parent (PRINT)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Home Phone

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Emergency Phone

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Authorized Adult other than Parent (PRINT)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Home Phone

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Emergency Phone

I understand the above protocol, procedures and authorize my 8 years old or younger child to be allowed to exit the bus at their designated stop with his/her older sibling to walk home, where appropriate supervision is provided.

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Name of sibling(s)

I understand the above protocol, procedures and authorize my 8 year old or younger child to be allowed to exit the bus at their designated stop to walk home, where appropriate supervision is provided.

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 PARENT/GUARDIAN (PRINT)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 1<sup>st</sup> CONTACT PHONE #

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 2<sup>nd</sup> CONTACT PHONE #