



Bus Guidelines

Time	Student Procedures	Parent Procedures
AM	<ul style="list-style-type: none"> • Have all materials gathered as the bus arrives • Do not approach the bus until it has come to a complete stop • Sit two people per seat unless instructed otherwise • Ride the bus independently & follow directions from the bus driver • Upon arrival at the school, stay seated until the bus comes to a complete stop 	<ul style="list-style-type: none"> • Arrive to the stop prior to the scheduled time • Park and wait in your vehicle in a safe location that does not block the flow of traffic • Do not drive away before the bus leaves
PM	<ul style="list-style-type: none"> • Sit two people per seat unless instructed otherwise • Ride the bus independently & follow directions from the bus driver • Upon arrival at the bus stop, stay seated until the bus comes to a complete stop 	<ul style="list-style-type: none"> • Arrive to the stop prior to the scheduled time • Park and wait in your vehicle in a safe location that does not block the flow of traffic • Have your student's Rider Card with you • Approach the bus when it has come to a complete stop and the driver has opened the door. Show the driver the Rider Card • Ensure that students get into your vehicle immediately and are not lingering in the parking lot

All School Rules and FernLeaf's **Code of Conduct** apply to student behavior when riding the bus.

As engaged members of the FernLeaf community, we are committed to:

- *Treating others with kindness and compassion.*
- *Demonstrating respect for ourselves, others, and our surroundings in all we do and say.*
- *Taking responsibility for ourselves.*
- *Being open to new ideas.*
- *Seeking out help when we need it.*
- *Considering the needs of others.*
- *Conducting ourselves in a safe manner.*
- *Demonstrating thoughtfulness in all we do and say.*
- *Actively participating in our learning community.*
- *Helping and supporting those around us.*

While on the bus, students must...

- Remain seated at all times while keeping body to oneself and inside the bus
- Refrain from eating and drinking
- Refrain from bringing personal electronic devices on the bus
- Speak only at low levels
- Follow all directions of the bus driver
- Be able to ride independently and follow directions

Leaving the Bus, students must...

- Remain seated until the bus comes to a complete stop
- Get off at your assigned bus stop
- Leave in an orderly manner
- Cross in front of bus
- Only depart from bus when permitted by driver

Parent/Guardian pick up Authorization and Identification:

Parents must have the Rider Card (paper copy or digital copy on personal device) to show the bus driver. FernLeaf will not release students to anyone that is not approved and properly documented.

Students **will not be left** at the bus stop unattended. Students will be returned to the school if an authorized party is not present at the designated bus stop and will be required to report to the Extended Care program. Emergency Care rates for Extended Care may apply.

Rider Card:

All parents/guardians have been provided with a Rider Card for each student. Parents/Guardians must present the Rider Card in order to receive their student off of the bus. Extra copies are available by contacting info@fernleafccs.org.

Changes in Transportation:

If your child is registered to ride the bus, they will be put on the bus after school everyday unless otherwise notified by the parent/guardian. For schedule changes (i.e. you are registered to ride the bus but will be picking up in the car rider line) you must complete [this form](#) by 2:00 PM (11:00 AM on Fridays) or your child will be put on the bus. It is critical that the information required by the form be correctly input as this is an automated process.

If there has been a miscommunication related to bus transportation, a student will be returned to the school and will be required to report to the Extended Care program. Emergency Care rates for Extended Care may apply.

Buses and Inclement Weather:

Early Dismissal: In the event that students are released early as a result of inclement weather, buses may not operate. Once the schoolwide announcement has been made regarding early dismissal with bus service, parents will be responsible for picking up their students from school immediately.

Delayed Starts: If a delayed start to the school day is needed, there will be a schoolwide message announcing the delay. All buses generally will operate on the associated delay unless otherwise noted in the message.