

# Union Parish School Board

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**TO:** Students, Parents and Guardians  
**FROM:** Transportation Department  
**RE:** School Bus Rules During Covid-19  
**Date:** August 14, 2020; Updated September 1, 2020

*In an effort to safeguard students and drivers during the Covid-19 pandemic, some rules have changed or have been added and are highlighted in yellow below.*

For the safety of all bus riders and drivers, all UPSD buses will be disinfected after students have been unloaded, and all buses will be stocked with foaming hand sanitizer, disinfectant wipes and spray.

## STUDENT BUS RIDER

1. Social distancing will be strictly observed on all buses.
2. The bus driver *will* assign seats to all students and only one student will be assigned per seat unless the student *will* has sibling bus riders from the same household. Then siblings may sit together.
3. Students will not be allowed to sit on seats that are “closed,” as the Transportation Department will only seat students on every other seat.
4. Students in Grade 3 or higher will be required to wear a face mask while on the school bus. A student without a mask will not be allowed to board the bus.
5. Students must not alter the window configuration as it is imperative that buses maintain proper ventilation.
6. Parents or guardians must take students’ temperatures prior to students boarding the bus in the morning. Students with a temperature reading of 100.4 or higher will not be allowed to board the school bus.
7. Students must keep their hands to themselves and refrain from touching other bus riders.
8. Students who become sick during the course of the ride to or from school will be placed in an isolation area on the bus to minimize exposure to other bus riders.
9. Students will sanitize their hands upon entering the bus using the foaming hand sanitizer that will be provided.
10. In the morning students will be picked up at their home addresses on file with the school and returned to that address once school is dismissed. Students will not be allowed to board a bus that is not their assigned bus. Bus drivers will NOT accept notes from parents or schools to allow students to unboard the bus at an address that is not their home address.
11. Riders will be courteous to the driver and other riders.
12. Absolutely no use of profanity will be tolerated.
13. No eating or drinking on the bus. The driver may approve the drinking of water in hot weather.
14. Riders will remain seated until instructed by the driver.

15. No smoking or use of tobacco products on the school bus.
16. Keep all body parts and personal materials inside the school bus. Failure to do so can result in serious injury or loss of life.
17. Destruction or damaging of the school bus is prohibited and WILL result in removal from the school bus. Parents may be held responsible for repair or replacement of damage.
18. The use of electronic devices on the school bus is allowed. Please see the separate letter regarding the use of these devices.
19. Bullying will not be tolerated and WILL result in removal from the school bus.
20. Willful indecent conduct WILL result in removal from the school bus.

## PARENTS

1. Parents will inform the school that their children will be riding the school bus and their pick-up and drop-off locations. All pick-up and drop-off locations must be approved by the Transportation Department. Any change to these locations MUST be reported to the student's school prior to the change. Bus Drivers WILL NOT alter these locations unless notified in writing by the school. This notification must be signed by a school official.
2. Parents must have their children ready for pick-up when the bus arrives. Drivers are instructed to stop only momentarily if no apparent rider is waiting to board. Riders must present themselves to the driver immediately. Drivers WILL NOT wait for riders to appear. This is a safety issue. In the event of rain or extreme cold, drivers will allow a moment of additional time.
3. If a driver stops at a particular pick-up location and no rider is there to ride the bus for three consecutive days, the driver is not obligated to continue this stop until contacted by the parent/guardian associated with this stop. Parents/guardians are encouraged to notify bus drivers in the event of long absences so that bus service is not needlessly interrupted.
4. Parents wishing to include their child in the school bus transportation system once the school year has begun must inform their student's school.
5. **No one** is allowed to board the school bus except student riders. This includes parents. This is a safety issue.
6. Parents must be courteous to the bus driver and drivers must be courteous to parents. Inappropriate behavior or use of profanity toward the bus driver may result in the removal of their student from the school bus. Problems with a driver should be reported to the Transportation Department.
7. Parents wishing to report a problem on the school bus must report to the student's school principal. Investigation and disciplinary measures taken as a result of a school bus incident are at the discretion of the attending school.
8. Questions regarding bus routing and timing should be made to the Transportation Department.
9. The school district will not be responsible for materials left on the school bus.
10. All Union Parish School buses are equipped with video surveillance. Parents who wish to view video where it relates to their child must request this from the attending school. The school will then request video from the Transportation Department. The Transportation Department will not view video with parents unless it relates directly with the conduct and actions of the bus driver. The Transportation Department will issue opinions only as it relates to the conduct and actions of the bus driver. Actions taken by the school are at the discretion of that school.
11. School bus routing is directly associated with a student's information filed with their school. **Parents must insure that this information including physical address, phone contacts, and form of transportation are accurately reported to their school.**

## SCHOOL BUS BEHAVIOR REPORT

Students who misbehave on a school bus are subject to being issued a School Bus Behavior Report. This form, issued by the bus driver to the student's school, documents that the student has had a school bus behavior incident. The form will indicate actions taken by the school as a result of this misconduct.

The following are disciplinary recommendations from the Transportation Department for rules violations. Actual disciplinary measures taken are at the discretion of the attending school.

1 <sup>st</sup> Violation:	Warning
2 <sup>nd</sup> Violation:	1 Day Bus Suspension.
3 <sup>rd</sup> Violation:	3 Day Bus Suspension.
4 <sup>th</sup> Violation:	5 Day Bus Suspension.
5 <sup>th</sup> Violation:	10 Day Bus Suspension and a conference.

Further Violations may result in suspension of school bus transportation services for the remainder of the school year.

*The School Bus Behavior Report must be completed by the school and appropriate copies delivered to the bus driver, student's parent/guardian, principal, and the transportation department in a timely manner so that disciplinary actions taken by the school are made apparent.*

Thank you for your cooperation and your assistance in making our school bus system a safe and enjoyable experience for all those involved.

Regards,

Robby Lindsay, Ed.D.  
Child Nutrition, Transportation and Maintenance Supervisor

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