

It is pilotED's responsibility to ensure the safety of every student, including their transportation to school. School buses, unfortunately, can be high risk places for misbehavior and bullying. Therefore, there are strict rules when riding the bus. Students are expected to demonstrate pilotED's core values (PRIDE) and abide by the rules on the bus to school, from school, and on field trips. Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if the misconduct of the child jeopardizes the safe operation of the school bus or the safety of the children riding the bus.

POLICIES & EXPECTATIONS

School Responsibilities

The administrative designee is responsible for the discipline of the scholars who ride the school buses. Scholars who cannot comply with the school bus regulations may be denied the privilege of riding school buses. When this happens, school attendance is still required, and parents must make other arrangements for their children to get to school. Students may be suspended and/or recommended for expulsion by the administrative designee after three violations of bus policies or at the discretion of the administration.

Pick-up/Drop-off Responsibilities

- Parents should have their children ready to board the bus ten (10) minutes before the scheduled arrival time.
- Be prepared to wait 10 minutes after the designated target pick-up/drop-off time.
- While waiting for the bus, students should stay at minimum 10ft from the road. When the bus arrives, wait for it to come to a full stop before approaching.
- When crossing the street, wait for the bus driver to wave you across. Walk at least 5ft in front of the bus and **NEVER** walk behind the bus.
- Drivers have a schedule to keep. Parents should not engage the driver in long conversations and may not board the school bus for any reason.

AM Absence

Repeated failure to show at designated pick-up time and/or communicate absences, may result in a removal of your student or the stop from the bus route. Each stop the bus makes represents a significant time investment, repeated no-shows waste fuel and put our drivers behind schedule. Please see consequences for repeated no-show (with no communication) below (parents will receive a written confirmation of each AM no-show):

- 3 no-shows = written warning sent home with student
- 5 no-shows = removal of AM stop from bus route (student may still be dropped off in the afternoon)
- **Note:** Absence from the designated stop within 2-minutes of pick-up time with no attempt at communication with school constitutes a "no-show". Please call/text at least 10 minutes before your designated stop time to avoid a "no show" warning.
 - Main Office (call only): 317-438-5426
 - Ms. Adkins (call or text): 612-669-9613

PM Absence

pilotED will maintain a policy of allowing students 3rd grade and up to walk home without a parent present at local bus stops. Students in 1st and 2nd may walk home by themselves (within 0.5 mi) with parental consent. Kindergarten students will never be allowed to walk home alone. Exceptions to this rule are as follows:

- Kindergarten, 1st and 2nd grade students can walk home if accompanied by an older sibling
- No students, regardless of grade-level will be left at "satellite stops" (stops that are more than 0.5 miles from their home)

If a parent/guardian is not present to pick-up a student that requires it, the student will not be allowed to deboard the bus and will return to school. The bus will not wait or return to a stop for a late pick-up. It is the responsibility of the parent to arrange transportation from the school in a timely manner; just as with late pick-up, pilotED is required to report students by 5:00pm to the Department of Child Services. **Failure to pick-up students at their afternoon stop 3 times will result in removal from the bus route.**

Transportation Change Requests

In order to provide consistent reliable transportation and limit confusion for our students, we allow no more than 10 transportation change requests.

- All students must ride their assigned bus to and from school (with the exception of students attending Boys & Girls club in the afternoon).
- If you would like to make a transportation change request (limited to 10 changes per student per year), it must be communicated to the front office by phone at least 30 minutes prior to dismissal (2:00pm), though we recommend calling earlier to ensure you get through. We do not accept voice message or text requests; if you have not spoken directly to staff at the school, your student's transportation will not change.
- Once all 10 changes have been used, we will not approve additional transportation changes.
 - This policy does NOT affect early dismissals or students remaining at school for a sport/club.
- No changes at all will be granted during the 30-minute window before dismissal with the exception of an emergency. Students will lose bus riding privileges after 3 emergency transportation requests.
- Exceptions may be made in the event of regular/consistent change (i.e. one day of the week student does not ride). However, any change to this scheduling will also be counted toward your 10 total changes from the year.

Bus-Rider Expectations

The driver is in full charge of the bus and its passengers. Please follow the directions of the driver. All buses are subject to video/audio surveillance.

- Students are expected to line up quietly and orderly in the school before bus departure.
- All students will have assigned seats on the bus. Students are expected to go immediately to their assigned seat (window/aisle specific) and stay there for the entirety of the bus ride.
- **Do not stand or move around while the bus is moving.**
- **Do not talk to the driver unless it is an emergency.** Drivers need to keep their minds on driving and their eyes on the road.
- Do not open or close window or roof vents.
- Never extend your hands, arms, heads or personal belongings through the windows.
- **Loud, profane language and yelling are not permitted.** Students are expected to speak kindly to the driver and other students. Insults and derogatory comments will not be permitted.
- Do not eat or drink beverages on the bus.
- Do not deface or litter the bus. This includes throwing objects around the bus. Scholars will be held accountable for any damage they do to the bus.
- Do not tamper with any safety device or any other equipment on the bus.
- Do not play electronic devices without headphones or without permission from the driver.

COVID-19 Policies

- Whenever possible, students will be separated and seated by themselves. When this is not possible, students will be seated with immediate family or other students from their class in order to reduce total contacts.
- Students MUST remain in their assigned seat and face forward at all times.
- All students will be required to wear a mask, or similar face covering, while riding the bus.
- Buses will be sanitized before every route.

Students failing to meet these expectations are subject to the following consequences:

1. Verbal warning from driver on bus.
2. Conference with driver may be held.
3. Disciplinary notice may be sent to parents.
4. **Suspension of bus privileges:**
 - 2 written warnings = suspension from bus for the remainder of week
 - 3+ written warnings = suspension or expulsion from bus
5. Students will be held accountable for any damage to school property.

NOTE: Consequences are determined by the severity of the infraction.

pilotED Transportation Waiver

Please complete/sign and return this form to verify that you received and read these expectations (keep the first page for your records). Questions or concerns can be directed to the Main Office (317-438-5426)

Student Name/Grade: _____

K	1	2	3+
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My student has permission to walk home by themselves

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If I am not at the stop, my student cannot get off the bus

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Please note, pilotED Schools is not liable or responsible for students after they have disembarked the school bus, IF consent is provided for said student(s) to walk home independently.

I have read and agree to adhere to all of pilotED's policies and expectations for transportation. I understand that failure to follow these policies and expectations may result in temporary or permanent removal from the bus.

Parent Name: _____ Parent Signature: _____

Afternoon Contact: _____ Phone Number: _____