

**I. PURPOSE**

The purpose of this policy is to establish the protocol for safe transportation of students and to educate students on safety issues and the responsibilities of taking school transportation.

**II. POLICY****A. School Bus Safety Rules:**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

**B. Methods of Transportation:**

1. A school bus is the required method of transportation for fieldwork.
  - a. There must be at least two chaperones per bus in transit.

**C. Fieldwork Safety Expectations**

1. All transportation for fieldwork shall occur during regular school hours whenever possible.
2. A chaperone to student ratio must be proposed and approved by the Lead School Administrator when requesting a fieldwork.