

Conway High School



Bus Conduct Policy

School buses and bus stops are an extension of the school and fall under the same rules and regulations as the school. It is important to remember that the bus drivers are in complete charge of the students on their buses, and their instructions must be followed at all times. When waiting for a bus after school, students must stay in the appointed area until the bus arrives, and they are directed by CHS staff to load the bus. **Students are assigned to a bus route based on their home address. If a student desires to ride a different bus from that assigned, a special permission form may be issued if the desired bus is not overcrowded.**

Bus offenses will carry the same punishment as similar offenses at school and may result in loss of transportation privileges.

- What is outlined in the CHS Student Handbook applies to bus behavior. The bus is an extension of the school environment, and all school rules remain in effect.
- All violations which occur on the buses going to and from CHS and the ATA, AAST, ECHS, or Scholars Academy will be addressed by the appropriate administrator.
- All fights on buses will be referred to the appropriate administrator and the appropriate law enforcement agency.
- When an administrator processes a bus referral, he/she may assign ISS, OSS, or recommend expulsion in addition to or instead of suspension from the bus.
- Only students presently enrolled in Horry County Schools are allowed to ride a school bus. CHS student visitors are not permitted to ride the bus.

SAFETY RULES

MEETING THE BUS:

1. Students must be on time.
2. If a student has to walk along the highway when approaching the bus stop, he/she should always walk on the left shoulder facing traffic.
3. When crossing the highway, he/she should walk, not run.
4. Students should not run alongside the bus when the bus is moving but should wait until it stops and then walk to the door.

ON THE BUS:

1. Students should go to their assigned seats without crowding or pushing, and remain seated while the bus is in motion.
2. Students must never extend arms, legs, heads, or any other body part out of the bus.
3. Students should not talk to the driver while the bus is in motion except in an emergency.
4. Students must never tamper with the emergency door or any other piece of the bus equipment.

5. Students must not mark or deface the bus. The seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported by the student to the driver as soon as possible.
6. Only the driver or other authorized person should remove first aid equipment which is to be used only for emergency treatment.
7. Students must not tamper with the fire extinguisher which is to be used only by the driver in an emergency. Students are not permitted to open bus windows. This should be done only by the driver when necessary.
8. Students must not wave or shout to pedestrians or occupants of other vehicles and must not throw any objects from the bus windows.
9. Books, lunch boxes, or other objects should not be placed in the aisle of the bus.
10. Food and drinks may not be consumed while aboard the bus.

EXITING THE BUS ON THE SCHOOL GROUNDS:

1. Students must remain seated until the bus comes to a complete stop. They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave.
2. Students should leave in an orderly manner. Students in the front seats leave first.
3. Students must not loiter or play around the stopped or parked bus.
4. Students should not enter a restricted area set aside for bus parking or loading unless the bus is at a complete stop.

EXITING THE BUS OFF THE SCHOOL GROUNDS:

1. Students are permitted to leave only at regularly designated stops. Any changes must be requested by a parent and approved by a school official.
2. If he/she must cross the highway after exiting the bus, the student should go around to the front of the bus and wait until the bus driver or school bus patrol directs him/her to cross.

BUS PASS GUIDELINES:

1. The student must bring a written note from the parent and/or legal guardian to the attendance office prior to first block, stating the desired route and destination with the reason and duration of this request. The note should be picked up in the attendance office prior to the end of the school day.
2. The note must contain the name and a telephone number where the parent and guardian can be reached during the day for verification of the note.
3. The note must also contain the name and phone number of the person responsible at the requested destination for temporary transportation. No students will be given permission to ride to an alternative place if both verifications cannot be confirmed.
4. The attendance office will issue a pass for the confirmed route and drop off stop for the temporary day(s) only if all information can be verified. Note: Conway High School is not obligated to provide transportation to work or to a place other than the home for reasons of conveniences. We will only honor temporary bus requests for special circumstances that can be verified.