



# 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 pupils 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.

**BUS OFFENSES WILL CARRY THE SAME PUNISHMENT AS SIMILAR OFFENSES AT SCHOOL AND MAY RESULT IN LOSS OF TRANSPORTATION PRIVILEGES**

- The rules of conduct for bus passengers are part of the CHS Code of Conduct.
- 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 assistant principal.
- All fights on buses will be referred to the appropriate assistant principal and the appropriate law enforcement agency.
- When an assistant principal 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.
- Tobacco products/drugs/alcohol are not allowed on any bus or at the bus stop.

## RULES OF SAFETY

### MEETING THE BUS

1. Students must be on time
2. If a pupil 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. Pupils 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. Passengers should go to their assigned seats without crowding or pushing, and remain seated while the bus is in motion.
2. Passengers must never extend arms, legs, heads, or any other body part out of the bus.
3. Passengers should not talk to the driver while the bus is in motion except in an emergency.
4. Passengers must never tamper with the emergency door or any other piece of the bus equipment.
5. Passengers 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 pupil 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. Passengers must not tamper with the fire extinguisher which is to be used only by the driver in an emergency.



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8. Passengers are not permitted to open bus windows. This should be done only by the driver when necessary.
9. Classroom conduct should be maintained while riding the bus.
10. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw any objects from the bus windows.
11. Books, lunch boxes, or other objects should not be placed in the aisle of the bus.

## ON THE BUS

1. 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.
2. Food and drink may not be consumed while aboard the bus.

## EXITING THE BUS ON THE SCHOOL GROUNDS

1. Passengers 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. Passengers should leave in an orderly manner. Pupils in the front seats leave first.
3. Pupils must not loiter or play around the stopped or parked bus.
4. Pupils 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. Passengers 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 pupil 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 main office secretary prior to the start of first block, stating the desired route and destination with the reason and duration of this request. The note should be picked up in the main 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 or to provide transportation to get around town. We will only honor temporary bus requests for special circumstances that can be verified.