



# Cobb County School District Transportation Department

## Safe Rider Program

*Abajo se encuentra la descripción del programa de seguridad en el camion tambien se encuentra en español a*

Dear Parent/Guardian:

The safety of your child(ren) is our number one priority and "The Safe Rider Program" is a student management program which teaches proper school bus safety. The program includes a defined and progressive discipline plan with the core of the program promoting personal accountability and empowering students to correct their unsafe behavior. This allows safe transportation for all passengers.

The Safe Rider Program has proven successful resulting in a 55 percent reduction rate in bus-related discipline district-wide. This assists the driver in less distractions and a safer bus ride.

However, we need your partnership as we move forward in making Cobb's buses safer and a more enjoyable part of the student's day. **Please review this entire document and educate your child regarding the expectations of riding the school bus. Please sign and return pages 3 and 4 to your driver as soon as possible.**

### *How the Program Works*

The program promotes instant accountability for unsafe behavior as shown below.

The program also includes a defined and progressive discipline plan. The concept does not stop here. We have also developed a Safe Rider Class that employs several different ways of empowering the student to correct unsafe behavior. Some of these techniques include role play, videos and class work which will be scheduled to not interfere with the student's academic work.

### Unsafe Behavior on the Ride Home:

- ▶ If unsafe behavior occurs before the bus leaves the school, the student will be provided with two options: (1) Correct the behavior and continue home (behavior documented), or (2) Be removed from the bus and stay at the school with staff supervision until a parent or guardian can pick up the student (behavior documented).
- ▶ If unsafe behavior occurs after the bus leaves the school, the driver will contact their field coordinator. The field coordinator will assess the situation and if necessary, the field coordinator will remove the student from the bus to return the student to school to remain under staff supervision until a parent or guardian can pick the student up.
- ▶ If either of the above instances occurs, the graduated discipline plan will be in effect. Also, the CCSD J-Policies for students supersede the Safe Rider Program.

We need your partnership as we move forward in making Cobb's buses safer and a more enjoyable part of the student's day. Please review the ***Safe Rider Policies and Regulations*** with your child(ren). Please complete and sign the ***Safe Rider Contract / Emergency Form*** with your child and return to your bus driver within 5 days to continue bus rider privilege to ensure your child's assigned seat.

**We expect students to Be Safe, Be Responsible, Be Respectful, Be Peaceful.**

**Thank you for your support!**

# **Safe Rider Program Behavior Policies and Regulations**

## **(Bus Rules)**

**Students shall follow the Safe Rider Program while on the bus and at the bus stop. The school bus is an extension of the classroom, and riding the bus is a privilege. CCSD and the Transportation Department's established rules include, but are not limited to, the following:**

1. Students must respect the school bus drivers and follow their instructions and "The Safe Rider Program."
2. All students shall comply with the reasonable directives of any CCSD Employee. Failure to do so is considered an act of insubordination.
3. Students shall identify themselves upon request of any CCSD Employee.
4. Students must stand in an orderly manner at the bus stop at least 5 minutes before the scheduled pick-up time. They may only approach the bus once the driver waves them over.
5. Students must wait for instructions (hand signals or otherwise) from the school bus driver every time they cross the street to board or exit the bus. Students must maintain eye contact with the driver and cross in full view. Students should never cross behind the bus.
6. At dismissal time, students must board the bus as soon as school is released; they may not loiter in the courtyard or on the sidewalk. Once on the bus, students may only depart with the approval of the administrator or a transportation employee.
7. Students must remain silent and still at all railroad crossings until the school bus ultimately crosses the railroad tracks.
8. Students must always remain seated properly unless directed by the school bus driver. (Bottom to bottom, Back-to-back). Middle school students will be assigned a seat. (High School will be at the driver's discretion.)
9. Unnecessary noise is prohibited. Students must talk at a low level. Loud voices or devices can interfere with the safe operation of the school bus.
10. Students shall not use any electronic devices during the operation of a school bus that interfere with the communication equipment or the driver's operation of the school bus. Cell phones, tablets, audible music, and game players may be used only with headphones or earbuds, provided they do not distract the driver or other students. Students must remove earbuds/headphones and put away electronic devices while boarding or exiting the bus. Students may not use any electronic device to take photos, use a webcam, or record video or audio while in a school board-provided vehicle.
11. Food, gum, or drinks should not be consumed or opened on the school bus due to allergic reactions and the possibility of choking. During months of extreme heat, with the approval of the school administrator and transportation, water can be consumed in a closed container with a screw-on lid.
12. Students must follow the CCSD dress code and not change clothes on the bus to or from school.
13. Name-calling, harassment, intimidation, touching, threats, and bullying are prohibited at the bus stop and on the school bus.
14. Obscene language and gestures are not permitted on the school bus.
15. Fighting, pretend fighting, roughhousing, or horseplay are prohibited.
16. Objects should not be thrown inside, outside, or around the school bus.
17. Destruction or defacing any part of the school bus is prohibited. The replacement cost will be at the expense of the parents/guardians.
18. Emergency doors, windows, roof hatches, and other equipment are to be used only under the direction of the school bus driver.
19. Students must always keep all body parts inside the school bus.
20. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces/devices as they may interfere with the operation of the school bus.
21. Weapons (or objects that look like or could be used as weapons) are not permitted at bus stops, on school buses, or on school grounds.
22. Student possession or use of tobacco, tobacco product substitutes (e.g., tobacco lookalikes), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes (e.g., electronic hookahs), vaping devices, or vaping cartridges is prohibited.
23. Objectionable and dangerous items are prohibited on the school bus. Examples: glass items, lighters/matches, animals, balloons, flowers/plants, skateboards, hoverboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, toys, objects that cannot easily fit in their book bags, projects that cannot fit on the student's lap, or any other item of a questionable nature that might present a safety hazard.
24. Band instruments, sporting equipment, and school projects can be transported only if there is enough space for all students' seating requirements. No item shall block the emergency exit or aisle at any time.
25. Students must only board and exit the school bus at their designated bus stop. The school must pre-approve alternate arrangements using a CCSD Bus Pass. Parents or guardians must submit a written request for a transportation bus stop or bus change to the school in advance. The CCSD Bus Pass must be given to the bus driver when boarding the school bus. (A Bus Pass can be denied if the school bus is at capacity, if the student has a history of bus behavior offenses, or if the student becomes an offender.)

## **Progressive Discipline Plan (Elementary School):**

**CCSD Student J-Policies take precedence over SRP**

Principals or designee working in conjunction with the Office of Student Discipline and their appropriate level assistant superintendent may give greater discipline in egregious circumstances, as identified on a case-by-case basis by the severity of the behavior, student's previous discipline history, and relevant factors.

- **1<sup>st</sup> Offense** – Driver Student Conference & Parent Contacted (Courtesy Notice.)
- **2<sup>nd</sup> Offense** – Driver Student Conference & Parent Contacted. (Courtesy Notice.) Student on probation and re-assigned toward the front of Bus for 1 week.
- **3<sup>rd</sup> Offense** – Referral submitted, **1 Day Bus Suspension**. Conference with student, parent notified. Upon return, student placed on probation and re-assigned toward the front of the Bus for 1 week.
- **4<sup>th</sup> Offense** – Referral submitted, **3 Day Bus Suspension**. Conference with student, parent notified. Upon return, students placed on probation and re-assigned toward the front of the Bus for 2 weeks. Safe Rider Class and Behavior Contract
- **5<sup>th</sup> Offense** - Referral submitted, **5 Day Bus Suspension**. Conference with Parent, Student, Transportation Staff and School Administrator to discuss bus suspension the remainder of the year and placed on probation and re-assigned toward the front of the bus for the remainder of the year.
- **6<sup>th</sup> Offense** – Bus Suspension for remainder of the school year.

## **Progressive Discipline Plan (Middle/High School):**

**CCSD Student J-Policies take precedence over SRP**

Principals or designee working in conjunction with the Office of Student Discipline and their appropriate level assistant superintendent may give greater discipline in egregious circumstances, as identified on a case-by-case basis by the severity of the behavior, student's previous discipline history, and relevant factors.

- **1<sup>st</sup> Offense** – Driver Student Conference & Parent Contacted (Courtesy Notice). Student on probation and re-assigned toward the front of the bus for 1 week.
- **2<sup>nd</sup> Offense** – Driver Student Conference & Parent Contacted. (Courtesy Notice.) Student on probation and re-assigned toward the front of bus for 2 weeks.
- **3<sup>rd</sup> Offense** – Referral submitted, **3 Days Bus Suspension**. Upon return, student placed on probation and re-assigned toward the front of the Bus for 1 week. Safe Rider Class and Behavior Contract required.
- **4<sup>th</sup> Offense** – Referral submitted, **5- or 10-day Bus Suspension**. Conference required before returning to the school bus. Upon return, student placed on probation and re-assigned toward the front of the Bus for 1 week. Safe Rider Class and Behavior Contract
- **5<sup>th</sup> Offense** - Referral submitted, Transportation Director recommends bus suspension for remainder of the school year.

# School Safe Rider Contract / Emergency Form

## Cobb County School District Transportation Department

If your student is going to take advantage of their bus riding privilege, please legibly complete and sign this *Safe Rider Contract/Emergency Form*. Return to your bus driver within 5 days to continue receiving his/her bus rider privilege. Incomplete forms could result in loss of bus riding privilege.

**THIS INFORMATION IS REQUIRED FOR BUS TRANSPORTATION. THANK YOU! PLEASE USE A SEPARATE FORM FOR EACH RIDER.**

*Esta información es requerida para transporte en el camión. ¡Gracias! Por favor use una forma para cada estudiante.*

(PLEASE PRINT ALL, Por favor imprima)

|                                                        |                                      |                        |                                                              |              |
|--------------------------------------------------------|--------------------------------------|------------------------|--------------------------------------------------------------|--------------|
| _____<br>STUDENT'S LAST NAME<br>Apellido de Estudiante | _____<br>FIRST NAME<br>Primer Nombre | _____<br>MI<br>Segundo | _____<br>DATE OF BIRTH<br>Fecha de Nacimiento Del estudiante | _____<br>M/F |
|--------------------------------------------------------|--------------------------------------|------------------------|--------------------------------------------------------------|--------------|

|                                               |                         |                                              |
|-----------------------------------------------|-------------------------|----------------------------------------------|
| _____<br>SCHOOL YOUR CHILD ATTENDS<br>Escuela | _____<br>GRADE<br>Grado | _____<br>BUS # / LANE #<br>Numero del Camión |
|-----------------------------------------------|-------------------------|----------------------------------------------|

|                                                                                           |                                                                     |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| _____<br>HOME ADDRESS, (ie. Apt or Street Name and number)<br>Domicilio, (de Apartamento) | _____<br>SUBDIVISION/APT COMPLEX<br>Nombre Del Vecino u Apartamento |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------|

|                                                         |                                                 |                                           |                                                 |
|---------------------------------------------------------|-------------------------------------------------|-------------------------------------------|-------------------------------------------------|
| _____<br>PARENT/GUARDIAN<br>Nombre de padres o guardián | _____<br>RELATIONSHIP<br>Relación al estudiante | _____<br>HOME PHONE #<br>Teléfono de Casa | _____<br>CELL PHONE #<br>Teléfono de Emergencia |
|---------------------------------------------------------|-------------------------------------------------|-------------------------------------------|-------------------------------------------------|

\_\_\_\_\_  
E-MAIL ADDRESS Dirección de correo electrónico

|                                                         |                                                 |                                           |                                                 |
|---------------------------------------------------------|-------------------------------------------------|-------------------------------------------|-------------------------------------------------|
| _____<br>PARENT/GUARDIAN<br>Nombre de padres o guardián | _____<br>RELATIONSHIP<br>Relación al estudiante | _____<br>HOME PHONE #<br>Teléfono de Casa | _____<br>CELL PHONE #<br>Teléfono de Emergencia |
|---------------------------------------------------------|-------------------------------------------------|-------------------------------------------|-------------------------------------------------|

\_\_\_\_\_  
E-MAIL ADDRESS Dirección de correo electrónico

**Additional Information, i.e. Medical Condition, Allergies or Special Instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We have read the *Safe Rider Program Policies and Regulations*. We understand and agree to abide by all bus safety rules and failure to comply may result in bus suspension and loss of riding privilege if not corrected.**

|                                         |                                    |                       |
|-----------------------------------------|------------------------------------|-----------------------|
| _____<br>PARENT/GUARDIAN (Please Print) | _____<br>PARENT/GUARDIAN SIGNATURE | _____<br>TODAY'S DATE |
|-----------------------------------------|------------------------------------|-----------------------|

|                                      |                              |                       |
|--------------------------------------|------------------------------|-----------------------|
| _____<br>STUDENT NAME (Please Print) | _____<br>STUDENT'S SIGNATURE | _____<br>TODAY'S DATE |
|--------------------------------------|------------------------------|-----------------------|

**Alternate emergency contact other than Parent(s)/Guardian(s):**

|                                                        |                     |                     |
|--------------------------------------------------------|---------------------|---------------------|
| _____<br>Authorized Adult other than Parent(s) (PRINT) | _____<br>Home Phone | _____<br>Cell Phone |
|--------------------------------------------------------|---------------------|---------------------|

|                         |                     |                      |
|-------------------------|---------------------|----------------------|
| _____<br>STUDENT'S NAME | _____<br>BUS NUMBER | _____<br>SCHOOL YEAR |
|-------------------------|---------------------|----------------------|

# Safe Rider Program / 8 and Under

## Students 8 yrs. and Younger – Use of Yellow Tags

Yellow Tags allows Transportation Staff to immediately identify 8-year-old and younger riders. Tags must remain attached to book bag, and do not write on the tag.

### Please print and complete legibly (list in order of priority):

Adults other than parents/guardians that are authorized to receive my 8-year-old and younger child at the designated bus stop or may be contacted in case of an emergency: *(Photo ID may be required.)*

\_\_\_\_\_  
Authorized Adult other than Parent(s) (PRINT)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Authorized Adult other than Parent(s) (PRINT)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

## Georgia's DFCS Guidelines for Leaving a Child without Adult Supervision: (<http://dfcs.dhr.georgia.gov>)

- ▶ Children 8 years old and younger should never be left alone, even for short periods of time.
- ▶ Children between the ages of 9 and 12, based on level of maturity, can be left home alone for brief periods of time.
- ▶ Children 13 and older can generally be left as babysitters, except for children in foster care. It is not recommended, however, that 13-year-olds baby sit infants, small children and children that require special attention due to medical conditions.

## Admin Rule B.5, e. (Approved February 2010)

"Students 8 years old and younger may be brought back to their school in the afternoon if a parent, guardian, or parent/guardian designee is not present at the bus stop to receive them or if they otherwise appear to have no appropriate supervision. This is in accordance with Department of Family and Children Services (DFACS) Guidelines for safety and supervision of children Form JL-1[DFCS Protocol]."

## Cobb County Procedure:

- ▶ Drivers must be able to see the adult or designee so that proper identification can be made. **This means that you must be physically at the stop and out of your car. *(Photo Id may be required.)***
- ▶ Please be standing at the bus stop **five minutes prior** to the bus arrival time and note that the driver cannot release students other than at their designated bus stop.
- ▶ If a parent or designated adult of an 8-year-old and younger child is not at the stop OR we do not have signed permission to release the child without an adult, **the child will be returned to school.**
- ▶ **All requests for a waiver from any requirements contained in the Safe Rider Contract must be submitted in writing to the Transportation Department. The Transportation Department will consider any extenuating circumstances on a case-by-case basis.**

## Students 8 yrs. and Younger – Authorization for student to exit bus without supervision.

I am further requesting that my 8-year-old or younger child be allowed to exit the bus at their designated bus stop without a parent/guardian, sibling or an authorized adult at the bus stop.

I understand that this request goes against DFCS recommended guidelines and hereby absolve CCSD personnel of any and all responsibility for my child once they exit the bus.

\_\_\_\_\_  
PARENT/GUARDIAN (Please Print)

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
TODAY'S DATE

- A BLACK DOT on the yellow tag indicates authorization for students to exit bus without supervision and will be applied by authorized school or transportation personnel. "Exit w/Sib" will be written on the tag to exit the bus with an older sibling.

## Students 8 yrs. and Younger – Authorization for student to exit bus with older sibling.

I authorize my 8-year-old or younger child to be allowed to exit the bus at their designated stop with his/her older sibling(s) to walk home, where appropriate supervision is provided.

\_\_\_\_\_  
Name of sibling(s)

\_\_\_\_\_  
PARENT/GUARDIAN (Please Print)

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
TODAY'S DATE