

## WCA Transportation Safety Policies

For WCA to have an efficient, orderly, and safe transportation service, it is essential that parents and their children abide by the following policies. Suspension from the bus may extend to riding the bus to and from any school activity. Suspension of riding privileges does not relieve parents of the responsibility of sending a child to school.

1. **At all stops, parents must be on hand to supervise their children prior to boarding the bus (in the morning) and be ready to receive their children when they get off the bus (in the afternoon).** Your prompt arrival at pick-ups and drop-offs is required. At all stops, parents of lower school and preschool children must meet their child as they unload at stops. Parents must park in designated places at all stops; avoid parking in any fire lane or traffic circle. **Avoid** all lanes where busses must pass, especially at our Lafayette campus stop. Use the parking lot only. (Refer to the Bus Rider Offenses and Consequences for more information, which will be mailed out to riders at the start of the new school year.) Please sign and return documents to drivers.
2. Students must be at their bus stop at least 5 minutes before their scheduled departure times. Regretfully, the bus must leave the stop no later than the scheduled departure time in order to meet its other schedule and time commitments. Therefore, if a child is late to his/her stop, the parent is responsible for transporting the student to school. Parents should not attempt to “cut off” the bus with their personal vehicles in order for their child (ren) to board the bus. Students should never make an attempt to board a bus at traffic lights or any other non-designated spots on roadways.
3. Students may not stand up to leave the bus until it comes to a complete stop.
4. Your child (ren) must comply with the WCA code of conduct set forth in the WCA handbook. In addition, consequences for misconduct on the school bus will have levels of offenses, which will be defined and explained both at the bus stop and on the bus. Failure to adhere to these rules or abusive behavior towards the public, the school bus driver, or fellow passengers is justification for initiating corrective action.
5. When boarding the bus, students should be seated promptly. Drivers may establish specific seating arrangements for students. Boys and girls are not to sit together.
6. Drivers will let a student off of the bus only at the bus stop designated by his/her parents. The driver will not allow bus stop changes unless a student has presented the driver with written permission from the parents to change the stop.
7. Eating and drinking on the bus are not allowed during regular school routes. Field trips may be allowed if there is extra adequate adult supervision. Also, only items that can fit in the lap or under the seat will be allowed on the bus. *It is a fire hazard to block aisles. School projects, balloons, and large items, must come to school by other means. Small athletic bags are permitted, but not full gear; these need to be stored at school.*
8. Students shall not open school bus windows without permission from the driver.
9. Students must remain seated and facing forward while the bus is in motion, drivers must be able to observe students at all times.
10. Students must keep at least a distance of ten feet when walking in front of or behind the bus.
11. Make yourself aware of WCA policies concerning cell phones; drivers may give permission for use under certain conditions. Upper School students may use headphones if the equipment is kept in their book bags and not shared with others. The students must put away item before unloading on campus. Parents must approve music on electronic devices, and it must comply with Westminster standards or the devices may be permanently confiscated. Elementary students are not to have phones, iPods, ipads, or gadgets at school or on busses.