

# Lewisburg Area School District

CATHY MOSER, M.Ed.  
Superintendent  
VINCENT HOOVER, M.Ed.  
Assistant Superintendent  
JOHN FAIRCHILD, D.B.A.  
Director of Administrative Services

CENTRAL ADMINISTRATIVE OFFICE  
1951 WASHINGTON AVENUE, DEPT. C.O.  
PO BOX 351  
LEWISBURG, PENNSYLVANIA 17837-0351  
Telephone 570.523.3220  
FAX 570.524.9313



## MEMORANDUM

TO: All Parents/Guardians, Staff Members, and Coaches  
FROM: John Fairchild, Director of Administrative Services  
DATE: August 7, 2023  
SUBJECT: Bus/Van Riding Rules and Procedures

Welcome to another school year! As we begin the 2023 – 2024 school year it's time to review the bus riding rules, guidelines, and procedures to ensure our students' and all bus riders' safety. **As you know, bus riding is a privilege not a right.** We want to ensure that the safest possible conditions exist on our school buses. The transportation of the students, parents, staff, and coaches in a safe and efficient manner is our highest priority.

We need your help to make sure this happens! Listed below are the bus riding rules, guidelines, and procedures that all bus drivers must enforce to ensure a safe environment. We will all be held accountable to these rules, guidelines, and procedures! Placards are in each bus to remind students of the rules for safe bus ridership. Please review these rules and discuss them with your children, fellow staff members, students, and athletes prior to riding to guarantee compliance. This will help the bus driver create a safe bus riding environment.

The bus rules are as follows:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Keep aisles clear of book bags, instruments, etc.
11. Bus driver is authorized to assign seats.
12. PA State Law states "No unauthorized persons will be permitted on school buses."
13. No skateboards.

These rules are meant to protect all riders and must be obeyed to assure a safe riding experience. Violations of these rules will be reported by the bus driver to the school administration for action. The school district uses audio and video recording to aid in maintaining a safe bus environment.

As mentioned earlier, please review these rules and discuss them with your children, fellow staff members, students, and athletes.

**New Bus Routes and Times:** Your new bus number and / or time may not be the same as last year. Please carefully study your new bus information, including bus number and times for pick up and drop off.

***Please note that with seating limits due to the pandemic, we may not be able to accommodate alternate transportation or bus pass requests. Please see Board Policy 810 for alternate transportation information at [www.lasd.us](http://www.lasd.us) > School Board > Board Policies.***

**All students have been assigned to a specific bus from the home address on record, please call the district office if you need help with a bus change, a stop changed or alternate transportation to a childcare provider.**

**CONTINUED ON REVERSE SIDE**

**Bus Drivers:** We welcome back our professional, courteous drivers from Adam Transportation to help get our children safely to and from school each day. Please remember to show some kindness and say “Thank you!” to these great professionals who care for our kids every day.

**For Kelly Elementary Parents:** We will continue to use the card system to help guide our K-3 students on to the correct buses at the end of each day. We will be attaching a color-coded small card to your child’s backpack. This will help bus drivers and other school personnel quickly identify which children belong on which buses. *Please do not remove this card from your child’s backpack – it is there for their identification and safe transport home from school each day.*

Additionally, there are a series of guidelines and procedures from the Pennsylvania Department of Transportation that we must follow. As with the rules listed above these should also be reviewed and discussed with all persons who may ride a school bus this year.

## **GUIDELINES AND PROCEDURES FOR USE OF THE STUDENT TRANSPORTATION SYSTEM**

### **PARENTS/GUARDIANS**

1. Be sure that students are at the designated bus stop **at least 10 minutes** before the published time. Making the bus wait extends the time that the bus is on the road and could cause the bus to be late in arriving at school.
2. You can help our drivers by instructing your children to obey the instructions and requests of the driver. Problems between students and a driver can be worked out at a later time, but insubordination will make the resolution of the problem much more difficult.
3. Provide periodic supervision of students at bus stop locations, especially with elementary students. This can help prevent problems from arising between students and will help you in identifying some unsafe practices of students and drivers.
4. Expect some delays during inclement weather and have students dress accordingly.
5. If you decide to pick up students at the school, do not block the bus platform areas or interfere with the movement or loading of the buses.
6. For rural stops, please identify your house with an easily visible house number.

### **STUDENTS**

1. Understand that when you are on the bus, you are under the direct supervision and authority of the driver. The school district will support bus drivers in their attempt to provide the safest transportation program possible.
2. Follow all the safety rules posted on the bus.
3. Students may be denied bus-riding privileges for frequent violations of rules or for actions that endanger other students.
4. Stay well back from curbs and edges of road ways while waiting for the bus. Give the driver a margin of safety in the event that he or she encounters problems with the bus or with road conditions.
5. Wait until the bus has come to a complete stop and check traffic in both directions before crossing a road to board the bus. Some motorists do not obey the flashing lights of a bus and you will need to be alert always.

### **BUSING CONCERNS**

**1. BEHAVIOR PROBLEMS:** Contact the student's building principal.

**2. SCHEDULE PROBLEMS OR ANY OTHER CONCERNS:**

Michael Jones – LASD (570) 522-3202

P.J. Adam – Adam Transportation (570) 374-0247