

**ARMSTRONG SCHOOL DISTRICT**  
**DIRECTOR OF TRANSPORTATION**  
**ADMINISTRATION OFFICE, 181 HERITAGE PARK DRIVE, SUITE 2**  
**KITTANNING, PENNSYLVANIA 16201**  
**(724) 548-6014**

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**To:** Parents/Guardians  
**From:** Jon Fair, Director of Transportation  
**Date:** December 3, 2018  
**Subject:** District Bus Regulations 2019-2020

In an ongoing effort to provide the safest transportation possible for your child/children, please note the following Armstrong School District bus regulations:

**1. BEGINNING OF YEAR BUS CHANGES** – If a bus change is requested, the parent/guardian must fill out a Busing Request Form and arrangements will be made to honor the request as soon as possible after school begins. Until the change goes into effect, the parent/guardian will have to provide transportation or make other arrangements.

**2. BUS REQUESTS** – The district does not accept requests to allow students to switch buses on different days of the week, unless an emergency arises. Students will be assigned one (1) a.m. bus and (1) p.m. bus to provide daily transportation to and from school. Because of the large number of students transported by the district and safe schools procedures, requests such as the following will not be honored: One (1) bus on Monday, Wednesday and Friday pick-up and a different bus Tuesday and Thursday pick-up. The same holds true for your child's return ride from school. It is your responsibility to make arrangements for pick-up or drop-off of your child when you do not want your child to ride his/her assigned bus.

**3. BUS PASSES** – Due to bus safety regulations, minimal changes will occur in daily bus transportation. In extenuating circumstances, a Bus Pass Request is considered for principal approval. The bus pass request form is obtained through the principal's office and must be submitted to the school office for approval. Extenuating circumstances do **NOT** include travel to the home of a friend. If a permanent bus change is necessary, please contact the school and request a Busing Request form.

**4. KINDERGARTEN STOPS** – A parent/guardian **MUST** be at the bus stop for pick-up of all kindergarten students. The parent/guardian must be out of their vehicle and waiting at the bus stop so that the bus driver can see who is picking up the student. If no one is at the bus stop, one of three (3) things will happen: the kindergarten student will be returned to his/her home school, taken to the bus garage, or transported to the local police station for parent/guardian pick-up. Parents/ guardians may wish to waive the adult bus pick-up for kindergarten students. Please contact your elementary principal in order to provide the necessary written documentation.

Bus safety rules and responsibilities are on the reverse side. Please review them with your child/children.

JF:rlb  
xc: Bus Contractors

## **BUS SAFETY RULES**

State law provided that all buses must carry an accurate listing of the students that are transported on the bus. Therefore, it is the responsibility of the parent/guardian to reinforce bus safety rules and stress the importance of remaining in his/her assigned seat at all times. Refer to the Parent/Student Handbook that your child will receive the first day of school to learn more about expected bus behavior.

Listed below are the responsibilities of the students on the bus.

1. Arrive at the bus stop 5 minutes prior to the expected arrival of the bus. The driver is responsible for the maintenance of the schedule and cannot wait for pupils that are late. Please understand that the bus times might have to be adjusted throughout the year due to unforeseen circumstances.  
(Example: Construction, addition/deletion of students, etc.)
2. Display good behavior at the bus stop. Do not push or shove students.
3. Cross the road after the driver signals.
4. Sit in the seat that is **assigned** by the driver.
5. Remain seated at all times while the bus is in motion and as directed by the driver.
6. Keep arms, head, and all objects inside the bus at all times.
7. Use school-appropriate language. Vulgar or abusive language is not allowed.
8. Eating and/or drinking are not allowed on the bus.
9. Fighting, serious arguing, threatening, excessive mischief, pushing and shoving are all behaviors that are not allowed on the bus and are subject to serious consequences.
10. Unwanted illegal items are not allowed on the school bus.
11. Compensation for any damage to the school bus is the responsibility of the parent/guardian.
12. **WHILE ON THE SCHOOL BUS, FOLLOW THE DIRECTIONS OF THE SCHOOL BUS DRIVER.**

### **Special Notice**

Dear Parent/Guardian:

This notice is being sent to advise you that your child's school bus may be equipped with video and audio equipment aimed at improving student behavior.

The video and audio recording will record the language and behavior of the students and the bus driver's methods of managing student behavior. If there is a student behavior problem, it may be reviewed by the administration. Discipline infractions will be referred to the student's principal, who may view the video and audio recording to inform the student of the behavior infraction.

A copy of the Armstrong school District Policy No. 810.1 entitled "Video and Audio Recording Equipment on School Buses" is available on line at [www.asd.k12.pa.us](http://www.asd.k12.pa.us).