



St. Charles Parish Transportation Department
St. Charles Parish Public Schools
13855 River Road
Luling, Louisiana 70070-0046

July 8, 2019

Dear Parents/Guardian,

We are looking forward to a productive and exciting new school year. It is the District's goal to provide safe school transportation to eligible children. Although we make every effort to ensure the safety of the students on the bus and at the bus stop, there are situations that require your assistance and participation in order to improve safety.

Sometimes children can be exposed to a dangerous situation because of their own or other's behavior. In order to provide this service, we ask parents to review with children the following bus rules:

- Students should be at the assigned bus stop at least 5-10 minutes in advance. K-5th grade parents are encouraged to be at the bus stop with the students in the morning as well as waiting for their return in the afternoon.
- Bus operators have the authority to change bus stops. Keep in mind they may change from year to year.
- Students may be required to walk a short distance to assigned bus stops. Stops for K-5 grade students may be up to 1 tenth of a mile and 6-12 grade students may be 2 tenths of a mile.
- While waiting for the bus students should stand a safe distance from the roadway until the bus arrives and should cross in front of the bus not behind.
- Bus operators do not provide "Honk Service". Please be on time as the bus is on a schedule.
- During inclement raining weather, the bus operator will pick up and drop off as close as possible to the student's home. Students need to be prepared to enter the bus as it arrives.
- In case the bus has to pass on the same street twice, the bus will ONLY pick up at the assigned bus stop once.
- When boarding the bus, students should be seated promptly without delay. The bus operator is authorized to assign students seats to maintain student control.
- Students must remain in complete school uniform while riding the school bus.
- Inappropriate use of the cell phone or any other distracting electric device is prohibited while on the school bus and may result in disciplinary actions. This includes, but is not limited to, loud music, loud conversation that others may hear, and taking pictures or videoing.
- If a student is absent for more than five (5) consecutive days, please call the transportation office to resume bus service.
- An incident that may happen at a bus stop prior to the school bus arrival is not the responsibility of the bus operator or school. Parents/guardians are encouraged to wait with young children until the bus arrives.

We encourage you to talk with your children about safe walking practices and traffic rules as well as school bus rules. If you need information to teach your children, please contact us and we will give you the information you need. If you find there is a problem, let us try and resolve it right away. We hope you will get to know the bus operator on your child's route and we encourage you to have an open line of communication with them.

If the need arises to alert you of behavior problems, the following is our operator's procedures:

- First offense: The operator warns the student and documents warning in the blue book.
- Second offense: The operator conferences with the student and documents conference in the blue book
- Third offense: The operator contacts the parent/guardian regarding student's behavior on the bus and documents the contact in the blue book.
- Fourth offense: The operator contacts parent along with a written referral to the principal at the school with the blue book documentation attached.
- In case of more serious offenses a written referral will be turned in immediately.

With your assistance and cooperation, together we can make every effort to ensure the safety of your children while they ride the bus and as they walk to and from the bus stop.

On behalf of the St. Charles Parish Public Schools Transportation Department, we thank you for your time.

Kelly McCray
West Bank Area Manager

Jarrod Farrell
East Bank Area Manager