

**MAJESTIC  
GLOBAL  
SCHOOL BUS  
POLICY**

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## **MAJESTIC GLOBAL SCHOOL**

ADRESS: 3, 6 & 8, OGABI CLOSE, OFF BASHIRU OJIKUTU STREET, YAWO, ALAGBOLE, OGUN STATE

TELEPHONE: 0802 314 9770, 0903 153 8540 & 0805 404 4844

EMAIL: majesticglobalschool@yahoo.com

### **ARTICLE ONE: INTRODUCTION**

#### INTRODUCTION

Our school bus policies and procedures have been established to give both students and parents and other stakeholders the information needed leading to an understanding of the expectation of students, drivers, minders and parents while they are being transported to and from school.

These policies call for cooperation on the parts of students, parents, bus drivers, minders, and other school personnel, and have been developed to promote safety. Parents are encouraged to study these policies and procedures with their child/children. Both students, parents, bus drivers, minders, and other school personnel should become familiar with what is expected for safe and orderly transportation to and from school.

#### BUS MOVEMENT SCHEDULE:

ROUTE(S)	DRIVER'S RESUMPTION	DRIVER'S CLOSURE
	6:00AM	Depending on arrival from drop off.

NB: ROUTES ARE FLIXIBLE AND ARE INCREASED AS PARENT'S DEMAND INCREASES.

## ARTICLE TWO: DRIVER, MINDERS AND PARENT'S CONCERN

### GETTING ON AND OFF THE BUS.

1. To help the driver maintain the scheduled pickup and drop off, students are to be waiting in their residence already dressed up and ready for school, at least 10 minutes before the pickup and drop off time. Parents are to ensure that this is strictly adhered to as we would not hold the driver responsible if he/she doesn't pick up a child due to unnecessary delay spanning up to 5 minutes.
2. In the case where children are to be met at designated points such as parks, streets, gates, etc. and the driver cannot see the student waiting, the driver will continue on to the next stop.
3. When dropping off students at the end of the day, they will not be dropped off to anyone who cannot be recognized by the school representatives. If parents would not be at home, the school should be notified and arrangement for drop off should be communicated on time to avoid disruption in our school arrangement.
4. Students shall be waiting, in an orderly manner, at the assigned loading area to board the bus when it is ready to leave the school premises.
5. No pushing or shoving will be allowed when boarding or getting off the bus.
6. Go directly to a seat assigned by the driver or minder and sit down facing forward.
7. Pupils should **NEVER** stand in the danger zone (blind spot) that surrounds the bus.  
**The danger zone is anywhere close to the bus where the driver cannot see you.**
8. Pupils must wait for the bus to come to a complete stop before embarking or disembarking the bus.
9. Look right, left and right again before crossing a street when it is necessary to do so.
10. Walk quickly, but safely, so that the bus will not be holding up traffic.
11. Use caution while crossing the road after getting off the bus. Some drivers of other vehicles may not observe the rule requiring them to stop for a stationary bus.

### RULES FOR RIDING THE BUS SAFELY

1. Remain seated in your seat facing forward while the bus is moving.
2. If other students board the bus after you, share the seat.
3. Always keep your head and hands in the bus.
4. Do not throw objects in the bus or out of the window.
5. Do not damage the seats or throw litter on the bus.
6. Never scream or shout. Talk to your friends in a quiet voice.
7. Eating and drinking are not allowed on the bus at any time.
8. Fighting and inappropriate language are not permitted in the bus.
9. Drivers and minders to be at alert throughout the process of embarkment by pupils.

## **RULES FOR LEAVING THE BUS SAFELY**

1. Remain seated until the bus comes to a complete stop.
2. Only leave the bus when the bus attendant says it's safe to do so.
3. Do not walk round the bus. Avoid crossing the front or the back of the school bus.
4. Watch for traffic carefully if you must cross the road.
5. Do not cross the road except you are accompanied by an adult.
6. Be sure to look both ways before crossing the road.
7. Never stop to pick up an item that you dropped near the bus or in the street.
8. Go home directly. Never stop to visit with friends or neighbors without your parents' permission.
9. Drivers and minders to be at alert throughout the process of disembarkment by pupils

## **PARENT/ GUARDIAN RULES**

### **BUS SERVICE GENERAL RESPONSIBILITIES FOR PARENTS/GUARDIANS**

1. Please ensure that the parent or the person responsible for picking up and dropping students at the pick-up /drop-off points are aware of the child's bus timing, route, the driver and the bus minder's phone numbers. Have your child ready for pick up and drop off at the right time each day. Bus drivers have been instructed to leave/stop at the scheduled times.

Parents whose children were not picked or dropped off shall make alternative transport arrangement for their wards to school or home respectively.

2. If your child is not returning home on the bus, in the afternoon, it is necessary that parents' communicate to the school.
3. Inform the school management of any changes of home address or contact details.
4. Report in writing to the school management any concern in relation to the transportation service.
5. Please note the bus service is for students and is not intended to provide transportation to parents or friends of students.
6. Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their child/children.

### **DRIVER'S AND MINDERS INSTRUCTION**

1. Only students eligible for transportation are permitted to board the school buses.
2. No child below 18 years are allowed to seat in the front seat.

3. All school and government rules as listed in school handbooks are also in effect while traveling on school buses. The use of cell phones, which includes video recorders, cameras or iPods, also the use of headphones on the bus and while going to and from their designated places is not allowed.
4. **Drivers must wear their seat belt while driving.**
5. Switch off the engine at every pick up or drop off points.
6. Do not move the bus until all the children and the minder are safely seated.
7. Always lock the bus door and only unlock when the bus is at complete stop.
8. Drivers would ensure to maintain the 70km/h on highway and 35km/h in the residential area driving law.
9. Drivers are responsible for the cleaning and care of the bus.
10. All students will be assigned seats on the bus by the driver and the minder.
11. No student shall leave or be out of his/her seat while the bus is in motion.
12. All parts of a student's body shall be kept inside the bus, especially when a window is open.
13. Do not throw anything in the bus or out an open window.
14. Nothing shall be held so it extends out of the window or in the aisle of the bus.
15. No eating, drinking, or chewing gum is permitted on the bus at any time by the driver and the minder.
16. Talk quietly at all times.
17. Illegal drugs of any type shall not be permitted on the bus at any time.
18. No smoking or use of tobacco products shall be allowed on the bus at any time.
19. Absolutely no alcohol is allowed on the bus at any time.
20. Live animals (caged or otherwise), firearms, ammunition, explosives or other dangerous materials and object which may interfere with the safe operation of the vehicle shall not be transported on the school bus.
21. Large objects, including band instruments, are not to be transported on the bus unless they can be contained by the student so it is not a projectile. Furthermore, the instrument cannot obstruct the drivers view or block the aisle.
22. Learn how to get off the bus in case of an emergency. The bus driver will conduct practice drills periodically.
23. Students must ride their assigned bus to and from school. Changes in bus assignments and/or stops can be made only in the case of an emergency. Approval for any change must be requested by the parent or guardian in writing by the school management.
24. Video cameras are placed on the buses to monitor student, drivers and minders behavior and will be used to identify any misconduct.
25. Students will not be permitted to exit the school bus in the absence of their parents/guardians unless the School Administrator is informed (in writing) of a nominated person, authorized to collect the child.

26. **Only one door must be opened while dropping and picking children, the door must open to the gate side of pupils' house always.**
27. **Playing of music in the bus is not allowed**
28. **Drivers and minders while on duty should at all times ensure absolute concentration on their duties and should present a weekly report every Monday to the School Administrators of their activities during the past week.**

### **BUS SERVICE GENERAL RULES FOR STUDENTS**

1. Be ready and wait on time in a position where the bus driver can see you before stopping the bus.
2. Upon entering the bus, take a seat immediately, fasten seatbelts and remain seated while the bus is moving. Do not switch seats while travelling.
3. Students must respect the wishes of the driver and bus minders at all times.
4. Keep aisles clear of books, bags and other belongings.
5. Eating and/or drinking on the bus are not permitted.
6. Students should talk quietly using an 'inside' voice.
7. Students must be courteous to fellow passengers.
8. Students should respect the property of the school.
9. Public displays of affection are not appropriate.
10. Do not throw anything in the bus or outside the bus through the window.
11. Do not put out your hands, head or any part of your body outside the bus through the window.

### **OBEYING THE PASSENGER RULES**

1. The driver will be responsible for the orderly conduct of his/her passengers on the bus, the student is under the authority of, and directly responsible to the bus driver or aide, where applicable.
2. The driver has the authority to enforce the established procedures for bus conduct. If any student willfully refuses to obey the bus driver or the posted safety rules, a report should be forwarded to the HOS through the school administrator for immediate action.
3. The Board authorizes the administrators to suspend a student from school bus riding privileges only for a period of up to one term. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens.
4. When it becomes necessary to refuse student transportation due to misconduct, the school administrator shall make the decision and notify the parents in writing

of such refusal with an explanation for this action. The bus driver will not permit the student to board the bus until the suspension is completed or the school administrator stipulates otherwise.

5. It should be clear that all suspensions or matters needing the administrator's attention will be handled and directed through him/her.

### **ARTICLE THREE: SPECIAL ARRANGEMENTS.**

#### **TRANSPORTATION TO/FROM OTHER THAN HOME ADDRESS**

1. All bus transportation will be based on the student's home address unless a Child Care Arrangement Form is completed and filed with the Front Desk Office. These forms are also available online. The form must be completed EACH YEAR by July 31st for transportation request to any location other than the home address of the student.
2. All students must be picked up at the SAME location Monday through Friday and dropped off at the SAME location. DAILY CHANGES CANNOT BE ACCOMMODATED. (Example: cannot pick up student Monday through Wednesday from home and from babysitter Thursday and Friday.)
3. Parents must arrange for transportation to and from any unauthorized address. Emergency situations arising require authorization.

### **ARTICLE FOUR: DISCIPLINARY PROCEDURES.**

#### **RULE VIOLATION PROCEDURE.**

The school's conduct expects all students to display appropriate behavior in school. This expectation extends to student behavior on the school bus. In the case of inappropriate behavior on the bus:

1. A report will be given by the bus monitor to the school Administrator.
2. A penalty may be imposed on the student at the discretion of the school and may include temporary suspension or loss of bus service.
3. A letter informing the parents/guardian of the incident and penalty, if any, will be provided by the school.
4. Consistent and Poor behavior on the school bus will result in, First violation, a verbal reprimand and letter home to parents. On Second violation, suspension from riding bus for up to three days etc.

5. Third violation suspension from riding bus for up to two weeks. On the fourth violation, suspension from riding school bus for up to a term may be given as deterrent.

## **ARTICLE FIVE: PAYMENTS AND REFUNDS.**

### **PAYMENT POLICY.**

1. At the beginning of the new term, parents are to inform the school if they are still interested in the arrangement for transport for their children.
2. Payment for the bus must be made at the beginning of the term; this is to secure a space in the bus for the term. Students would not be conveyed if payment has not been received.

### **REFUNDS**

The school bus fee represents "the purchase" of a seat in the school bus for the entire school term. Payment made to the school would not be refunded if the student uses the bus once. In the case where the student doesn't use the bus service AT ALL and then refund can be made to the parent less administrative expenses.

I \_\_\_\_\_ have read and understood the content of this policy do sign in agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_