

NEW LIFE CHRISTIAN ACADEMY

Transportation Rules and Regulations

INTRODUCTION

Dear Parents and Students:

We would like to take this opportunity to welcome all students receiving transportation services and their parents to the New Life Christian Academy.

It is the vision of the transportation Department to provide all students with safe, efficient, and effective transportation to and from school.

This handbook is designed to help us meet the goal of providing the safest bus ride possible.

It is very important for parents to read and understand the parent/student responsibilities.

The following rules and regulations for students that ride the school bus have been developed to insure safe, economic, and orderly operation.

Please sign and acknowledge/application form and return the original form to the transportation Department. The parent's signature will indicate that these regulations have been explained to the student if he/she is unable to read these instructions.

Deac. Mike Reitzer, Transportation Manager
Transportation Department

Anthony Jackson, Principal

I. GENERAL STATEMENT

New Life Christian Academy provides daily bus service for all eligible students who reside within the available designated zones or boundaries.

State laws and regulations require that our Academy operate its school buses in an economical and safe manner. Therefore, the Academy has adopted the following rules and regulations for the safety of the students and for efficient operation of the Transportation Program.

All pupils riding bus/vans are considered to be “in the classroom” and subject to N.L.C.A. supervision upon entering the bus on the morning route to school and until they leave the bus on the afternoon route which returns the students to their pick-up points.

II. RESPONSIBILITY OF PUPILS

It is the responsibility of the student to become thoroughly familiar with the Rider’s Rules and Regulations and to abide by them.

A. Before Loading:(At the bus stops and at School)

1. A bus/van rider must have an application on file.
2. Riders must be on time at the designated school bus stop and bus loading area. Promptness helps keep the bus/van on schedule. Riders will be given a specific time when the bus will be at the designated area.
3. Riders should conduct themselves in a safe manner while waiting for the bus/van at the designated area. Stay off the road or driveway while the bus/van is approaching.
4. Do not move toward or start leaving the bus/van until the bus/van has come to a complete stop. Students can get on the bus/van much quicker if they will line up and move in a single file.
5. Riders must be visible, not inside the residence.

6. Riders are not allowed to carry any large equipment or instruments on the bus/van which would have to be placed in the passageway or entrance, or which would interfere with the driver or movement of any passenger in an emergency. In this respect, safety is the prime factor.

B. After Leaving the Bus:

1. Be alert to the danger signals and instructions of the driver, especially when you need to cross in front of the bus.
2. Students not crossing the street must step away from the bus\van a safe distance, so the bus\van may proceed.
3. Students must not run after or along side of the bus\van because of the danger of personal injury.

III. BUS/VAN RULES

All students must abide by the following rules for their own safety and the safety of all other students in the bus/van

1. Students must be visible at the pickup point on time.
2. Students must be seated and remain seated while the bus/van is in motion throughout the trip
3. Consumption of food or drink is prohibited on the bus\van.
4. No fighting, shoving, pushing, or arguments.
5. Listen to, respect, and obey the driver.
6. Students will not extend hands, arms, head, or objects from the bus\van windows at any time.
7. Students are not allowed to shout or gesture to passing vehicles or pedestrians from the bus.
8. Students will not throw any objects including trash or paper, either from inside or outside the bus while waiting, or after leaving the bus.
9. The bus driver has the responsibility to assign seats if necessary. Students shall keep the assigned seat, unless they have permission to move.

10. Students should obey promptly and willingly any reasonable direction of the driver.
11. Students may not board or depart from the bus\van at any other stop unless authorized by the Transportation Department.
12. Supervision to, from and at the bus stop is the responsibility of the parent\guardian. Parents are urged to assist children across roadways at or near the stop.
13. In case of emergency, students are to remain in the bus\van unless otherwise directed by the driver.

Bus Conduct Report Procedures

At the time when the first infraction occurs, a warning will be issued to the student and the student will be reminded of the appropriate behavior expected.

If he\she continues to break any of the school rules, a Bus Conduct Report will be written and submitted to the appropriate person, i.e., the Campus Principal, Parent(s)

- A. First Bus Conduct Report – Student has been given first written report and parent contacted.
- B. Second Bus Conduct Report – report is filed against the student; the parent will again be contacted, and a 3- day suspension of bus\van service will be employed.
- C. Third Bus Conduct Report – will call for a parent conference and Suspension of the bus for one week (5 school days).
- D. If after these measures have been implemented the student still refuses to cooperate, the Principal may recommend suspension of the bus\van service for remainder of school year without a refund.

In the event of a bus suspension, parents will be responsible for transporting the student to and from school.

IV. TRANSPORTATION FEE

The bus fee is determined by two criteria, the number of children you have riding the bus and the location (zone) of pick-up/drop-off. The zones are determined by the proximity to the Academy.

Zone	1 Child	2-3 Children	4-5 Children
1	\$100	\$151	\$202
2	\$105	\$156	\$207
3	\$110	\$161	\$212
4	\$115	\$166	\$217
5	\$120	\$171	\$222

All students participating in the Dual Credit Program must pay a required monthly transportation fee of \$20. (4 months/semester)

V. RESPONSIBILITY OF PARENTS:

It is the responsibility of the parents to counsel with their children concerning BUS CONDUCT as set forth in the Rules and Regulations and to support the Academy administration in their efforts to operate in a safe efficient transportation system

VI. RESPONSIBILITY OF THE DRIVER:

It is the responsibility of the driver to operate his\her bus \van safely and to enforce the rules and Regulations concerning student conduct on the bus\van to the best of his\her ability. Violations not corrected by the driver instructions, should be reported with a BUS CONDUCT REPORT FORM to the Transportation Manager as soon as possible for discipline procedures.

Student drivers must have all pertinent information on file to be allowed to drive to & from campus:

- A. Student Driver Form (Obtained from the office)
- B. Copy of Driver's license
- C. Copy of Insurance

All documentation must be on file within 3 school days, starting with the first day of driving to school, or the driving privilege may be suspended indefinitely.

VI. RESPONSIBILITY OF THE PRINCIPAL

It is the responsibility of the Principal to assist the Transportation Department in enforcing the school Rules and Regulations. Immediate disciplinary action will be taken when violations of the Rules are brought to his\her attention.

PLEASE COMPLETE ALL INFORMATION ON THE NEXT PAGE

Application for Bus\Van Services

I have read the Rules and Regulations for the students riding N.L.C.A. buses\vans and will assist in every way possible to see that my child follows them.

Student Last Name First M.I. Application Date

Signature of Parent/Guardian Printed Name

Signature of Student Grade Age

Address:_____

City Zip

Home phone_____ Cell phone_____

Work phone_____ Alt. phone_____
(please include extensions)

Emergency Contact _____ Phone _____

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