

M.S.A.D. #30
SCHOOL BUS MANAGEMENT
(Administrative Guide)

EEACC

Bus drivers are entrusted with the very important care, custody, and safety of all students from the time they get on the bus until they are discharged from the bus.

Managing students and providing a safe environment for the driver and passengers is a high priority. The bus environment is an extension of the classroom environment and riders should conduct themselves accordingly.

Riding a school bus is a privilege that can be discontinued for any disruptive student. The bus driver has the authority, delegated from the School Board, to discharge a disruptive student at any time.

The intent of this guide is to allow immediate disciplinary action on the part of the driver when necessary for the safety of all students.

Students must be ready to board the bus at any time of bus arrival as busses will be on tight time schedules and will not wait for passengers.

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ACTIVITY BUS NEEDS NOTICE
BUS REQUEST FORM

All such notice and requests required 10 days in advance of trip date.

1. Requestor(s) _____ Today's Date _____
2. Purpose(s) _____
Destination _____
3. Number of Students _____ Number of Adults _____
4. Date Needed _____ Time of Departure _____ Expected
Time to Return _____
5. Will students be bussed home upon return to Lee? Yes ____ No ____
6. THIS SPACE IS FOR TRANSPORTATION DIRECTOR _____

BUS TRIP FORM (REQUESTOR)

Requestor _____ Trip Date _____
Destination _____

Departure Time _____ Expected Time to Return _____
Driver _____ Students will/will not be bussed home upon return to Lee.

BUS TRIP FORM (DRIVER)

Requestor _____ Trip Date _____

Destination _____ Departure Time _____
Expected Time to Return _____

Driver _____ Students will/will not be bussed home upon return to Lee.