



WLA BUS RULES FOR ALL CADETS



Rules Governing Cadet transportation OAR 581-053-0010

Bus rules are for safety and efficiency. Cadets MUST have WLA cadet identification to board a bus.

1. **At the beginning of the year, the Director of Transportation will designate the pick-up locations for cadets.**

Bus stops may be adjusted during the school year. Willamette Leadership Academy (WLA) tries to establish routes so “that an authorized vehicle stop is available within a reasonable walking distance of the home of every resident cadet entitled to transportation services” but this is not always possible. Even though we may pass your house during the route, we cannot stop at your house. **Notification will be given for changes in schedules and stops.**

2. **After 3 No-Show days at a stop, the bus may no longer stop at that location or travel to that road.**

In the interest of fuel consumption and conservation, transportation should always look for ways to optimize bus routes. Parents should communicate with the school secretary if their child will not be riding for a few days. If a child has not been on the bus for several days, and desires to resume riding, parents need to call the school secretary to reactivate that stop. Requests for changes in a stop need to be made to the school secretary and approved by the Transportation Supervisor or Dispatcher.

3. **All cadets must be at their designated stop five (5) minutes prior to the scheduled arrival time.**

Cadets ride designated buses. Cadets to be at their stops 5 minutes before the scheduled pick up time. When a school bus is stopped for any length of time, the wait causes an unsafe traffic buildup in front of and behind the bus. Cadets should be waiting in an orderly formation manner at least ten (10) feet away from the road prior to the arrival of the bus. Cadets needing to cross a street will be given a thumbs up signal from the bus driver when it is safe to cross. **Cadets need to be careful – cars do not always stop for the flashing red lights.** Cadet will be in uniform, civilian clothes are not permitted; an initial pass may be provided to newly enrolled cadets by the office and presented to the bus driver(s).

4. **All cadets must ride their assigned bus to and from school.**

CADETS CANNOT RIDE ANOTHER BUS WITH FRIENDS. Riding another bus is only permitted in emergency situations or with a parental note provided at least 24 hours **in advance** to the Sergeant Major and verified by the School Secretary, so the bus drivers can be notified of the change and a pass provided. Most buses are loaded to capacity with cadets assigned a specific seat, additional cadets can cause an overloaded condition on the bus. Transportation is only for service from the home to school and home. Notes must be provided from each cadet's parents for changes and forms can be obtained in the office or on-line. The School Secretary will check with Transportation to ensure there is enough room on that bus that day before determining whether the request will be granted. The drivers and parents will then be notified. **Bus hopping is NOT allowed.**

5. **Cadets may only board and disembark the school bus at their designated stop.**

Walking to another bus stop within route is dangerous and not allowed. Once cadets are on board, they may not disembark at any location other than their designated stop. These rules are for safety and accountability. In situations where arrangements have been made in writing by the parent(s) and the Sergeant Major approves, a cadet may disembark at a different stop if the stop is within the same bus route.

6. **Once a school bus is in motion, cadets will not be allowed to board the bus.**

This is State Law and a safety measure designed to discourage cadets from running after and/or between buses loading in a congested area. When one bus stops in a line of moving buses, the chances for a chain reaction accident increase considerably. Cadets who miss their bus at school should immediately report to the office. It is also State Law that parents or others do not impede a bus, so driving in front of or beside a bus is a violation of law..

7. **Assigned Seats.**
Drivers may assign seats on the bus for all cadets or just to a single cadet based on safety and/or behavior. This is to ensure the safety of all. Once cadets have been placed in an assigned seat, the cadet is expected to sit in the assigned seat unless the bus driver changes the seat assigned.
8. **After boarding the bus cadets shall be seated immediately and remain properly seated for the duration of the bus ride as required by State law.**
Properly seated means during the bus ride, cadets shall sit with their posterior on the seat and shall not change seats, stand up, or stand on their seat, or sit facing towards the rear of the bus. Unless seated three to a seat, cadets shall not have any body part in the aisle of the bus. It is against State law for a body part to be out a window.
9. **Cadets are expected to behave accordingly on the bus and know the rules for riding the bus.**
All Battalion rules and appropriate behavior is required on the school buses and at the bus stops. The drivers have the same authority in the bus as teachers have in the classroom. Loud and boisterous noise and improper conduct can cause a distraction to the driver which can lead to serious safety hazards on the bus. The cadet's conduct on the bus should be no better than what is expected in the classroom. If it is not allowed in the classroom, it is not allowed on the bus. Loud and destructive behavior on the bus will not be tolerated, and cadets will be held responsible for damages.
10. **Food and Drink.**
Eating and/or drinking on the bus is not allowed. All food and/or drink must be disposed of before boarding the bus.
11. **The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus.**
Any large object that cannot be held on a cadet's lap or placed safely on the floor in the space under the seat immediately in front of the cadet is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and P.E. equipment, bags, flag poles, flowers, balloons and other such items that could pose a safety problem.
12. **To ensure safety from objects rolling IN or UNDER a bus, objects must be secured in a bag or sack.**
Cadets will not be permitted to bring games, toys, balls, etc., on a bus unless they are secured in a school bag, backpack, or sack. At no time should cadets ever attempt to reach under a bus to retrieve an object.
13. **Cadets are prohibited from bringing any potentially hazardous items, chemicals, animals (unless a service dog), or breakable items on board the bus.**
No animals or insects will be transported. Any object that could become a projectile in an accident will not be transported. No flammable or hazardous chemicals will be transported. No glass or sharp objects are permitted. **No Weapons of any kind are allowed on the bus.**
14. **Any traffic in or near bus loading areas is hazardous.**
All schools have designated areas for parents to drop off and/or pick up cadets along with designated traffic patterns. 5 miles per hour in and around buses for safety and should not drive around or pass buses that are loading and unloading children. School buses have the right of way on school property and all other vehicles should yield to school buses on school property. Parents who transport children to school in the mornings are encouraged to drop them off 5 minutes before the time the buses arrive. Parents should also wait until buses have departed in the afternoon before leaving with their child at the end of the day.
15. **Cell Phones and the use of electronic devices.**
Cadets are on a motivational program for cell phone use. If cadets behave on the bus, then the driver may allow use of the cell phones. If the cadets are not behaving cell phone use is NOT allowed. An individual may have corrective action and not be allowed cell phone use. Inappropriate use will be report to the Sergeant Major and disciplinary action will be taken. **Taking pictures or video recording on the bus is strictly prohibited.**
16. **Think safety, teach safety, and act safely.**
Cadets should carry a school bag, backpack, or sack, which will allow them to organize their belongings. There are many accidents every year involving children who are pursuing dropped books or papers under school buses and to children who run into traffic chasing papers and balls. Always use caution. High School students driving to school must be vigilant in bus loading zones and in school parking lots.
17. **Buses will not travel cul-de-sacs shorter than .2 miles (one-way) or in areas where turning around is dangerous. Stops are State approved.**

18. All WLA buses use video recording devices with audio recording capability.

Electronic video and audio recordings will be viewed to investigate incidents reported by a bus driver, administrator, supervisor, student, parent, or other person. They may also be viewed randomly and used for driver training. Viewing and/or listening to electronic and/or audio recordings is limited to individuals having legitimate educational or administrative reason to view due to cadet confidentiality. An electronic video or audio recording may be reused or erased after 2 days unless it is needed for an educational or administrative purpose.

19. It is the parents' responsibility to ensure the safety of the cadet from home to the bus stop & from the bus stop to home.

WLA will ensure the safety of every cadet on the bus. With parental cooperation, we can ensure the safety of our cadets from home to school and school to home. It is advisable to be with your cadet at the bus stop each morning and meet your child at the stop every afternoon.

20. By riding the bus, it is implied that all students and parents understand these rules and will abide by them.

Stating that they did not know the rules does not excuse a student from misbehavior or infractions of the rules. **NO REFUNDS WILL BE GIVEN DUE TO BUS SUSPENSION.**

Please remember that the main job of the driver is to drive the bus safely. Even with rules and seating assignments, things can happen on the bus that the driver will not see. Should an issue arise that you are concerned about, please talk with your driver right away AND/OR THE Sergeant Major. He or She will be more than happy to assist. A driver needs to watch the road and you must help the driver avoid accidents by behaving appropriately and cooperating with all on the bus.