

Bussing Procedures/Safety Rules

Bussing is the responsibility of the employer, for students of the College of the North Atlantic. Teachers will review the bussing routines and procedures with students on the first day of school. All students are required to follow the safety rules posted in each bus.

1. Upon arrival at school students are met by teacher supervisors. A school security guard checks each bus for students and items left behind, as well as damage.
2. Kindergarten students will load the bus at 12:30 p.m. and return to the compounds with an adult supervisor. The supervisor will ensure that students are properly buckled in.
3. As Grades 1 – 10 students load the buses at 1:50 p.m. there is supervision to ensure that students are seated properly and buckled in. Upon arrival at the compounds the buses will be checked by drivers for students and items left behind, as well as damage.
4. On all bus field trips there will be teacher and adult (parent volunteers) supervision.

Safety Rules: Safety rules are posted in buses and all students **must** follow the rules at all times:

- 1) **Respect each other**
- 2) **Wear a seatbelt**
- 3) **No standing**
- 4) **No shouting**
- 5) **Listen to the bus driver, parent or teacher on the bus**
- 6) **No eating or drinking**
- 7) **Vandalism will not be tolerated**
- 8) **No vulgar language or gestures**
- 9) **Windows must remain closed at all times**
- 10) **Only talk to the driver when he is driving if it is an emergency**

Bus Schedule:

All students are asked to be at the clubhouse **5 minutes** before the bus is scheduled to leave. All buses will be labeled and student names will be posted near the door. Dismissal time for Kindergarten is 12:30 p.m. and 1:50 p.m. for Grades 1 – 10.

AJ 1 Club House

Three buses leaving at 7:00 a.m. sharp
One bus K- 3 students
One bus Grades 4 – 6 students
One bus Grades 7 – 10 students

AJ 2 Club House

Two buses leaving at 7:00 a.m. sharp
One bus K- 4 students
One bus Grades 5 – 10 students

AJ 3 Club House

One bus leaves AJ 3 at 7:00 a.m. sharp