

# Vincent Farm Elementary School

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## Bus Transportation Parent & Student Guide 2023-2024



### Welcome to the 2023-2024 school year!

Our goal is to provide a safe, efficient, and timely transportation service. This guide explains the roles and responsibilities of students and parents/guardians regarding BCPS transition. Parents/guardians are asked to review the contents of this guide with their students.

### Bus Routes

- ❖ In preparation for the start of the 2023-2024 school year, we are asking all families to review their child's transportation assignment in FOCUS and the attached bus routes. If you have any questions, please email the Office of Transportation at [Transportation.Contact.Us@bcps.org](mailto:Transportation.Contact.Us@bcps.org) and copy Assistant Principal, Mr. Andrew Sands at [asands@bcps.org](mailto:asands@bcps.org), and our transportation secretary, Nichole Wolf at [nwolf@bcps.org](mailto:nwolf@bcps.org).

### Roles and Responsibilities

Parents/Guardians	Students
<ul style="list-style-type: none"> <li>❖ Teach children that riding the school bus is a privilege.</li> <li>❖ Children should leave home early enough to arrive at their school bus stop five (5) minutes before the scheduled arrival time of the bus.</li> <li>❖ All parents/guardians should be familiar with the walking route children will be taking.</li> <li>❖ Parents/guardians with younger children should walk with children to and from the school or bus stop.</li> <li>❖ Parents/guardians should encourage children to carry all their papers, books, and other belongings inside a backpack.</li> <li>❖ Parents/guardians are responsible for the supervision of their children from the time the children leave home in the morning until they board the school bus, and at the end of the day from the time the school bus departs the unloading area until the children reach home.</li> </ul>	<ul style="list-style-type: none"> <li>❖ At the bus stop, wait in an orderly manner, out of the way of all traffic, until the bus stops, and bus driver opens the door.</li> <li>❖ Stand at least five (5) feet back from the stopping position of the bus.</li> <li>❖ Wait until the bus stops completely before moving forward to board it.</li> <li>❖ The aisle of the bus must be kept clear.</li> <li>❖ Once on board the bus, follow the bus rules as posted:                             <ul style="list-style-type: none"> <li>○ Follow directions the first time they are given.</li> <li>○ Stay seated, always facing forward.</li> <li>○ Keep all body parts inside the bus.</li> <li>○ Keep hands, feet, legs, arms, personal property, and your voice to yourself.</li> <li>○ No eating, drinking, or vulgar language at any time on the bus.</li> <li>○ Once off the bus, proceed immediately away from the bus.</li> </ul> </li> </ul>

### Bus Discipline Procedures and Consequences

**Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked if a child's misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus.**

The code below classifies unacceptable behavior into four levels.

Consequences for repeat infractions related to transportation include, but are not limited to:			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Notification Student Conference Seat Change or Assigned Seat Bus Suspension (1 day)	Bus Suspension (up to 5 days)	Bus Suspension (6 to 9 days)	Bus Suspension (Remainder of the school year)

We appreciate your understanding and cooperation!

*Andrew Sands*  
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