TR0002
Rev. 9/13

# TRANSPORTATION APPLICATION

**Transportation Department**
**Lincoln Public Schools**
2200 Park Blvd. • Lincoln, Nebraska 68502

**LPS USE ONLY**

I.D. # _____

❑ Regular Ed ❑ Special Ed

❑ EC ❑ ELL

Addition ❑ Date _____

Change ❑ Date _____

Delete ❑ Date _____

School # _____

Authorized by:

_____

AM Run _____

AM Stop _____

AM Bus # _____

PM Run _____

PM Stop _____

PM Bus # _____

Name of student _____ Grade _____

Home address _____ Phone _____

Morning bus stop (pickup) _____

Afternoon bus stop (dropoff) _____

* Please use the stop name. If riding one way only, please indicate "none" on the appropriate a.m. or p.m. line.

Parent/Guardian _____

School _____

We have read and discussed the expectations for those who ride the buses of the Lincoln Public Schools. Since we live in a designated busing area, we request that our student have the privilege of riding the bus. We realize that this privilege may be revoked if the student does not behave according to the behavioral expectations described below and in the **Rights and Responsibilities of Students in the Lincoln Public Schools** brochure and the transportation brochure entitled **The Ride Guide.**

_____ _____ _____
Parent/Guardian signature Date Student signature

## Behavioral Expectations for Those Who Ride the Lincoln Public Schools Buses

1. Students are expected to follow safety rules at all times, including:
   a. Make sure the bus is stopped before leaving your seat to get off the bus.
   b. Never put any part of your body outside the bus windows.
   c. Don't talk unnecessarily to the driver while the bus is moving.
   d. Don't put books, lunches or anything else in the bus aisles.
   e. Report any damage to the bus to the driver.
   f. Do not eat or drink on the bus. Possession or use of tobacco or alcohol is strictly prohibited.
   g. Don't push or run when getting off the bus.
   h. When crossing in front of the bus watch for the driver's "all clear" signal before crossing the street.
   i. Students must get on and leave the bus only at their assigned stop.
   j. Cross the road or street in front of the bus before it has pulled away from the stop. This gives you the protection of the bus signals.
   k. Don't bring nuisance items on the bus, i.e., balls, spray cans, animals, water guns, skateboards, etc. Items such as weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver are strictly prohibited. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator.
   l. Any items that would break or could produce injury if tossed about inside the bus when involved in an accident or sudden stop shall be secured.
   m. Behave in a manner that is polite and not offensive to others on or around the school bus.
   n. Follow the directions of the bus driver. Drivers have the authority to assign seats whenever such action is appropriate.
2. Students are expected to abide by the rules described in the Rights and Responsibilities of Students in the Lincoln Public Schools brochure and the transportation brochure entitled The Ride Guide.
3. The process that will be followed in situations involving violations of behavioral expectations for riding a bus is as follows:
   a. **1st OFFENSE:** The driver will talk to the student about his/her behavior in an effort to correct it. The driver may report it orally to the principal and the principal may work with the student.
   b. **2nd OFFENSE:** The driver will give a written report to the principal. The principal will counsel with the student. Parents/guardians will be contacted.
   c. **3rd OFFENSE:** The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact parents/guardians for a conference. The student may be suspended from the bus pending this conference. The suspension may be extended five days beyond the conference date at the discretion of the principal.
   d. **4th OFFENSE:** The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact the parents/guardians for a conference. The student may be suspended from the bus for the semester.
   e. **SERIOUS RULE VIOLATIONS:** The driver will complete and submit to the school administration a bus conduct report or incident report involving the occurrence of any student behavior involving weapons or the making of terroristic threats, any student behavior which affects safety, and any serious rule violations. A student may be suspended from the bus at any time without the existence of prior rule violations if the principal determines it is warranted because of the seriousness of the rule violation. Other disciplinary consequences in addition to suspension of bus privileges may occur as described in the Responsibilities of Students in the Lincoln Public Schools brochure.

Parents/guardians may appeal a decision to suspend bus privileges by contacting the director of student services in writing to request a review. The decision of the director of student services is final.

*Please return completed form to your school's main office. (A copy of the form can be made available upon request).*