

## **School Bus Safety Acknowledgement & Consent Form – September 2019**

Please read ALL of the following information and fill out and sign the last page. Return to Sharon Lustig in the main office G15 or via email at [slustig3@schools.nyc.gov](mailto:slustig3@schools.nyc.gov) by 09/09/2019.

### **NYC GENERAL EDUCATION TRANSPORTATION SCHOOL BUS PROCEDURE**

#### **Grades K-2:**

- Students will receive a tag identifying their route and stop information, please put it on the outside of their backpack.
- Students will be seated at the front of the bus.
- Students will only be allowed to exit the bus at their designated stop.
- Driver will mark off when each student exits the bus at his/her designated stop.
- Student will not be prevented from exiting bus at the designated stop even if adult is not present.
- An adult is encouraged to always meet students when they exit the bus.
- If student feels unsafe exiting bus, s/he should tell the driver and will not be required to exit. Driver will contact the dispatcher who will contact OPT for further instructions. If parent/guardian cannot be reached and school is closed, 911 will be contacted.

#### **Grades 3 and above:**

- Students may receive a tag identifying their route and stop information.
- Parent/guardian should review the correct stop location with their child.
- Student will not be prevented from exiting bus at the designated stop even if adult is not present.
- If student feels unsafe exiting bus, s/he should tell the driver and will not be forced to exit. Driver will contact the dispatcher who will contact OPT for further instructions. If parent/guardian cannot be reached and school is closed, 911 will be contacted.

---

### **PS 452 BUS SAFETY RULES**

Children riding the school bus are expected to follow safety rules and courtesy when aboard the bus. The driver is responsible for the safe operation of the vehicle as well as making sure that children obey the safety rules.

**PS 452 follows the Chancellor's Regulations that set forth the provisions that govern the transportation of pupils to and from school. They can be found at Chancellor's Regulations A801 Pupil Transportation: <http://www.optnyc.org/resources/A801.pdf> .**

If your child takes the bus, please review the following safety rules with them.

#### Boarding the bus:

- Stay as far from the edge of the road as possible.
- Let the bus come to a full stop before approaching the door of the bus.
- Use the handrail to help keep your balance as you go up the steps, one at a time.
- Report anything damaged on the bus (such as seatbelts) to the driver as you leave.

#### Riding the bus:

- Stay seated while the bus is in motion.
- Do not climb on or over the seats or play beneath them.
- Do not open or close windows unless instructed to do so by the driver.
- Do not extend hands or objects out of the bus windows.
- Use appropriate language.
- Do not engage in any physical fighting or provocations.
- Do not eat or drink on the bus.
- Speak softly.
- Keep arms and legs out of the aisle, where they could trip or hurt someone.
- Sit quietly in your seat until the trip is over and the bus has come to a full stop.
- Keep seat belt on until the bus comes to a halt at school or designated stop.

#### Leaving the bus:

- Stay seated until the bus comes to a full stop. The driver will tell you when to go.
- Always use the handrail going up and down steps to protect yourself from falling.
- Move away from the bus quickly. Stay clear of the rear wheels. Never reach back through a window.

If your child is reported for breaking any of the bus rules, you will receive a phone call and / or warning letter of concern from the school. If the behavior persists after one warning regarding inappropriate behavior on the bus, a student may be suspended from riding the bus for a period of time. Students suspended from the bus are not suspended from school and are still required to attend school.

---

### **SCHOOL BUS DISMISSAL PROCEDURE**

1. Enter the auditorium after a PS 452 staff member opens the door and sit in your designated bus section
  - a. Right back side – 9507
  - b. Left back side – 9206
  - c. Middle Center Back – 9503
  - d. Left front side – 9508

2. Sit quietly in the auditorium in a seat, remain in your section, and listen to hear your bus number called to line up for boarding.
  - a. Keep the aisles clear.
  - b. Ask an adult if you need to leave the auditorium for water or bathroom so you will not miss hearing your bus number called to line up for boarding.
  - c. No sitting in the lobby, unless directed by a PS 452 staff member.
3. Follow bus boarding rules above and always stay seated on the bus with your seat belt fastened.

Failure to comply with the above school bus dismissal rules will require students to sit in the main office during dismissal. School is still in session during bus dismissal and children are expected to behave appropriately for their safety and others. Thank you for your cooperation.

---

### **PARENT/GUARDIAN ACKNOWLEDGEMENT AND CONSENT & STUDENT ACKNOWLEDGEMENT**

Please complete, sign, and return this section to the school office by 09/09/19. Students will not be allowed to ride the bus if this consent is not on file by the above date.

Student Name	
Bus Route #	
Bus Stop (e.g. WEA/73)	
Student Address	
Student NYC ID#	

I hereby acknowledge and understand the school bus dismissal policy that my child will be allowed to exit the bus whether or not an adult is present to meet him/her.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I have read and or had the rules read to me. I fully understand them and will comply.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Return to Sharon Lustig in the main office G15 or via email at [slustig3@schools.nyc.gov](mailto:slustig3@schools.nyc.gov).