



Department of Transportation

Dear Parents and Guardians:

Thank you for entrusting us with the privilege to transport your student(s) to and from school this year. Safety has, and will continue to be, our top priority and will guide all decisions we make. We closely follow all federal, state and local laws and regulations regarding pupil transportation. In an effort to make the ride to and from school as safe as possible, we are soliciting your support. Please take a few moments to review the following rules that govern school bus and bus stop conduct with your child.

- Students are to abide by the “Student Code of Conduct” at all times while on the school bus and at the bus stop. A school bus driver will report any serious incident of misconduct to the school principal. In the event that a student is suspended from the bus, the suspension shall extend to all Transportation Department services including those for activity and field trips.
- Following CDC and VDH guidelines to combat COVID 19 we continue to:
 - Require students to wear a face covering while loading, riding and unloading the school bus.
 - Require drivers and attendants to wear face coverings at all times when students are on the bus.
 - Require all students to use hand sanitizer upon entering the bus.
 - Limit students to one pick-up location in the morning and one drop-off location in the afternoon as long as contact tracing is required by guidelines. (No alternate bus assignments).
 - Open windows and roof hatches to facilitate air flow.
 - Clean and sanitize seats and high touch areas after every route. Disinfect buses at least once a week, following a disinfection schedule.
- In the morning, students are to report to their bus stop and be ready to board the bus at least five minutes prior to the scheduled time of arrival. Students must be at the bus stop when the bus arrives to assure safe and timely loading.
- In the afternoon, students are to ride their assigned bus and to exit at their assigned bus stop.
- To comply with Stafford County Social Services guidelines, SCPS requires that kindergarten and first grade students must be released to an adult or older sibling when getting off the bus. If no adult or older sibling is present, students will be brought back to their school for a parent to pick up.
- Students are to remain in their seats at all times. Students are to sit facing forward with their feet on the floor. Students are not to put any part of their body out of the window, speak out of the window, or to throw any object out of the window. Large backpacks are to be taken off and placed on the floor between the legs of the student.

- When loading or unloading from the bus, students should exercise extreme caution and be alert to traffic conditions. When boarding, students are to wait until the bus is completely stopped and the mechanical crossing gate is fully extended before moving toward the bus. Students who must cross the road are to do so approximately 15 feet in front of the bus in full view of the driver. When unloading, students are not to stand up until the bus comes to a complete stop. In both situations, students should wait for the driver to signal when it is safe to cross in front of the bus.
- Students are not to distract the bus driver and may not speak to the driver while the bus is in motion unless essential to safety.
- Any items which are not permitted in school are not permitted on the bus. Certain large objects such as large musical instruments, science projects and athletic gear will only be allowed on the bus if the item can fit safely on the student's lap, between the student's legs, or does not take up a seat. The student must control the item and it must not create a safety hazard or stick out into the aisle.
- The use of a cellular phone or any electronic device on the school bus may be prohibited at the discretion of the bus driver. The device must not be visible to others, be heard by others, or otherwise disrupt the safe operation of the bus in any way. No photos or videos are to be taken or shown on the bus at any time.
- Consumption of any food item or beverage is prohibited while riding the bus. During hot weather conditions, the consumption of water (without additives) may be permitted.
- The student, parent and/or legal guardian shall be financially responsible for any and all damage, which is attributable to a student's careless or malicious acts, done to the bus.
- Students, parents and guardians can track the location of the assigned bus using the "My Stop" app. Please see our department's website for instructions or call Transportation Services.
- Under no circumstance may any parent, guardian, or unauthorized person board the bus.

Should you experience any problems or concerns with the level of service, please call Transportation Services at (540) 373-6095 or send an email to transportation@staffordschools.net.

We are looking forward to a safe and successful school year!

Sincerely,
 Keba Baldwin
 Executive Director of Transportation