

REGULATION: EDG

DRIVERS (Norwich)

1. Maintain your schedule. If for some reason you are running late, notify the Superintendent's Office (643-6050) stating how long the delay and reason.
2. The first driver back in the morning or afternoon will report to the Superintendent's Office and be prepared to be of assistance to any route which has experienced trouble.
3. Any mechanical problems should be reported to the Superintendent's Office (643-6050) and RSD (298-5741) immediately.
4. Transport only eligible students.
5. If a student misbehaves, try to solve the problem with a conference. If the problem continues, notify the Business Administrator who will refer each case to the respective principal.
6. You as bus drivers are responsible for your bus at all times.
 - a. You determine if you drive it safely - with caution observing the speed zones.
 - b. You determine that all students are seated when the bus is in motion.
 - c. You determine that all pupils get on and off safely and cross safely in front of the bus when all traffic is stopped. Your bus is to be over to the right of the road as far as possible. Do not unload in the middle of the road.
 - d. You determine that the proper conduct is observed by all passengers.
 - e. You enforce the NO SMOKING rule on the school bus.
 - f. Time or other pressures should never make you careless in driving the bus or in controlling the pupils.
 - g. You should make sure the bus is in excellent operating condition. Always check the tires, brakes, all lights, and make sure the windows are clean.

7. Any student wishing to be let off the bus at a stop other than the school or his regular bus stop, must have written permission from his parent. The bus driver should turn this slip into the Business Administrator for filing.
8. Carry only school personnel - the insurance does not cover non-school personnel.
9. Report to the Business Administrator the registration number of cars that pass when pupils are getting on or off the bus.
10. Helpful suggestions are appreciated if they will aid in bettering our bus service.

EFFECTIVE: Norwich 1 December 1971