



# Van Procedures & Policies

The Van Procedures and Policies provides basic van rider rules and safety practices. Within the Van Procedures and Policies are guidelines that you and your child(ren) need to know in order to ensure student behavior is appropriate for riding the vans.

Thank you for doing your part in helping us keep all our Rhoades School students safe while utilizing our van transportation services.

---

### **Loading:**

Van Riders must wait to approach the van until it has come to a complete stop and the loading door opens. Students are to walk in a single file line to the van and board in an orderly fashion. The driver will take attendance using face to name recognition as each student boards the van. After all students have boarded, the door will be closed, and the driver will walk through the van checking each student's seat belt for proper use. Once all riders are properly seated and secured, the driver will depart.

### **Unloading:**

All students will get checked off by the driver as they individually exit the van using face to name recognition. Once all students have exited the van, the driver will close the door and walk through the entire van to make sure that there are no students remaining in the van. The driver will gather articles that may have been left behind. Lost articles will be placed in the Lost and Found the following school day for retrieval if they are not claimed by the student.

### **Other Procedures & Policies**

**Authority of Van Driver:** All Van Riders are under the direct authorization of the van driver. When a driver has discipline issues on the van, the driver may move the student to an assigned seat to remove them from the problem.

**Student Conduct Violations:** (See Van Rules below) Students who repeatedly violate Van Rules will be subject to discipline by administration with the possibility of losing van riding privileges.

### **Van Rules**

1. Students must always conduct themselves in a respectful manner when using Rhoades school van transportation, including queuing for loading and unloading. All school rules and behavior expectations outlined in the Family Handbook apply to students when using van transportation services.
2. Students must follow all instructions given by the van driver.
3. Students must be on time for the van.
4. Students must enter and depart from the van in a single file and orderly manner.
5. Students must be courteous to others.
6. Disruptive behavior is not acceptable behavior while loading, unloading or riding the van.
7. Students must not change seats after boarding the van.
8. The aisle must be kept clear for easy exit.
9. Students must not bring animals or insects (live or dead) on the van.

10. Student must not open an emergency door unless told directly by an adult to do so or in an emergency situation.
11. Electronics (music players, cell phones, video games, tablets/computer) are not allowed to be used on the van.
12. Students must walk with caution when approaching the van.
13. No food or drink (other than water in a non-glass, closable water bottle) is to be consumed while on board the vans.
14. Students will refrain from wearing a backpack on the van as it creates a safety concern.
15. Students must not cross any road to board or leave the van, unless accompanied by a parent and crossing at the crosswalk.
16. Backpacks and bags are to be stowed under the seat.
17. Students must always remain seated with their seat belt fastened while the van is in route.
18. Students must collect all personal items and trash prior to exiting the van.