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Dear Parents/Guardians,

In preparation for inclement weather, the Transportation Department has been working diligently to ensure that roads that may be affected by inclement weather have an assigned alternate bus stop. The alternate bus stops will allow our buses to safely operate on main roads in the event of extended school closures when road conditions prevent our school buses from stopping at regular stops. **In the event that we activate our alternative routes, our community will be notified.** Please help us ensure your **student's safety** by following these important procedures:

1. Arrive at the bus stop **10 minutes** before the bus is scheduled to arrive.
2. Wait quietly and as far away from the road as possible.
3. Do not approach the bus until it comes to a complete stop. If you must cross look both ways and wait for the driver's signal to board the bus.
4. Students should use the handrail when entering and exiting the bus.
5. Students should move directly to a seat, sit facing the front, and hold belongings in their lap. Students will remain seated when the bus is in motion.
6. Students should keep the aisle clear. No student shall at any time extend his/her head, hands, arms, or throw any objects out of the windows of the bus.
7. Students will speak quietly and talk to the driver only in emergencies.
8. Use emergency doors and windows only in emergencies or during official practices.
9. If you drop anything outside the bus, leave it. Get permission from your driver before picking it up.
10. The danger zone is the area on all sides of the bus where children are in the most danger of not being seen by the driver (ten feet in front of the bus where the driver may be too high to see a child, ten feet on either side of the bus, where a child may be in the driver's blind spot, and the area behind the school bus).
11. **Accompany young children to and from the bus stop. An adult must be present at the bus stop in order for children in grades Prek-3rd to be discharged from the bus or the child will be returned to school.**
12. **Have a plan for emergencies, missing the bus, delayed opening, or early closing.**

Should you have any questions, concerns, or suggestions, please feel free to contact us at 804-556-5361.