



NHCS TRANSPORTATION SERVICE

Vehicle Rider Rules and Expectations

[After reading this document, click here to sign the School Transportation Service Contract](#)

STUDENTS – RULES & EXPECTATIONS

The transportation service provided for NHCS students is an extension of the school, in that, all school rules, boundaries, expectations, and consequences apply while students are being transported to and from school.

In the Morning:

1. Be waiting at the designated stop at least 5 minutes before the vehicle is scheduled to arrive.
2. If in a group of waiting students, maintain appropriate boundaries and behavior and avoid horseplay.
3. Only get on and off the transportation at your stop.
4. Attendance will be taken.

On the Vehicle:

1. Go directly to an available seat, or assigned seat.
2. Remain seated during the ride, wear your seat belt, and face forward.
3. Keep hands, heads, arms, and legs inside the vehicle.
4. Items that you bring with you onto the bus must always be in your possession.
 - a. Never throw or pass around any object(s).
 - b. All food or drink must be kept in the student's backpack.
5. Students may not exchange, trade, or borrow items. All students will be responsible for their personal belongings.
6. Cell phones may be used by the owner of the phone but audio must be turned off or run through personal earbuds. No pictures or video may be taken. NHCS is not responsible for any breakage or damage to any electronic equipment.
7. Respect everyone's (driver and students) personal space, and their right to a peaceful ride to and from school.
8. Interact positively with peers; use appropriate voice tone, volume, and language.
9. The following are strictly forbidden:
 - a. Weapons of any kind are not allowed
 - b. Hazardous materials or nuisance items (laser lights, toys or items that make sounds, etc.)
 - c. Tobacco products, drugs, alcohol, or any other controlled or illegal substance
 - d. Medications of any kind
 - e. Vandalism of the vehicle or anyone's property
10. Emergency exit equipment is provided for an emergency. Students should not use unless instructed to do so.
11. K-12 students are required to wear masks indoors (including transportation), with exemptions per CDPH face mask guidance.

DISCIPLINE POLICY

Any student who does not follow the identified rules will be subject to the disciplinary procedures as outlined in the NHCS Student/Parent Handbook 2021-2022. The following actions will be taken prior to demerits given:

1. The driver will speak with the student about the inappropriate behavior.
2. The driver will instruct the student to sit quietly throughout the ride.
3. The driver may assign the student to a specific seat or may restrict the student from sitting in a specific area of the vehicle.

4. The driver will speak with an NHCS administrator about inappropriate behavior and interventions that are being attempted.
5. Parents will be called regarding student behavior and, if inappropriate behaviors persist, the student's ability to use the NHCS transportation service will be withdrawn.

DRIVERS - RESPONSIBILITIES & EXPECTATIONS

1. A vehicle checklist must be completed before leaving for all routes (to be done by the driver or another North Hills staff member).
2. Drivers are to leave at the scheduled departure time.
3. Students cannot be left unattended in the vehicle at any time, for any reason - there must always be a supervising adult present.
4. Drivers will not text or talk on their cell phone when driving NHCS students to and from school.
5. Drivers will not allow students to eat or drink on the vehicle.
6. If students are acting out in an aggressive or unsafe manner (verbally or physically), the driver will pull the vehicle over, where appropriate and safe, until students once again act in a safe, responsible manner.
7. If the unsafe behavior continues, the driver will contact NHCS and 911 for police assistance, if needed.
8. Drivers will immediately (verbally) report all misbehavior to NHCS staff when s/he arrives at NHCS, and will follow-up by writing a formal transportation service report to be emailed to an administrator within 24 hours of the incident.
9. Drivers will not "hold" any personal property of any kind of the students. Any property left on the vehicle will be taken to the office and held in Lost and Found.
10. Adults in K-12 school settings are required to mask when sharing indoor spaces (including transportation) with students.

Before School Procedure:

1. NHCS drivers will drop students off at the middle/high school covered tables near the D building. Middle/high school students will wait for school to begin. Elementary students will proceed to Extended Care if arrival is before 8:00 a.m.
2. Prior to dropping students off, drivers must ensure an NHCS staff member is present to monitor students.

After School Procedure:

1. The vehicle will be parked at a designated location for students to load.
2. Only students who are enrolled in the transportation service are allowed on the vehicle.
3. Drivers will depart at 3:30 p.m.