



ROBERT F. MUNROE DAY SCHOOL WELCOMES YOU...

We would like to take this opportunity to welcome back our returning students and to extend a welcome to new students by offering some helpful information to ensure a safe and happy busing experience.

Here at the Transportation Department, we have been steadfastly preparing all summer long for an efficient and enjoyable beginning to your child's school year. This notice serves to aid you, as a parent, in understanding your responsibilities in contributing to the safety and success of your child's transportation.

A FEW REQUESTS...

1. All pick-up and drop-off times are approximate; your child should be ready 10 minutes prior to scheduled pick-up time. Please be flexible, times may vary due to traffic, weather, and road conditions.
2. Please make sure that a responsible adult is there to receive the child at least 15 minutes prior to scheduled drop off time. If no one is present, the driver will continue his or her route. Every effort will be made to contact you to let you know of this event. If no contact has been made the student will be transported back to school.
3. Students are only permitted to ride on their assigned bus.
4. Ensure students have an approved transportation request. The transportation request must be complete and on file before a student can be transported.
5. Please remember that Robert F. Munroe is only authorized to pick up and drop off students at their assigned bus stop location.
6. Please make proper arrangements for your child when there is an emergency closing.
7. For safety and security purposes, no parent or unauthorized person(s) is allowed on any buses/vans. If you have a concern with another student or with the driver, please contact the Transportation Director immediately.
8. If anyone other than the parent/guardian will be at the bus stop to receive your child, a letter must be written and signed with specific contact information. Prior to approval, the letter needs to be sent to the Transportation Director.



ROBERT F. MUNROE
DAY SCHOOL
Established 1970

BUS SAFETY

Safety on the school bus is a combined effort between the driver, pupil, the parent, and the school. Our school bus drivers are entitled to the respect and courtesy due all school personnel. The bus driver has complete charge of the children while they are entering, riding on, and departing the bus. Please instruct your child that he/she is expected to conduct himself/herself so as not to distract the driver from the roadway. If a behavior problem occurs, the driver will report the incident to the Dean of Discipline and Transportation Director.

Please review the list of safety precautions with your child...

1. Be on time and stand off the roadway while waiting for the bus.
2. When crossing the roadway, be sure that the road is clear of traffic in both directions. When needing to cross the road, follow the driver's instructions and never cross behind the bus.
3. Wear a properly adjusted and fastened safety belt at all times when the bus is in operation.
4. Always remain in the seat while the bus is in motion.
5. Use ordinary quiet conversation and classroom conduct.
6. Be respectful to the driver. Do not talk to or distract the driver while the bus is in operation.
7. Refrain from foul language, racial slurs, or making obscene gestures.
8. Keep hands, feet, arms, head, and objects to yourself and inside windows at all times.
9. Do not throw wastepaper or other rubbish on the floor or otherwise litter, mark, deface, or damage any part of the bus.
10. Do not throw anything from the bus. Nothing may be thrown into, within, out of, or at the bus.
11. Do not tamper with or exit from the bus emergency exit doors or windows. Do not use it for ordinary boarding and alighting.
12. Do not stand or sit in the service doorstep well.
13. Do not sit or climb on top of seat backs or stand in bus seats.
14. Take backpack off before entering the bus, and while on the bus keep it off. Students will put their backpack on their lap.
15. Remain quiet approaching and during a railroad crossing procedure.
16. Students will ride their assigned bus and get on and off at their assigned bus stop. Exceptions must be pre approved and signed by the Head of Schools.
17. Electronic devices, such as I-Pods, MP3 players, PCDs, tablets, etc., may be used on the bus/van at the discretion of the bus/van driver, if used with headphones. Cell phone cameras and other cameras are not to be used on the bus. A student will not use a cell phone or electronic device to make a video or audio recording while on the school bus.

As always if there are any questions or concerns with regards to transportation, do not hesitate to contact Terrence Brown, Director of Transportation at 850-856-5500 or email terrence.brown@rfmunroe.org.

WE WISH YOU A SAFE & REWARDING SCHOOL YEAR