



**Transportation
Services
Center**

5565 S. Crocker Street, Littleton, CO 80120 Phone (303)347-4775 Fax (303) 347-4789

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Dear School Bus Rider,

The Transportation Department welcomes you to your school bus. We want you to have a pleasant ride that will get you to and from school safely. You can partner with us to help make it happen. Please review the following safety tips.

At the bus stop:

- To wait for the bus, you should be back from the edge of the roadway on the sidewalk while waiting. Form a single line to board the bus. Students should conduct themselves in a safe manner while waiting. **Stay off the roadway.**
- Arrive at the stop about 5 minutes prior to the scheduled bus stop time.
- The published times are the approximate times buses **depart** the stop.
- Respect the property where the bus stop is located. Don't climb on walls, fences or trees. Throwing things at each other and running between parked cars is dangerous.

Safe behavior on the bus:

- Stay seated. Students are not allowed to leave their seat while the bus is moving.
- Keep your hands, feet, body and objects to yourself, and inside the bus.
- No swearing, rude gestures or cruel teasing. Students are expected to be courteous to the other students and to the driver. Disorderly conduct can be a reason for the driver to report the behavior.
- Talk in a classroom voice.
- Follow the driver's directions.
- Stay out of The Danger Zone. Never cross the street behind the bus. Let the driver know if you must cross the street.
- If you drop something in front or under the bus, **don't pick it up. The driver can't see you.** Let the driver know immediately. Keep away from the tires.
- The driver will not discharge students at other locations than the scheduled stop unless proper authorization from the parents has been given.
- The following items are not allowed on buses: skateboards, rollerblades, glass bottles or jars, chemicals, flammable liquids, objects with sharp or dangerous edges, oversized objects that can't be secured, or any other items that may be hazardous to the safety and well being of passengers.
- If something is wrong or you're lost, let the driver know immediately and we'll help you get home or back to school.
- If items are found on the school bus, drivers will hold it on the bus for one week. After that time the item will be turned into Transportation's lost and found box. Items not claimed by the end of the semester are donated to charity.

Parents Emergency Procedure / Missing Child:

- If, in the afternoon, your child is not on the bus when it arrives, give the driver your child's name.
- Call your child's school.
- Call the transportation office at (303) 347-4775.
- If it's after 5:00 PM and your child is missing please call our District's Security department at (303) 347-3420.
- Emergency evacuation drills are conducted twice each school year.

Thank you for sharing this information. We appreciate your help and cooperation. If you have any questions, please call our Transportation Office at (303) 347-4775.

Sincerely,

Kanoe Cockett

Director of Transportation
Littleton Public Schools