

# FWES Bus Rider Procedures

## Bus Assignments

- Bus routes and schedules are established at the central transportation office and then distributed to the individual schools: <https://www.wcpss.net/Page/174> Only students assigned to a bus route may be transported via school bus. Students are assigned based on the address used to register for school. Register for bus transportation for 2018-19 here: <https://www.wcpss.net/Page/35012>.
- Any request for a bus stop change must be submitted in writing to central transportation office using their on-line Transportation Service Request Form through <https://www.wcpss.net/Page/179>. Requests for changes to transportation will be reviewed *after September 26, 2018*. Bus drivers and school personnel cannot change a stop or route without authorization from central transportation.
- Address changes and students newly enrolled in school require new registration for bus routes and may cause a delay in a student being able to ride a bus. The WCPSS transportation office will process these requests as quickly as possible.
- Questions in reference to school bus service, routes, and stop assignments should be referred to the WCPSS Transportation Customer Services at 919-805-3030 or by visiting <http://www.wcpss.net/Page/43>.



## AM Transportation Process

- Bus Stop
  - Bus Stops Students should be at their assigned bus stop 7-10 minutes before anticipated bus arrival. Students and parents should be familiar with the bus route number identified in the bus assignment. The number on the school bus number *is not the same as the bus route* as actual buses assigned to routes are subject to change from day to day.
  - Parents are encouraged to also be present at the bus stop to monitor students for safety, but do know parents are prohibited from boarding WCPSS school buses.
  - The WCPSS Code of Conduct is the expectation at WCPSS bus stop locations.
- Boarding and Riding to School:
  - Students should wait for directions and signal from the driver before boarding bus.
  - Students are expected to sit in assigned seats on the school bus. Students should stay seated during the duration of the bus ride and follow all bus safety rules. When bus arrives to school, students will remain seated until directed to get off bus by driver. At the time the students exit the bus, they will have bus tags checked by FWES staff and then proceed up the pathway and enter the school through the cafeteria door. Students choosing to eat breakfast will stay in cafeteria while those who are not eating will proceed directly to their classrooms.

## PM Transportation Process

- Required bus tags on book bags:
  - Students are required to have bus tags each day for transportation home. Bus id tags let the driver and school staff know student bus and stop assignments. PM dismissal will post the bus boarding on the television monitor and students will arrange themselves in the hallway after bus is posted in order to check bus tags. Once this is completed, students will be directed to move to the bus loading area. Buses load in the bus loop area of our campus near the cafeteria and large playground. Students should board the bus in an orderly manner and listen for important directions from the bus driver. Students will unload bus following the directions of the bus driver at the assigned bus stop. In the afternoon, drivers will discharge pre-K, kindergarten, and first-grade students only when a responsible person is present to pick them up. If no one is present, the K/1st grade child will be returned to the school or district office for pick up by the parent. Drop off times can vary, please be at your child's stop early to avoid extending your child's day by having them brought back to school or district office for parent pick up.
  - To plan pm arrival times, FWES families may choose to follow bus departure times on Twitter @fwesbusfeed (also posted on school website) or use the App Here Comes the Bus (see below).

# FWES Bus Rider Procedures

## Safety Tips from WCPSS Transportation

- You and your children should memorize their bus run numbers and stops. You will need these in the event of an emergency.
- Be present at your child's bus stop to ensure your child arrives and departs safely.
- If children need to cross the street to board the bus, teach them to wait until the bus stop arm is completely out, to look and listen to make sure all vehicles are stopped, and to cross in front of the bus

## Bus Safety Rules for Students

Students are required to follow the rules and regulations of riding a public school bus and are expected to **Go for the GOLD** at all times. The driver shall report to school administrators any misconduct on the bus or any violation of the driver's instructions by way of bus discipline form. Concerns regarding student conduct while riding buses servicing Farmington Woods IB/PYP students should be referred to school administrators at 919-460-3469. A principal may take action on any misconduct which occurs on a school bus or bus stop as if the violation had occurred on the school grounds. Students who cannot adhere to the student code of conduct are subject to discipline procedures, including having their bus riding privileges suspended or revoked. Students who have their bus privileges suspended/revoked are still responsible for regular school attendance and school work.

## WCPSS Bus Student Code of Conduct Expectations

- Enter the bus in an orderly and quiet manner.
- Sit in assigned seats without being reminded.
- Remain seated and facing front at all times.
- Keep hands, arms, heads or any other objects in the bus at all times.
- Sit with feet on the floor and book bag and hands in the lap.
- Abide by request of the driver and follow all school and county rules and regulations.
- Food and drink are not allowed on the bus at any time.
- Be respectful to the driver and other students at all times.

**All WCPSS students will comply with the Code of Student Conduct of the Wake County Public School System**

## Important Phone Numbers for School Transportation

Cary Transportation - School Buses	919-460-3517
Central Transportation Customer Service	919-805-3030

## Other Information

- Follow FWES Bus departure information on Twitter @fwesbusfeed (also linked to school's website)
- Access more information about transportation through [WCPSS Transportation Webpage](#)
- WCPSS Transportation provides bus rider families with a free bus tracking system called **Here Comes the Bus**. Get started with **Here Comes the Bus** at <https://herecomesthebus.com/getting-started/>. You will need the district code and your student's ID number to sign up. The WCPSS school code is 67500. For your smartphone or tablet, download the **Here Comes the Bus** app from the [App Store](#) or [Google Play](#).