



# Holiday Express Bus Transportation Manual

2026/2027 School Year

## WELCOME

Thank you for taking the time to read the Transportation Manual. The purpose of the manual is to give families and students the understanding of school bus safety and expectations when utilizing bus transportation. Holiday Express is dedicated to working closely with our drivers, schools, parents/guardians and students, as each plays an important role in helping our buses run safely. We look forward to providing safe, timely, efficient transportation every school year. If you have questions or concerns, please contact our office at 308-384-1800.

In order to run routes in a predictable and timely manner it is important that students be ready at their designated stop several minutes in advance of their scheduled load times. Parents must inform the bus office in advance if they want to allow their child to depart the bus at a location other than their designated stop. If a student misses their bus the bus will not be able to back track to pick them up.

When exiting the bus at the designated location, students must exit the bus and walk in front of the bus so the driver can see all passengers. Students must wait to walk in front of the bus until after the driver has signaled it is safe to do so. Parents are responsible for the supervision of their child until the student boards the bus and as soon as the child exits the bus.

Transportation to and from school is a privilege, and students will be expected to conduct themselves in a manner consistent with expected classroom behavior. Abuse of this privilege may result in loss of transportation to and from school. If you lose this privilege, you cannot ride a bus owned by Holiday Express until the suspension term has ended. This manual outlines expected behaviors and consequences for inappropriate behavior. Bus drivers will report all infractions to their Holiday Express appointed manager, who will administer the discipline consequences. Following a verbal warning, students will lose their riding privileges for designated periods of time. Parents will receive written communication of any loss of privileges through the Transportation Discipline Report.

### RESPONSIBILITY OF STUDENTS

Students play an important role in contributing to their safe, orderly bus rides and are responsible for complying with the following rules:

- 1.) Students **MUST** stay off the roadway at all times while waiting for the bus.
- 2.) Students **MUST** cross in front of the bus when crossing the road or highway. Cross at least 10 feet ahead of the bus when the driver signals it is safe to do so.
- 3.) Students **MUST** wait until the bus has come to a complete stop and the park brake engaged with the red loading/unloading lights flashing before attempting to load or unload the bus.
- 4.) Students will only be picked up/dropped off at their assigned stop. Unless their parent/guardian has let Holiday Express bus office know of an alternated address ahead of time. Messages passed from parents through students to the driver will **NOT** suffice.
- 5.) Load and Unload in an orderly manner. Avoid pushing or shoving others.

- 6.) Students are required to remain on the bus once they have boarded until they reach their designated stop.
- 7.) Treat all students and driver with respect.
- 8.) Keep hands, feet, and objects to self and inside the bus.
- 9.) No teasing, harassment, bullying, or fighting.
- 10.) Talk only with seat partner and in a quiet voice, using appropriate language. There must be absolute silence at a railroad crossing and other places of danger as specified by the driver.
- 11.) Remain seated and facing forward in designated seat.
- 12.) Cooperate with the driver.
- 13.) No food, drinks, or illegal substances on the bus.
- 14.) Keep the bus clean.
- 15.) Do NOT be destructive.
- 16.) Do not spray anything while on the bus.
- 17.) No animals or potentially dangerous objects such as glass, knives, lighters, etc. on the bus.

#### STUDENT CONSEQUENCES

The rules for riding the bus are listed above. The consequences for not following the rules are listed below. Major infractions of the rules may result in bypassing the first consequences and moving towards removal from the bus for the remainder of the school year.

First Consequence --- Warning by the driver and referral to the principal. (This will be the first and only warning.)

Second Consequence --- Loss of privilege to ride the bus for one week.

Third Consequence --- Loss of privilege to ride the bus for two weeks.

Fourth Consequence --- Loss of privilege to ride the bus for the remainder of school year.

#### RESPONSIBILITY OF PARENTS

Parents can contribute to the safe and efficient transportation of their children by reviewing and discussing the following recommendations with your child:

- 1.) Make sure your child is at their designated stop and ready to go at least 10 minutes prior to bus arrival time. Drivers are NOT required to wait for children more than 3 minutes as doing so will make the latter pick-ups late.
- 2.) Please notify the Holiday Express bus office 24 hours in advance when your child will not be riding the bus, if possible.
- 3.) Parents of Preschool students are required to walk their student to and from the bus.
- 4.) Preschool students will not be allowed to get off the bus without an adult to meet the child at the bus door.
- 5.) Students must stay off the roadway and private property while waiting for the bus.
- 6.) Students MUST cross in front of the bus, after being signaled by the driver, when crossing the road or highway.

- 7.) Students must wait until the bus has come to a complete stop with the park brake engaged and the red loading/unloading lights flashing before attempting to load or unload the bus.
- 8.) Parents will be responsible for any vandalism/damage done to a bus by their children and will be required to make restitution to Holiday Express Bus Company.
- 9.) In the unlikely event that a bus is involved in an accident or mechanical breakdown, all students must remain in their seats on the bus until the investigation has been completed. If needed, the driver will initiate the bus evacuation process. In the event of an accident students are to remain with the bus and are not to be released to parents until law enforcement officials have authorized the release of students.
- 10.) Students will only be dropped off at their designated stops unless parents have contacted Holiday Express office to inform them of a new drop off address.

#### RESPONSIBILITIES OF BUS DRIVERS

- 1.) Bus drivers shall meet all requirements of Holiday Express and be properly licensed and certified.
- 2.) Drivers will encourage good behavior.
- 3.) Drivers will be on the bus or at the bus door once students begin boarding.
- 4.) Drivers will maintain a time schedule and follow it as closely as traffic conditions, road conditions, weather conditions and safety conditions will permit.
- 5.) Drivers will submit behavior reports as soon as possible after the incident. Reports must be completed accurately and comments written in a manner that describes the incident without bias.
- 6.) Driver of a bus involved in an accident will follow the guidelines specified in the Holiday Express accident policy.
- 7.) Drivers will do a post trip inspection and walk the length of the bus at the end of each run and check for sleeping children and items left behind.
- 8.) Drivers will NOT eat or drink (except water) while operating the bus or use tobacco while on duty.
- 9.) Will use appropriate language and behaviors at all times while on duty.
- 10.) Drivers are not permitted to use cellphones while driving the bus.