



**Please review the information within this handbook with your child pertaining to the rules and expectations of riding a bus at Cedar Bluff Elementary School. Thank you. ☺**



**\*\*\* Please return ONLY if your child is a bus rider at CBES. Thank you! ☺**

I have read the **CBES Bus Rider Information Handbook**.

I understand that bus safety is a **shared responsibility**. I agree to make sure that I go over these rules periodically with my child that is a **bus rider** at CBES. I understand that if my child does not adhere to the rules and procedures of having the privilege to ride the bus that he or she may have **bus riding privileges suspended**. I will keep this handbook readily available for reference purposes. I will also periodically check CBES's website to review any updated bus information. Thank you, Mrs. Spikes. ☺

Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

Child's Name: 1. \_\_\_\_\_

Grade Level \_\_\_\_\_

Child's Name: 2. \_\_\_\_\_

Grade Level: \_\_\_\_\_

**Bus #**



**Please return this form to your child's teacher and they will return it to the front office of CBES. Thanks! ☺**



To The Parents Of Cedar Bluff Elementary School's Bus Riders,  
Please sit down with your child and read the rules and expectations for riding a bus at Cedar Bluff Elementary. **Please be mindful that by disobeying one of the below rules, your child will have a consequence.** KCS's outlined consequences will be used. It is indeed a privilege to ride the bus and I thank every parent and child for making sure that the bus rules are followed daily. Only together can we make a difference. We want to keep our students safe during their bus ride to and from school. The rules are as follows:

- Be courteous to the driver at ALL times.
  - Follow the bus driver's **first** request.
  - Keep your hands, feet, and all objects to yourself (**no fighting**).
  - Refrain from using loud, rude, abusive, or profane language.
  - Do not bully (Ex: Continuous, unwanted, threatening, and/or aggressive behavior).
  - Remain seated at ALL times.
  - Keep your hands, arms, and head inside the bus.
  - Never throw items inside or out of the bus windows.
  - Help keep the bus clean and free of litter.
  - If you end up getting an assigned seat, sit in it at ALL times.
1. **If you have a problem with the bus driver, bus routes, bus zones, problems at the bus stop, anything that didn't happen on the bus with a student, please contact the Transportation Department at: 594-1550.**
  2. **Important:** If there is a problem with **student behavior on the bus**, please advise your child to tell the bus driver first. If the bus driver doesn't resolve the issue, please tell your child to inform Mrs. Spikes in the front office. As a parent, you can also email me if there is a student behavior bus concern that is **ONGOING**.

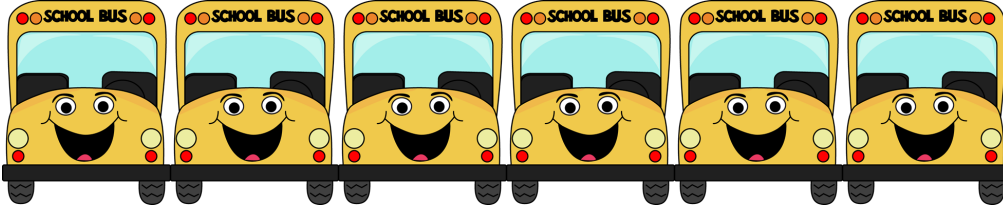
*Please remember: After students have first reported concerns to the bus driver, report any continuous student misconduct to the building level administrator (Mrs. Spikes). This information is also on our school's website under the tab: For Families and Bus Rules/Information.*

***Safety is a shared responsibility: Please help daily by doing your part! ☺***

Thank you,

Mrs. Spikes ☺





PLEASE READ!!!

## Important Bus Information For Cedar Bluff Parents:

- Student Bus Concerns:

If necessary, please call the CBES school office at 539-7721 **ONLY** if there is a **student behavior concern that actually happened on the bus** (Examples of student concerns: bullying on the bus, fighting on the bus, hitting, kicking, threatening language, etc.)

- Bus Robocall:

When you receive a robocall, please listen to the message in its entirety instead of calling the school's front office. The message should contain all the pertinent information that you need. Thank you. ☺

- Bus Transportation Concerns (**IMPORTANT: Please call the transportation department**):

As a parent, if you have a problem with your **child's bus driver**, **bus stop location**, **bus safety**, the **bus being late**, or the **bus not coming** at all, you should **contact the Transportation Department at 594-1550**. The lead supervisor is Jeff Graves. The director is Dr. Rick Grubb. You can also visit the transportation website for more information: <http://knoxschools.org/Page/2047>

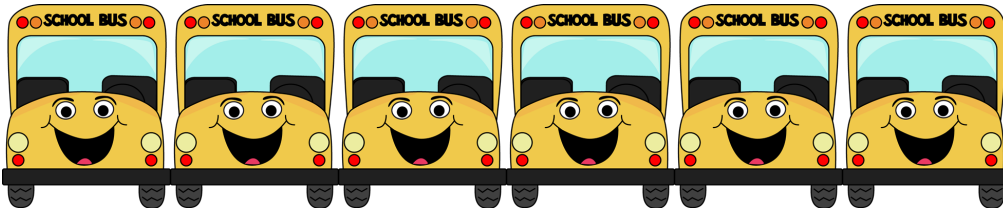
- Bus Stop Locator:

Please visit the following address to locate where your child's bus stop is by using your home address: <http://96.4.96.136/edulog/webquery/>

Here Comes My Child's Bus:

Knox County Schools has a web-based application that provides parents the opportunity to visually track the location of their child's regular in-zone assigned school bus. Please use this to see where your child's bus is located.

<https://herecomesthebus.com/Authenticate.aspx?ReturnUrl=%2f>





## Bus Accident Protocol For Cedar Bluff Elementary Parents:

☆ Please **do not** call CBES in the event of a bus accident. We need our phone lines open to do the below procedures. ☆ Thank you in advance for your understanding and patience! Only together can we truly make a difference. 😊

- A robocall will come from Knox County Schools (KCS) to inform you of what has happened.
- In case there's a **bus accident** that involves your child's bus, law enforcement "owns" the accident site. The school personnel are just there to support. The law enforcement will determine if and when the school can begin to release students to a parent or guardian that's in the emergency database for KCS. Parents, please be patient with this potentially long process because our upmost concern is the **safety of the students**. ☆ *Please make sure that you have a proper form of identification ready to present to school personnel for the release of your child.* Bring the completed bus handout. Thank you for your patience. 😊
- The **school** will call the parents of the students who are being transported to a local hospital and let the parent(s) know what facility. ☆☆☆This is our **FIRST** priority. ☆☆☆
- If students are **injured** or **require medical treatment**, parents **SHOULD** contact risk management with Knox County Schools (Call: **Adam Parsons- 594-1686**). Once again, you will know if your child required medical treatment because you will receive a phone call from school personnel.



Parents,

Please bring the below bus handout with you if your child is involved in a **BUS ACCIDENT** to assist with checking your child out with CBES staff. **Please make sure that the below information is COMPLETED.** Thanks! 😊

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Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student's Name(s) and Address:

\_\_\_\_\_

Parent's Name Picking Up Child:

\_\_\_\_\_

**Cedar Bluff Elementary Bus Accident Sign-out Sheet For Parents/Guardians**

**This form should be turned in to the KCS Transportation Department when you have a concern pertaining to the bus driver, bus stop, bus safety, bus route, etc.**

*This form is not used to request bus service.*

**KNOX COUNTY SCHOOLS  
Transportation Department  
SCHOOL BUS COMPLAINT**

*(Please use ball point pen or typewriter.)*

Bus Number \_\_\_\_\_ School \_\_\_\_\_

Contractor Name \_\_\_\_\_ Driver's Name \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ Location \_\_\_\_\_

Complaint Registered By:  school  parent  bus driver  other \_\_\_\_\_

Complainant \_\_\_\_\_ Phone \_\_\_\_\_

Complainant Address \_\_\_\_\_ Zip \_\_\_\_\_

Documentation: Tell who, what, when, where, give names, addresses, and anything that will best describe what happened.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report Taken/Made By \_\_\_\_\_ Date \_\_\_\_\_  
Signature

**DO NOT WRITE BELOW THIS LINE**

**FOR TRANSPORTATION DEPARTMENT & SCHOOL USE ONLY**  
*ACTION TAKEN*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature (Transportation Dept.)

**RETURN FORM TO SCHOOL OR TRANSPORTATION DEPARTMENT.**

A copy of this report will be sent to the bus contractor.

Knox County Schools  
Transportation Department  
P.O. Box 2188  
Knoxville, TN 37901-2188  
Fax: (865) 594-1554

Report ID \_\_\_\_\_