

## Getting you where you need to go!

DATE: August 12, 2015  
TO: Parents of Students Attending Burlington Public Schools  
FROM: Chittenden County Transportation Authority (CCTA)  
SUBJECT: Rules of Conduct When Travelling on CCTA

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CCTA is looking forward to providing transportation for your student(s) to and from school during the 2015-2016 school year. Our top priority is safety. To ensure the safe travel of all students, we are sharing the safety practices used by CCTA drivers when transporting passengers. Please review this information together with your student(s) to help CCTA ensure the safety of all who travel on our buses.

**Be safe:** Remain seated, facing forward and listen to the bus driver. Walk to the bus. Do not push and shove other students when approaching the bus. Please board in an orderly single file manner. Passengers are prohibited from throwing objects from the bus or sticking anything including body limbs out of the bus window.

**Be Respectful:** Keep hands, feet, and objects to self and follow directions. Do not shout or talk in a loud disturbing manner. Passengers are prohibited from playing musical devices on all CCTA buses, unless headsets with reasonable level of volume are being used. Pay the driver the .60 cent fare if you don't have an I.D. on the regular route.

**Be Responsible:** Keep belongings in your backpack and keep your backpack on your lap or under your seat.

### **If there is inappropriate conduct, the following steps will be taken:**

- Offense #1: Student will be verbally warned by driver. Parent/School official will be notified.
- Offense #2: Student will be suspended from riding CCTA Neighborhood Special Buses for 1 to 5 days based on severity. Parent/School official will be notified.
- Offense #3: Student will be suspended from riding CCTA Neighborhood Special Buses for one month of the school year. Parent/School official will be notified.
- Offense #4: Student will be suspended from riding CCTA Neighborhood Special Buses for the remainder of the school calendar year.

Appeal Process: Any appeals of proposed suspensions go through the Burlington School District including consultation with CCTA Operations Staff. Students determined to pose an imminent threat to other passengers will be suspended until the appeal process has been completed.

EXCEPTIONS - Fighting, rough housing, abusive language and violent behavior toward others is not allowed nor is use of tobacco, alcohol, or illegal drugs. Vandalism of CCTA property is prohibited. Any offense of these sorts may result in permanent suspension.

Thank you for helping CCTA serve our passengers safely. If you have questions about CCTA call (802) 864-2282 or visit CCTA at [www.cctaride.org](http://www.cctaride.org). Thank you for riding CCTA!

