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ELEMENTARY STUDENTS' SAFETY ON SCHOOL BUSES  
WHILE UTILIZING BACKPACKS  
PROCEDURE (SAF-P002)  
Milford Public School District

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**1.0 SCOPE:**

- 1.1 This procedure will outline the steps to be taken by all elementary students utilizing any school bus during school hours and/or school functions while carrying backpacks.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Building principal or designate

**3.0 APPROVAL AUTHORITY:**

- 3.1 Supervisor of Administrative Services

*Authorized Signature on File*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**4.0 DEFINITIONS:**

- 4.1 None

**5.0 PROCEDURE:**

- 5.1 While in the bus line, all students will stand with their backpacks on their chests in preparation for boarding.
- 5.2 Students will board the bus with their backpacks placed on their chests.
- 5.3 While seated with a backpack, the student will place his/her backpack on their laps.
- 5.4 In exiting the bus, in the concern of safety to the student, it may be discretionary for the student to exit the bus by carrying the backpack either over a shoulder or on the back; however they feel most comfortable weight-wise.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Letter to parents/guardians of Bus Safety Procedure/Backpacks

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A	N/A	N/A	N/A	N/A

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
06/19/2006	A	Initial Release

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