

Lakeside Custom Bus Program

HOW TO USE YOUR ORCA CARD, CARING FOR YOUR CARD AND EXPECTATIONS FOR RIDERS

For students new to public transportation, it can be valuable to take a trip on a Metro bus before the beginning of the school year to get a feel for the process.

HOW TO USE YOUR ORCA CARD

When you enter the custom bus, tap your card on the card reader next to the driver. The ORCA Card must be “tapped” on a card reader to show proof payment. Merely showing the ORCA Card on the bus does not constitute proof of payment. Failure to “tap” the ORCA card on a card reader may lead to your student receiving a citation. **Lakeside School is not responsible for this citation.**

CARING FOR YOUR CARD

Although seemingly sturdy, ORCA cards can be damaged. Each card contains a small antenna that communicates with the card reader; if the antenna is damaged, the card will not work.

Do not:

- Cut, scratch, or bend the card.
- Punch a hole in the card (thereby damaging the antenna).
- Write directly on the card.

Do:

- Use the plastic sleeve provided to keep the card safe.
- Attach the card and sleeve to a lanyard so it's easy to find (lanyards are provided for students new to the program).
- Attach a removable sticker to the back of the card and write your student's name on it.
- Keep the enclosed transportation contact card in useful places like wallets or on the refrigerator.

If you lose or damage your ORCA card: Contact the Lakeside business office immediately at 206-368-3610 for a replacement. Student accounts will be charged \$50 for each replacement pass.

If your card stops working: Let the bus driver know that you will be contacting the Lakeside business office for a free replacement. 206-368-3610

EXPECTATIONS FOR RIDERS

Riding a Lakeside Metro custom bus is an extension of the school day, and riders are expected to abide by the Lakeside School community expectations, behaving in ways that show integrity and consideration for others.

Anything that compromises the safety of students or the driver is unacceptable; such behavior may lead to the loss of bus privileges as well as other disciplinary action at school. Please review the following rules and guidelines prior to the first day of school. If you have any questions or concerns, please contact Middle School Assistant Director Robert Blackwell or Upper School Assistant Director Betty Benson.

Around the Bus

- Take extra care in the “danger zone,” which poses the greatest risk from moving vehicles. This zone is the area behind the bus and 10 feet in front and on both sides of the bus.
- Never walk behind the bus.

Before Boarding

- Arrive at the bus stop (not waiting in a car) at least five minutes before the bus is scheduled. Rushing across the street is a leading cause of accidents. Stand away from traffic and avoid distractions.
- As the bus approaches, line up away from the road. Wait until the bus comes to a full stop and the door opens before moving towards the door of the bus.
- Have your bus pass ready. **You must have your Lakeside issued Metro ORCA custom pass to board the bus.**
- Be careful with loose clothing like jacket drawstrings, backpack straps, and scarves, which can get caught on handrails or doors.

On the Bus

- Enter and exit the bus in an orderly manner.
- Remain on the bus for which you signed up. In case of an emergency, the school may need to locate you.
- Don't distract the driver: sit down facing forward, talk quietly, and treat the driver with respect.
- Don't stick anything out the window, including your hands, arms, or your head.
- Keep aisles clear in case of an emergency.
- Do not eat or drink on the bus.
- Do not engage in pushing, shoving, or fighting; those behaviors violate community expectations.
- Gather your belongings before the bus reaches your destination.

Exiting the Bus

- Wait for the bus to stop completely before you get up from your seat.
- Exit from the front door or closest available door.
- Before stepping off the bottom step, check for any cars passing on the right.
- Before crossing the street, take five giant steps away from the bus. Make eye contact with the bus driver before you cross in front of the bus.

Metro will coordinate emergency exit drills at each school's loading zone during the fall.