

Lakeside School 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 the card reader to show proof payment (just showing the ORCA Card to the driver isn't enough). Failure to tap the ORCA card on the card reader may lead to a student receiving a citation. **Lakeside School is not responsible for this citation.**

CARING FOR YOUR CARD

Although they seem 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.
- Write directly on the card.

Do:

- Use the plastic sleeve provided to keep the card safe.
- Attach a removable sticker to the back of the card and write the 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 business office immediately at 206.368.3610 or transportation@lakesideschool.org 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 and contact the office at 206-368-3610 or transportation@lakesideschool.org.

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 are respectful for others.

Anything that threatens 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 Associate Director Betty Benson.

lakesideschool.org/transportation

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 to arrive. 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.
- Ride the bus that you signed up for. 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 any body parts.
- Keep aisles clear in case of an emergency.
- Do not eat or drink on the bus.
- Do not push, shove, or fight; 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.

By accepting the ORCA Card, riders agree to adhere to Metro's Code of Conduct.

Everyone who rides transit must respect the rights of other customers. Metro has a Code of Conduct that governs behavior on transit, in transit centers, and transit property. The Code of Conduct is enforceable. Behaviors not consistent with Code of Conduct may be subject to penalties.

The complete Metro Transit Code of Conduct is available online at:

<http://kingcounty.gov/depts/transportation/metro/about/safety-security/code-of-conduct.aspx>