

School Bus Safety Rules and Disciplinary Procedures

BACKGROUND

In an effort to provide safe bus transportation and orderly behavior of students on buses, communication, cooperation and consistency between home, school and transportation operators are essential for the success of this partnership.

SAFETY AND BEHAVIOR RULES

All students are responsible for their conduct on the bus. It is the responsibility of parents/guardians and staff to encourage proper bus behavior by reviewing bus rules and explaining their importance. School administrators are responsible for following the designated procedure when there are infractions of the rules. The bus operators are responsible for transporting students safely to and from school and complying with the regulations for reporting misconduct occurring on their buses. It is necessary for students to observe the following rules:

A student will:

- be at the bus stop five (5) minutes before the designated pick up time and ready to board the bus with the least possible delay in order to keep the bus on schedule;
- not stand or play in the roadway while waiting for the bus;
- remain at least ten (10) feet from the bus when it stops to pick up and move toward the bus only when the door opens or as instructed by the driver;
- board the bus and take a seat as quickly as possible;
- student must have written permission from the parent/guardian and/or school administrators to take a different bus;
- not board or leave the bus at any stop other than his/her regular stop without written consent from the parent/guardian and/or school administrators;
- ride the bus all the way to school and all the way to his/her destination after school. A student will not be allowed to get a ride part way in either direction;
- not leave a bus transfer area by any means other than their appointed bus without parent/guardian and/or school administrators permission.

While riding the bus the student will:

- follow bus driver's directions;
- remain properly seated until the bus comes to his/her stop;
- not extend arms, legs, head, or any body part out the bus windows;
- not throw objects inside the bus or out the bus windows;
- keep aisles clear: a) personal items and all school related equipment will be secured by holding it on the owner's lap or between their feet at all times; b) skis, poles, bats, balls, and snowboards, and equipment with sharp edges need to be bagged appropriately; c) all equipment needs to be protected;
- not bring live animals on the bus;
- not bring skateboards on the bus;
- not use cell phones or cameras – these items will be kept in their backpacks;
- not disturb or distract the bus driver or the other passengers with a computer, dvd player, ipods, MP3 players, electronic games and hand held CD players;
- not tamper with bus equipment;
- not damage/destroy property;
- not be rude, disrespectful or annoying to the bus driver or the other passengers;
- not behave in a way as to risk the safety or well-being of self or others on the bus;
- keep hands, feet, and body to themselves.

PROHIBITED BEHAVIORS

The same behavior that is expected of students at school is expected of students while in transport. Any behavior which could cause harm to another, denote disrespect to another, and/or cause destruction to property will result in a mishavior referral.

Prohibited behaviors while boarding, riding or disembarking the bus include, but are not limited to, the following:

Improper Board/departing procedures	Profanity
Destruction of property	
Spitting/littering	
Failure to remain properly seated and securing personal articles	Eating/drinking/gum chewing/candy
Fighting/pushing/tripping	Tampering with bus equipment
Refusing to obey driver	Lighting matches/lighters, smoking
Throwing objects in or out of bus	Other behavior relating to safety, well-being and respect for others
Hanging out of window	Unnecessary noises
Rude/discourteous and/or annoying conduct	Refusal to sit in an assigned seat
Public display of affection (PDA)	Bullying and harassing behaviors

PROCESS FOR MISBEHAVIOR REFERRALS

Driver writes report and gives to transportation coordinator and/or principal and planning room supervisor (at the elementary level) or the transportation coordinator and principal/vice principal (at the middle and high school level)

Principal/vice principal/transportation coordinator/planning room supervisor (one or more):

- Investigates
- Talks with student(s) and appropriate staff
- Disciplines; and/or
- Parental/guardian contact
- Suspends

Referral form is signed by either the principal/vice principal/transportation coordinator or planning room supervisor indicating the following action(s):

- Verbal warning
- Written plan
- Assigned Seating(applies to all transporting buses for the duration of the consequence)
- Bus Cleaning
- Suspension (applies to all transporting buses for the duration of the consequence – no suspension will begin before parent/guardian is notified)
- Pay for damaged or destroyed property