

- the student. This can be done by telephone notification.
8. Parents / Guardians will receive a letter from the Director of Transportation when a # 2 report is issued or telephone notification may be given as well as circumstances dictate.
 9. The receipt of # 3 will usually result in a 3-day suspension of the bus riding privileges. The Director of Transportation will assure that the parent / guardian is contacted. Schools will be notified of all bus riding suspensions.
 10. The receipt of # 4 will usually result in a 5-day suspension of bus riding privileges. The Director of Transportation will assure that the parent / guardian is contacted. Parent / guardian may be called in for a conference.
 11. The receipt of # 5 will usually result in a 7-day suspension of bus riding privileges. Building administrators will be contacted and in-school disciplinary alternatives discussed. Alternatives may be combined with riding suspension. The Director of Transportation will assure that the parent / guardian is contacted. Parent / guardian may be called in for a conference.
 12. The receipt of # 6 and subsequent reports will usually result in a 10-day suspension from bus riding privileges. Alternative in-school discipline actions will be discussed with building administrators. The Director of Transportation will assure that the parent / guardian is contacted. Parent / guardian may be called in for a conference.
 13. In cases of very serious and / or chronic misconduct on buses, the Director of Transportation, through the Superintendent of Schools, can petition the School Board to permanently bar students from riding.
 14. Incidents of misconduct which involve fighting, use of tobacco products, drugs, alcohol, striking / physical or verbal abuse of a driver, complete disregard of a driver's directions, possession of restricted materials, or other serious breaches of misconduct will result in an immediate suspension of riding privileges for a minimum of 3 – 10 days. Discipline procedures can be implemented in conjunction with school building guidelines. It should be known that serious circumstances associated with the above mentioned infractions may result in long term suspension of riding the bus.
 15. Parents and students are responsible for the costs of repairs for damaged bus property caused as a result of vandalism or destruction of property by the student.
 16. Students committing serious infractions of the bus rules on the last day of school may have riding privileges suspended 3 to 10 days and student / parent conferences at the beginning of the upcoming school year.
 17. Buses may be equipped with video monitors to assist with behavior and safety concerns. Buses so equipped will post a notice visible to all passengers.



SCHOOL TRANSPORTATION

PASSENGER RULES & PROCEDURES



DEAR PARENTS:

Please discuss these bus passenger rules and procedures with your child, asking him/her to appreciate the need for cooperation toward accomplishing SAFE and EFFICIENT school transportation.

Please feel free to call the Transportation Office (986-2400) for any questions concerning the transportation program.

Office Hours: 6:00 a.m. to 5:00 p.m.

Director of Transportation

Superintendent of School

At the Bus Stop

1. Students may be required to walk a short distance to the bus stop. (Usually a few blocks in the city or up to half of a mile in rural areas, depending on turnaround access.)
2. Students must be waiting at the bus stop, ready to board the bus five (5) minutes prior to bus stop time. Bus route schedules should be consistent, within several minutes, except, of course, for the first week or so of school until routes are established or possibly in the case of a substitute driver, unforeseen traffic delays or severe weather conditions.
3. "Honk" service is not provided at the bus stop.
4. While waiting at the bus stop, students must stand a safe distance from the road, at least ten (10) feet.
5. Students must approach the bus only after it is stopped and the door is open.
6. Students wait for driver's signal before crossing in front of the bus to board or depart. Students must never cross behind the bus.
7. Students must board the bus at the assigned stop, unless written permission is given by the parent, approved by school administration and presented to the driver when boarding. Students may be permitted to ride a different bus with written permission by the parent, approved by the school and presented to the driver when boarding.

On the Bus

1. Students transported by bus shall be under the authority of and responsible directly to the school bus driver. Student misconduct on a school bus can endanger the safety and the lives of the students, driver and general public. The driver shall report such incidents to the Director of Transportation or other appropriate school authorities by issuing a conduct report to the student.
2. Student behavior may be subject to review from the school bus surveillance video only by the school bus driver and school district administrators.
3. Musical instruments and large items that cannot be handled or held safely by the student shall not be allowed on the bus.
4. Eating or drinking is not allowed on the bus.
5. Inappropriate use of cell phones by students may result in disciplinary action by the driver, the Director of Transportation or other appropriate school authorities by issuing a conduct report to the student.
6. Electronic entertainment devices may be permitted as long as use by students does not cause a distraction to the driver or other passengers.
7. Restricted items on the school bus are, but not limited to:
 - a. Tobacco products, matches, lighters.
 - b. Animals.
 - c. Glass containers.
 - d. Balloons.
 - e. Skate boards, rollerblades, roller shoes.

- f. Knives, guns, other weapons, items that resemble a weapon.
 - g. Fireworks.
 - h. Laser Lights.
 - i. Alcohol, drugs.
 - j. Any items that may endanger the safety of the students on the bus or the driver.
8. Types of student misconduct:
 - a. Deliberate defiance or refusal to cooperate with driver.
 - b. Obscene and unacceptable language, gestures, remarks or literature.
 - c. Unusually loud talking or undue noise.
 - d. Throwing or shooting items or spitting.
 - e. Scuffling, fighting, bullying or teasing on the bus or at the bus stop.
 - f. Deliberate delay of the bus route.
 - g. Refusal to stay seated properly or moving from seat to seat on the school bus while it is in motion.
 - h. Extending any parts of the body, any objects or littering out the bus windows.
 - i. Tampering, vandalism or willful destruction of the school bus.

General Information

1. In case of a school bus accident, breakdown or emergency evacuation drill, students must be orderly and follow the driver's directions. Students will not be released from the bus to parents or guardians until authorized by law enforcement personnel or district administration.
2. A staff member may use reasonable physical force with a student without advance notice to the Director of Transportation if it is essential for self-defense, the preservation of order, the protection of other persons and/or the protection of school district property.

PROCEDURES FOR BUS CONDUCT REPORTS AND STUDENT DISCIPLINE

1. Drivers are responsible for monitoring behavior on the buses and for maintaining student control.
2. Drivers will maintain a behavior log wherein he/she will enter incidents of misconduct handled with warnings and / or positive behavior.
3. Drivers can exercise the option to issue a bus misconduct report for infractions of bus rules / regulation. Reports must be signed and returned to the driver to continue bus service.
4. The Director of Transportation will assure that all misconduct reports are reviewed.
5. Building administrators will enter all misconduct reports into the student school discipline record.
6. Case by case determinations will be made on parental notification upon the receipt of Misconduct Report # 1.
7. Building administrators will review all # 2 reports and notify the Transportation Office of particular details which reflect any situation involving special circumstances that should be considered in dealing with