

**I. Responsibilities and Scope:**

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student. Any misconduct by a student, which in the opinion of the bus driver or the Director of Transportation, is detrimental to the safe operation of the bus shall be sufficient cause for the Director of Transportation and/or principal to suspend the transportation privilege.

District responsibility for students extends to bus stop locations both prior to pick-up and after drop-off. As such, transportation rules extend to these locations and violations of rules occurring at bus stops will be investigated and responded to by either the principal or the Director of Transportation.

Students who ride district transportation will be provided a summary of the rules and expectations (Attachment A) at the start of each school year (or upon enrolling in the district). Both the student and parent/guardian will sign and return the bottom of this form prior to September 30<sup>th</sup> (or within 30 days of enrollment) to signify they have read and understand the rules and expectations.

**II. Rules of Conduct for Students Riding District Transportation:**

- A. The general School Bus Rules of Conduct are outlined in "Attachment A".
- B. The district shall enforce and uphold all State and Federal regulations for students riding.
- C. Students shall ride only on their assigned bus to and from their regular stops unless written permission to do otherwise has been received by school officials.
- D. Students shall not have animals on buses, except a dog providing assistance to a disabled student.
- E. Students shall participate in emergency exit drills and follow emergency procedures as prescribed by the driver.
- F. Modifications to the regular rules for Athletic/Field Trips are outlined in "Attachment B".

**III. Inappropriate Behavioral Classifications**

Due to the subjectivity of behavior and discipline, the following definitions are intended to assist drivers in classifying inappropriate actions and responding with the appropriate level of discipline.

Minor Infractions: Self-Related actions that result in violations of transportation standards where repeated occurrence will result in the distraction of the driver. (ie. not sitting correctly in a seat, excessive noise, eating or drinking, etc.)

Notable Infractions: Single actions that adversely impact other students, staff members, district property, the vehicle or the general public. (ie. not following driver direction, vandalism, pushing or shoving other students, etc.)

Significant Misconduct: Actions that compromise the safety of the vehicle, it's passengers or the driver. (ie. insubordination, changing seats in a moving vehicle, use of laser lights, open flames or burning, throwing anything within or out of the vehicle, etc.)

Exceptional Misconduct: Actions defined in Policy 3200 that may result in suspension from school as well as transportation. (ie. weapons, assault, harassment, drugs, etc.)

#### **IV. Disciplinary Procedures**

The bus driver, Director of Transportation and school principal are each responsible for portions of progressive discipline aimed at correcting inappropriate student behavior occurring on buses. The progression of discipline is as follows:

Verbal Counseling: Drivers constantly monitor the behavior of their passengers and as such regularly provide oral guidance and reminders of appropriate behavior and applicable rules. This counseling may be accompanied by additional on bus consequences such as temporary seat assignments. Where minor infractions are not corrected or notable infractions occur, the driver will follow up the verbal counseling with documentation on the student's informal transportation discipline record (Attachment C). The date, behavior and discipline shall be recorded.

Written Referral: Where a significant misconduct occurs or continued documented verbal counseling has not been affective; the driver may initiate a written referral (Attachment D). The student will be told that a written referral is being submitted to the Director of Transportation. Upon receipt of a written referral, the Director of Transportation will review the referral and informal transportation discipline record, contact the parent, provide applicable information on the behavior of concern and notify the parent that the next offense may result in a temporary suspension of bus privilege. The Director of Transportation will also notify the school principal of the written referral and ensure information on the written referral, the phone contact with the parent/guardian and the supporting prior disciplinary history are all recorded in the district's student record system (ie. In the SASSI bus discipline atom).

Suspension of Bus Privilege: After the parent/guardian has been notified of a first written referral and the possibility of bus suspension, any subsequent written referrals may result in the suspension of bus privilege. Once the Director of Transportation has investigated the referral and determined that suspension is warranted, the parent/guardian and the school principal will be notified that the suspension will start the next school day. The first suspension will typically be three (3) days, the second ten (10) days, the third thirty (30) days and the fourth ninety (90) days. These are guidelines and may be

adjusted based upon the severity of the behavior. The suspension of bus privilege may occur without prior parent notification for either extreme actions or when parents have been unresponsive to district attempts to discuss previous referrals.

Exceptional Misconduct: For exceptional misconduct, the driver will notify the dispatcher immediately of the offense. The dispatcher will notify the Director of Transportation and the building principal and coordinate the appropriate immediate response. Once the misconduct has been controlled and/or the student has been removed from the bus, the transportation department will support the principal in their investigation. The principal will be responsible for administering discipline for exceptions misconduct in accordance with policy # 3200.

Discipline of Students with Disabilities: All discipline of students with disabilities beyond verbal counseling will be performed in compliance with policy 3200. This requires decisions be made in conjunction with the school special education department and in compliance with the student's Individual Educational Plan.

Appeal Process: The student or parent of a student who has been suspended from receiving transportation entitlement may appeal the Director of Transportation's decision by submitting formal request to the Executive Director of Support Services. The suspension will be placed on hold until completion of the appeal process. The scope/involvement of the appeal process may vary based upon the evidence and circumstances. The Executive Director of Support Services shall render a decision after evaluating the issues and facts involved.

## *School Bus Rules and Conduct* (attachment A)

The Richland School District has enjoyed a long history of safe and efficient student transportation. As we attempt to continue this tradition in compliance with local, state and federal regulations, please be aware of the following key expectations for those using school district transportation:

### What can be transported inside of buses?

- State and Federal laws require the aisles and emergency exits remain clear, the driver's views remain unobstructed and that no loose items that may cause injury to passengers be allowed on buses. All carry on items must be enclosed in a soft bag, backpack or smooth cornered carry case that can fit between the rider's legs within the seat area.
- If there is any doubt as to the appropriateness of an item, contact the transportation department prior to attempting to board with the item.
- Students who attempt to board a bus with inappropriate items will be requested to leave the item behind or find other transportation.

### Please be on time at the designated pick-up location:

- All riders should be at their stop 5 minutes before the bus is scheduled to arrive.
- Riders should line up and stand away from the curb/traffic lane until the bus is ready to load.
- Buses are on a tight schedule and can not wait for late riders.
- Riders should only ride their assigned bus to and from their assigned stops.

### Please be respectful of others:

- The driver is ultimately responsible and as such is in charge of the bus. Please follow all driver (and other district staff supervision) directions.
- Riders will observe standard rules of classroom conduct while on buses.
- Talking is allowed at a level that is not distracting to the driver.
- Students are not permitted to use laser lights, flashlight mirrors or any other device on the bus that may interfere with the safe operation of the bus.
- Please keep the buses litter free.
- Acts of vandalism and/or intentional damage may result in discipline in addition to being charged the cost of repairs/cleaning.
- Eating is not allowed in district vehicles unless specifically authorized by the transportation department on a case-by-case basis. This is not only due to cleanliness but also the wide variety of allergies present across the district.

### Please act in a safe manner:

- Never get on or off a moving vehicle.
- Riders should go directly to their seat and remain seated whenever the bus is in motion.
- Windows may only be open with permission of the driver.
- Nothing should ever be extended out of the bus windows.
- When exiting the bus and crossing the street, always cross in front of the bus to take advantage of the bus traffic gate and lights for safe crossing.
- No open flames or burning is allowed on buses

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Please detach and return this portion to the Transportation Department or your bus driver.

I have read, understand and am willing to comply with the School Bus Rules of Conduct.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

## **Athletic/Field Trip**

### **Transportation Rule Revisions**

The unique nature of athletic trips and field trips mandates some special rules and procedures for the benefit of the participants, supervisions and the driver. Unless specified below, normal transportation rules shall apply and take precedence while in district vehicles.

**Supervision/Discipline:** The ultimate decision regarding bus conduct, cleanliness, stops, etc. rests, by law and district policy with the bus driver. However, the supervisor most familiar with the students should be the person who takes first responsibility for monitoring behavior of the team/class/group.

**Loading and Storage:** All items and individuals must remain within the compartment formed by the bus seats and shall not block aisle ways, emergency exits or the driver's view.

**Head Count:** Each time students reenter the bus for departure, the coach/supervisor shall perform a head count to ensure that all individuals are present.

**Movement on the Bus:** On long trips it is understood that there is a need for coaches to talk to various individuals. In such cases, it is important to move and be seated safely as quickly as possible. Standing up for any length of time on the bus while it is in motion is dangerous and drivers cannot allow it.

**Food/Eating:** Food may be allowed for trips outside the Tri-Cities when prior arrangement has been made. The schedule and process for eating and cleanup should be discussed between the driver and the coach/supervisor and communicated to the students at the start of the trip.

**Drinks:** Only drinks in rigid, well sealed, non-glass containers will be allowed on the bus.

**Clean-Up:** Coaches/Supervision should designate students to clean-up messes and loose litter on the bus. Students should ensure their area is clean prior to final departure from the bus.

**Reading lights:** Buses will always have the lights on at the back, but may need the lights off in the front and middle to reduce glare, particularly in rainy, snowy or icy weather. Students may use flashlights to do homework or read but should exercise extreme caution to ensure the light is not distracting to the driver.

**Cleats/Spikes:** Individuals are not allowed to wear, put on or remove shoes with spikes or cleats on the bus. Anyone who damages a bus with spikes/cleats will be charged a damage fee.

## Student Informal Transportation Discipline Record

Referral Dates: First: _____ - Parent Notification Second: _____ - 3 Day Suspension Third: _____ - 10 Day Suspension
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- Student's Name \_\_\_\_\_
- School \_\_\_\_\_
- Route # \_\_\_\_\_ Bus # \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_
- Driver \_\_\_\_\_

- \_\_\_\_\_ Minor Infraction; \_\_\_\_\_ Notable Infraction; \_\_\_\_\_ Significant Misconduct
  - Date/Time of Incident \_\_\_\_\_
  - Type of Misconduct: \_\_\_\_\_
  - Actions Taken: \_\_\_\_\_
  
- \_\_\_\_\_ Minor Infraction; \_\_\_\_\_ Notable Infraction; \_\_\_\_\_ Significant Misconduct
  - Date/Time of Incident \_\_\_\_\_
  - Type of Misconduct: \_\_\_\_\_
  - Actions Taken: \_\_\_\_\_
  
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  - Actions Taken: \_\_\_\_\_
  
- \_\_\_\_\_ Minor Infraction; \_\_\_\_\_ Notable Infraction; \_\_\_\_\_ Significant Misconduct
  - Date/Time of Incident \_\_\_\_\_
  - Type of Misconduct: \_\_\_\_\_
  - Actions Taken: \_\_\_\_\_

Driver's Additional General Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Transportation Written Referral

Referral Dates: First: _____ - Parent Notification Second: _____ - 3 Day Suspension Third: _____ - 10 Day Suspension	<ul style="list-style-type: none"><li>• Student's Name _____</li><li>• School _____</li><li>• Route # _____ Bus # _____ AM ___ PM _____</li><li>• Driver _____</li></ul>
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Date of Referral: \_\_\_\_\_

Reason for Referral (Attach Student Discipline Documentation):

- Significant Misconduct:
  - Date/Time of Incident \_\_\_\_\_
  - Type of Misconduct: \_\_\_\_\_
  - Actions Taken: \_\_\_\_\_
- Cumulative Notable/Minor Infractions:
  - Number of Documented Infractions: \_\_\_\_\_
  - Date/Time of Most Recent Infraction: \_\_\_\_\_
  - Type of Infraction: \_\_\_\_\_
  - Action Taken: \_\_\_\_\_

Driver's Description of Need for Referral: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director of Transportation: <ul style="list-style-type: none"><li><input type="checkbox"/> Parent Contact: Date: _____ Time: _____<ul style="list-style-type: none"><li>○ Name of Parent/Guardian Contacted: _____</li><li>○ Discipline Determined: _____</li></ul></li><li><input type="checkbox"/> Principal/School Notification Completed</li><li><input type="checkbox"/> Student Record Update Completed</li><li><input type="checkbox"/> Driver Notified of Discipline/Suspension</li></ul>
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