

***Transportation Rules of Conduct and Discipline***

A comprehensive school trip safety program shall address school walk routes, bus safety and route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around school campus and safety education and enforcement.

**STUDENT CONDUCT ON BUSES**

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus, shall be sufficient cause for the principal to suspend the transportation privilege.

**RULES OF CONDUCT FOR STUDENTS RIDING BUSES:**

1. Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If an aide is assigned to the bus by the district, he/she shall be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff member.
2. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
3. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
4. Student's assigned seats shall use only that seat unless permission to change is authorized by the driver.
5. Students shall observe rules of classroom conduct while riding on buses. Noise levels shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures.
6. Students shall not smoke or ignite lighters or matches on buses.
7. Students shall not eat on buses, except when specifically authorized and supervised by and accompanying teacher, coach or other staff member. Buses shall be kept clean.
8. Students shall not open bus windows without the driver's permission.
9. Students shall not extend any part of their body out of bus windows at any time.
10. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs etc. Books and personal belongings shall be kept out of aisles.

11. Students shall not have animals on buses, except a dog providing assistance to a disabled student.
12. Students shall not sit in the driver's seat or to the immediate right or left of the driver.
13. Students should be at their appointed bus stop and ready for pick-up five (5) minutes before scheduled time.
14. Students shall refrain from talking to the driver unless necessary.
15. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
16. Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrolman on duty. There shall be no pushing and shoving when boarding or leaving the bus.
17. Kindergarten, Preschool, Head Start and Life Skills students must have a parent or guardian receive them from the school bus everyday unless prior arrangements have been made through the Transportation office. If there is no parent or guardian at the assigned stop the student will be returned to their school of origin.
18. Students should wait for a signal from the driver before crossing the roadway. Students should never cross until the stop sign is out and the traffic is stopped. Students should cross the roadway about six feet in front of the bus. Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
19. Students shall stand at least 10 feet away from the roadway curb when any bus is approaching or leaving a stop.
20. Once off of the bus, students shall adhere to rules for pedestrians.
21. Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to the home after leaving the bus.
22. Students shall use lap belts on buses when available.
23. Students shall follow emergency exit drill procedures as prescribed by the driver.
24. Students shall not tamper with emergency doors or equipment.
25. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
26. Student misconduct shall constitute sufficient reason for suspending transportation privileges.

**STUDENT DISCIPLINE PROCEDURES**

1. A driver will pull the bus to the side of the road when students are:
  - A. Making excessive noise
  - B. Throwing objects
  - C. Diverting the driver's attention in any way
  - D. Fighting or other serious infractions

Situations 'A' through 'C' warrant a phone call from the driver to the home. The driver will also fill out a bus incident report and give it to the building principal. This report must include an outline of the incident, the action taken by the driver, and a recommendation for any further disciplinary action. A copy of a report concerning special education students shall be given to the principal for disposition. The principal upon receiving a bus discipline report shall investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. When investigating the incident, the primary concern must be with respect to the safe transportation of students. Corrective action, if necessary, should be consistent throughout the district as follows:

- A. **Warning:** When a student's misconduct is of a minor nature which does not jeopardize the safety or welfare of other students or the operation of the bus.
  - B. **Suspension:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.
  - C. **Expulsion:** When a student's misconduct is of such a nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).
2. Situation D; Fighting or any flagrant safety issue: the student will not be allowed to ride the bus for at least three (3) days or longer if the bus driver or administration feels it suitable. Parents will be contacted by the building administrator for this offense.
 

1st infraction= Verbal warning	2 <sup>nd</sup> infraction= Written notice/parent notified
3rd infraction= written notice	4 <sup>th</sup> infraction= Written notice/3 day suspension
5th infraction= 5 day suspension	6th infraction= suspension for school year
  3. A bus driver has the option of returning to the school if in his/her judgment the situation warrants such action.
  4. A student will not be allowed to ride the bus for any incident which endangers him / herself or others.
  5. Principals are responsible for correcting students whose abusive behavior results in a bus incident report or violation of the rules stated above. The principal shall provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers.
  6. The principal shall insure that students comply with the specified regulations. Principals must maintain open lines of communication among school officials, bus drivers and the transportation department.
  7. When waiting for a bus or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in formal complaints by citizens which may be forwarded to principals for possible corrective action.

8. 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 the student.
9. Abusive behavior on the part of a student riding a bus may result in a written report when in the opinion of the driver or bus supervisor there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or bus supervisor communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules which is repeated by the student after he/she has received previous oral warnings from the driver or bus supervisor. In order for drivers and bus supervisors to effectively maintain control on the buses, it is expected that action be exercised by principals when receiving such a report.
10. The action taken by the principal shall be annotated on the report and forwarded to the student's parent for signature. The transportation department shall be notified.
11. The student or parent of a student who has been suspended from receiving transportation entitlements may appeal the principal's decision by submitting a written statement to the superintendent. The superintendent shall render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the district's rules of conduct for students riding buses, the decision shall require board concurrence before implementation.

#### **GENERAL OPERATION REGULATIONS**

School bus drivers shall be familiar with general operations regulations found in: WAC 392-145-015 (Items 1-10) See board policy No. 6630 and board policy No. 6605

#### **SCHOOL BUS DRIVER RULES & REQUIREMENTS**

School bus drivers shall be familiar with all rules and requirements stated in: WAC 392-145-020 (Items 1 -11) WAC 392-145-025 (Items 1 -12) WAC 392-145-30 (Items 1-12) see board policy No. 6630.

#### **SCHOOL BUS DRIVER - REPORTING**

School bus drivers shall be familiar with all rules and regulations regarding reporting. WAC 180-20-135 (Items 1-3) WAC 180-20-140 (Items I, 2)

#### **SAFETY MEETINGS AND DRIVER TRAINING**

Safety meetings and driver training meetings will be conducted several times during each school year to  
· Update drivers on any new information and to discuss any pertinent information regarding safety issues.

**EMERGENCY / ACCIDENT PROCEDURES (WAC 392-145-035)**

Transportation supervisor shall review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook. A copy of the emergency procedures shall be located in each bus.

In the event of an accident or emergency, the driver shall make contact with the transportation supervisor who shall:

1. Determine the nature of the accident;
2. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
3. Contact the state patrol regarding the accident;
4. Advise the superintendent of schools;
5. Investigate the accident and gather the names of all students and/or witnesses;
6. Dispatch another bus to transport the students to their destination;
7. Contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in co-operation with the building principals, will compile a list of students including addresses and phone numbers that are authorized to ride each bus route.

**EMERGENCY EXIT PROCEDURES (WAC 392-145-040)**

To insure the success of emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. The district shall conduct such other drills and procedures may be necessary.

1. All school districts operating or contracting for school bus transportation services shall prepare written policies or rules which establish procedures for bus safety and emergency exit drills.
2. One emergency evacuation drill shall be held within the first six weeks of school each semester.
3. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill.
4. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three (3) times during the school year.
5. Drills shall be held upon school premises. Drills on the highway are only warranted under conditions necessary for "life and emergency safety."

**RAILROAD CROSSING PROCEDURE**

1. Check traffic.
2. Signal 100 feet if pulling off roadway or engage hazard lights 100 feet before stopping.
3. If pulling off roadway, cancel signal and engage hazard lights.
4. Stop completely, open door and driver's window, look and listen.
5. All students must be seated and quiet.
6. Close door, continue across tracks, and disengage hazard lights after rear of bus is clear of tracks.
7. If pulled off of highway, turn on left signal to return to traffic.

## **TURNAROUND PROCEDURES**

1. Backing the bus for a tum-around should only be done when authorized by your supervisor. The laws of the State of Washington say that (1) backing the bus may only be done if it can be done safely and without interfering with other traffic, and (2) you may not back the bus on the shoulder or roadway of any limited access highway. Always back the bus on less traveled r o a d w a y s .
2. If you must back up to tum around at a stop, the rule is that all students shall be aboard when you do so. Therefore, in the morning, pick up and load children at the stop before you back up the bus. In the afternoon, unload the children after you do the turnaround.

## **ROUTES AND SCHEDULES**

The purpose of bus scheduling and routing is to achieve maximum service with minimum fleet of buses insofar as this is consistent with rendering safe and reasonably equal service to all students entitled to such service. See board policy No. 6600.

1. Where an alternate route may be considered without sacrifice of efficiency or economy, preference shall be given to that route more directly serving the largest number of s t u d e n t s .
2. Location of bus stops may be determined by such factors as student safety, economy, and efficiency. Students may be required to walk up to one mile from their home to their bus stop provided that the walking route is safe.
3. School schedules shall be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips.

## **EMERGENCY ROUTES**

Emergency routes will be updated yearly. Copies will be kept in the transportation office and also sent home at the beginning of each school year. These emergency routes will be used only in special circumstances or during severe road restrictions. If these routes are used for road restrictions there will be prior notification sent home to parents/guardians. See board policy No. 6600.

## **SAFE WALKING ROUTES**

Safe walking routes for each school have been established as required by the State of Washington. Copies are kept in the transportation office.

## **SCHOOL OWNED VEHICLES (SCHOOL VANS)**

The transportation department will provide Type 2 Certification training for school employees and keep files with information required. This information will be updated yearly. Re-training will be done bi-yearly as required by the school district.

## **SCHOOL ACTIVITIES (FIELD TRIPS, SPORT RUNS)**

Bus requests need to be received in the transportation department at least 5 days prior to date needed. See board policy No. 6620.

Procedure for requests:

- a. Obtain form from school office.
- b. Fill out information completely.

- c. Have form approved, signed and coded by building administrator.
- d. Return form to building secretary to forward to transportation department.
- e. Verbally explain emergency procedures and exits

**CONDUCT EXPECTATIONS**

When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person shall be responsible for the behavior of the students in his or her charge. However, the bus driver shall have final authority and responsibility.

(\VAC 392-145-015, #4)

Legal References:

RCW 28A.600.010 Enforcement of rules of conduct — Due process guarantees — Computation of days for short-term and long-term suspensions

RCW 46.61.385 School patrol — Appointment — Authority — Finance — Insurance.

WAC 392-144 School Bus Driver Qualifications

WAC 392-145-016 Rules for students riding school buses

WAC 392-145-021 General operating requirements

WAC 392-151-017 Safety advisory committee—Selection.

WAC 392-151-025 Route plans.

WAC 392-400-225 School district rules defining misconduct — Distribution of rules

Management Resources:

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