

BUS CONDUCT**A. Purpose and Scope**

School bus passenger's behavior can directly affect their safety and the safety of others. Regulations are needed to maintain safe conditions.

B. General

These regulations apply at all times when children are riding on a school bus. This includes field trips and all special trips. It is the responsibility of all school personnel, parents, and the children themselves to see that these regulations are followed:

1. Riders should arrive at the bus stop on time, but not too early.
2. Riders should stand in a safe place and wait quietly for the bus.
3. Riders should enter the bus in an orderly manner and go directly to their seats.
4. Riders shall follow the instructions and directions of the bus driver at all times.
5. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exist.
6. Riders should be courteous to the driver and to fellow passengers.
7. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
8. No part of the body, hands, arms, or head should be put out of the window. Nothing should be thrown from the bus.
9. Riders shall help keep the bus and the area around the bus stop clean and show respect for the property of other people.
10. No animals or insects will be allowed on the bus.

BUS CONDUCT (Continued)

11. Riders should be alert for traffic when leaving the bus.
12. Students must identify themselves upon request.

Camera supports may be installed in all buses, and cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any schoolbus and that video recordings maybe used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.

The Superintendent or designee shall routinely review videotapes taken on schoolbuses and shall document any evidence of student misconduct. Two weeks after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct.

Videotapes may be viewed by persons other than the Superintendent or designee under the following conditions:

1. When student misconduct is revealed as a result of a school bus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.
 - a. Requests for viewing must be made within five school days of receiving notification that misconduct occurred.
 - b. A viewing shall be provided or denied within five days of the request.
 - c. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.

BUS CONDUCT (Continued)

3. Viewing shall occur only at a school-related site or transportation department and in the presence of the Superintendent or designee.
4. All persons who view a tape shall be identified in a written log.

C. Form Used and Additional References

Bus Citations
Suspension Forms

D. Procedures

Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported. No bus driver shall require any pupil to leave the bus before such pupil has reached his destination. Pupils may not get off the bus at any stop other than their own unless they have a signed note from parent or guardian and the approval of the principal requesting such a stop.

When disorderly conduct or refusal to submit to the authority of the bus driver occurs, the driver shall so inform the principal of the school which the pupil attends. After consideration of the problem by the principal of the school which the pupil attends. After consideration of the problem by the principal and bus driver, a plan of action to correct the condition shall be activated. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

Although disciplinary problems occurring on a bus shall be given consideration by both bus driver and building principal, the final decision as to disciplinary action shall be vested in the transportation director.

The following rules are to be observed at all times.

1. No students will be permitted on a bus until the driver is present and ready to remain at his station until the end of the bus run.
2. Buses will pick up and discharge pupils only at regular stops.

BUS CONDUCT (Continued)

3. Drivers will carry only those students who are regularly assigned to their bus. Any student wishing to ride a different bus or take a bus at a different time must have a permit from the office of the principal.
4. Students are required to be at the scheduled stops on time.
5. One or two lines are to be formed at the bus stop, at least 10 feet back from the roadway, if possible.
6. Students are to follow the rules of good citizenship and courtesy at all times.

Discipline Aboard Buses

In order to assist driver in proper student control, drivers may instruct students as follows:

1. Students must enter bus one at a time.
2. Do not crowd and shove in getting on or off the bus.
3. Students are directly responsible to the bus driver at all times while riding on a school bus.
4. Horseplay is not allowed.
5. Loud, boisterous noise is not allowed.
6. Do not throw anything in the bus or out of the bus.
7. Do not ride with any part of your body out of the bus.
8. Do not change seats at any time unless directed to do so by the driver.
9. Remain quiet at all railroad crossings.
10. Animals, insects and other science projects are not allowed on the bus.
11. Smoking in a school bus shall be prohibited.
12. Students must properly identify themselves.

BUS CONDUCT (Continued)Riding Privileges Suspended

Marking or defacing on any part of the bus is grounds for suspension of riding privileges. Students continuing to disregard bus riding rules will be given citations.

Report of Misbehavior on Bus

Disciplinary Procedure:

1. Verbal explanation of conduct as required by School Policy shall be explained by drivers to all students on bus. This will be done at the beginning of each new school year.
2. The reports of misconduct of a student on a bus will be given in writing to the Principal and the Supervisor of Transportation. The principal will call in the student and explain the situation, and request cooperation from the student in the future. The principal must also hold a conference with the parent prior to restricting students from riding the school bus. (If a conference is impracticable, a letter to the parent may be sent)
3. Be very careful not to embarrass a student on the bus before his fellow students for misconduct or any other situation that may arise.
4. Issuance of the citation should be thoroughly explained to the students, and the issues involved should be discussed.
5. If it is decided that a student may not ride the bus for a stipulated time, the student may not return to the bus at an earlier date unless directed to do so by a
6. school administrator. (Remember, it is the school administrator who notifies the parent that the pupil cannot ride the school bus)
7. No bus driver shall require any student to leave the bus before such student has Reached his destination.
8. Refer to forms in back of handbook.

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Field Trips

1. Enroute – Discipline problems arising on field trips shall be handled by the driver, teacher and chaperones. The same rules and regulations relating to student conduct will be enforced.
2. While at Destination – The driver of the school bus will not be responsible for students who may become discipline problems for the teachers. While at the destination, students who become discipline problems shall not be the responsibility of the bus driver.

E. Reports Required

None

F. Record Retention

None

G. Responsible Administrative Unit

Educational Services Division
Transportation Department
Student Services
School Principals

H. Approved By:

Assistant Superintendent of Educational Services