

STUDENTS

Procedures for Handling Misconduct on School Buses

Procedure for handling misconduct or damage incidents shall be as follows:

1. When an incident occurs, the driver will pull the bus to the side of the road and stop the bus with lights flashing. The driver will then warn the person(s) involved to stop their misbehavior and continue enroute, if possible. In extreme situation of misbehavior, the bus should return to the school, go to the bus garage, or the police station for assistance.
2. The driver must report, in a timely manner (usually within one school day) all cases of misconduct and bus damage to the building principal in writing utilizing the appropriate form.
3. The principal will determine whether a student(s) will be suspended from riding the bus. The principal will also determine whether a case should be referred to the Superintendent.
4. Incidents reports are written at the discretion of the bus driver. In addition to writing an incident report, the bus driver is encouraged to counsel students who misbehave that their conduct distracts the driver and endangers others. Any rules and regulations that are broken are considered an incident and may be reported as such. Incident reports are made out with an original and three (3) copies. The original and one copy are turned in to the principal. The principal mails one to the parent or legal guardian, keeps one and sends it back to the bus manager stating what action the school has taken about the misconduct of the pupil on the bus. The third copy will be turned in to the bus manager by the driver and the fourth copy will go to the School Transportation Official. The principal should maintain a separate record of all such reports and the action taken.
5. Students may be suspended from riding the bus for, including but not limited to, the following infractions:
 - a. Swearing or obscene gestures
 - b. Striking bus driver
 - c. Bus driver being hit by flying object
 - d. Destruction of school bus or any portion thereof, including seats
 - e. Opening the emergency door
 - f. Lighting matches on school bus
 - g. Smoking on school bus
 - h. Fighting enroute
 - i. Not sitting in assigned seat
 - j. Unauthorized possession of a weapon such as a knife, club, etc.
 - k. Any other dangerous or distracting behavior
 - l. Any other violation of the school discipline policy

ADOPTED: December 12, 2002

REVISED _____