

STUDENTS

ADMINISTRATIVE REGULATION – BUS CONDUCT

AR 5131.1

Use of School Buses

Students

1. With the exception of students with disabilities (see section 7), The Santa Barbara County Education Office may provide students with transportation observing the following priorities:
 - a. Transportation using scheduled bus routes.
 - b. Transportation using public transportation systems.
 - c. Transportation using student-furnished vehicles under a contract between the student, the student's parent or guardian. This method may be used ONLY when the first two methods are not available, or for the convenience of the Santa Barbara County Education Office.
2. There will be no door-to-door transportation provided. Transportation will be from point to point.
 - a. Scheduled buses may provide transportation from high school of attendance to class/training sites and return.
 - b. Students electing to provide their own transportation are requested to notify the Santa Barbara County Education Office at the beginning of the class. The Santa Barbara County Education Office will cancel any bus route that obviously has no riders.
3. Contracts between students, the parents or guardians, and the Santa Barbara County Education Office may be developed when it is necessary for students to provide their own transportation. In those circumstances, the following guidelines will be complied with:
 - a. Reimbursement will be made only if the car being driven is covered by the minimum liability insurance required by the State of California, and this is verified to the Santa Barbara County Education Office in writing by the student, parent, or guardian. The Santa Barbara County Education Office may authorize students to transport other students.

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- b. Reimbursement will be given only for travel from the high school of attendance to the class/training site and return, providing the round trip is in excess of six miles, but not to exceed 60 miles daily.

4. Student-Passenger Conduct

- a. Students shall receive proper instructions concerning their responsibilities
 - (1) The program directors, or their designees, shall acquaint parents/guardians of all children being transported on county school buses with the policies and regulations governing student behavior on the bus.
- b. The bus driver shall have authority and responsibility for implementing established rules and regulations, shall be the ultimate authority on the bus, and shall be held accountable for acceptable behavior by passenger-students.
- c. Following are examples of student actions which violate established rules and regulations:
 - (1) Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in, or when loading on or unloading from the bus.
 - (2) Fighting on the bus or at the bus stop.
 - (3) Using other than regularly designated bus stop without parental and school permission.
 - (4) Using profane language or obscene gestures.
 - (5) Using unauthorized exits (emergency doors, windows.)
 - (6) Putting any part of body out of the bus window.
 - (7) Any movement OUT of seats while bus is in motion.
 - (8) Riding bus after receiving no-ride penalty.
 - (9) Allowing legs, feet, and/or objects to obstruct aisle; facing to the rear in seats.
 - (10) Creating excessive noise.
 - (11) Indulging in any improper bus stop procedures (not lining up, throwing rocks, playing in streets, damaging property at bus stops, etc.)
 - (12) Unauthorized opening, closing, or tampering of any kind with bus doors, windows, or emergency exits.

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- (13) Damaging or defacing bus.
 - (14) Lighting matches, cigarettes or smoking on bus.
 - (15) Throwing objects in, out of, or at the bus.
 - (16) Littering of any kind.
 - (17) Transporting live animals, reptiles or insects on a school bus.
 - (18) Eating or drinking on the bus.
 - (19) Disrespect to the bus driver.
 - (20) Giving improper identification when requested by driver.
 - (21) Tampering with radio or bus controls.
 - (22) Failing to obey driver.
 - (23) Failing to remain quiet at all railroad crossings.
 - (24) Endangering life or limb of other people.
 - (25) Failure to be at designated pick-up point and ready for departure five minutes ahead of time.
 - (26) Failure to report any injuries received while on the bus to the bus driver immediately.
 - (27) Other unauthorized or unsafe actions.
 - (28) Transporting weapons, firearms, or explosive devices.
- d. A student who violates bus rules may be issued a citation by the bus driver. Citations are to be signed by the parent or guardian and returned to the bus driver.
- e. Penalties for infractions of established bus rules:
- (1) First citation--Warning, or possible bus-riding suspension, depending upon seriousness of offense.
 - (2) Second citation--Five-day bus-riding suspension after a parent/administrator (or administrator's designee) conference notifying parent of the consequences of a third citation.
 - (3) Third citation--Bus-riding suspension for balance of the school year.
 - (4) Serious bus rule violation--May result in immediate suspension of bus-riding privilege for balance of school year.

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5. Field Trips and Extra-Curricular Activities
 - a. Whenever any means of transportation is to be used by a teacher, or other authorized personnel for the purposes of taking students on a field trip, or other extra-curricular activity as approved by the program director, the students must be accompanied by a certificated staff member, or other adult chaperone.
 - b. Students will not be reimbursed for, or permitted to use, their own cars to go on field trips.
6. Any exceptions to the above regulations must have prior written approval of the program director.
7. Transportation for students with disabilities
 - a. Transportation for students with disabilities shall be provided in accordance with a student's Individualized Education Program (IEP) or Section 504 accommodation plan.
 - b. If a disabled student is excluded from school bus transportation, the district shall provide alternative transportation at no cost to the student or parent/guardian provided that transportation is specified in the student's IEP.
 - c. When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP.
 - d. Guide dogs, signal dogs and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers or persons training the dogs.

APPROVED BY COUNTY SUPERINTENDENT: April 7, 1977

REVISED:

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April 7, 1994

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