

Bus Rules and Regulations

The Transportation Department needs your assistance to make sure that each student rider is assured a safe and secure ride to school. It is important to remember that the students being transported are under the direct authority of the bus driver and it is the student's responsibility to follow the rules to protect their privilege of riding the bus. (EC §§ 44807; 48900; Board Policy 5131.1)

Level I: Minor Infractions

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders shall keep the bus and the area around the bus stop clean and litter free.
3. Be at bus stop (5) minutes prior to scheduled bus arrival and stand in a safe place.
4. Using a cellular telephone or electronic device while on the bus.
5. Form a line to board the bus, and not move toward the bus until it has come to a complete stop and doors are fully opened. (Enter or leave the bus through other than the main door unless directed by the bus driver.)
6. Take turns while loading, do not engage in abusive body contact (e.g., fighting, slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading from the bus.
7. Proceed promptly and be seated face forward, keep feet on the floor in front of the seat. Remain seated at all times while the bus is in motion. (Refusing to remain seated, changing seats, climbing over our under seats, refusing to share seats with other students is prohibited.)
8. Extend any part of the body outside the windows, or throw any object either out of the bus windows or inside the bus.
9. Eating, drinking, or littering on the bus.
10. Using vulgarity, rude, abusive behavior or making obscene gestures. Any noise or behavior that could distract the driver, such as loud talking, loud yelling, or refusing to maintain low voice while on the bus.
11. Live animals (other than service animals), reptiles, or insects shall not be carried aboard the bus.
12. Bringing skateboards, scooters, balls or glass containers aboard the bus.
13. Obstructing seats, aisle or emergency exit with their body or personal belongings. Bringing large items that can't be safely and conveniently stored without causing discomfort or unreasonable annoyance to passengers.
14. Riders shall not damage or deface the bus or tamper with bus equipment, such as bus controls, radio, camera, safety devices, or emergency exits.
15. Upon reaching their destination, remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
16. Silence will be maintained while approaching stop signs, signals, rail road crossings, or during foggy or inclement weather.
17. Be alert for traffic when entering/ leaving the bus and always cross the street in front of the bus at the discretion of and/or under control of the driver.
18. Disembark at their normal boarding points, unless they present authorization signed by a parent and a school official.
19. Kindergarten students not met at the bus stop by an adult, or designee, will be taken back to their school office.
20. Damaging or defacing any part of a bus shall be reimbursable by the parents/guardians of the individuals responsible.

Step 1: Verbal Warning-Bus driver reviews behavior expectations with student.

Step 2: Parent Notification-Student reviews bus behavior expectations with site administrator and bus driver. Parent is notified in writing and Bus Rules & Regulations sent home.

Step 3: (1) Day Bus Suspension-Student shall be denied bus privileges for one (1) school day. Parent is notified in writing and is requested to attend a conference with principal or designee.

Step 4: (3) Day Bus Suspension-Student shall be denied bus privileges for three (3) school days. Parent is notified in writing and is requested to attend a conference with principal or designee.

Step 5: (5) Day Bus Suspension-Student shall be denied bus privileges for five (5) school days. Parent is notified in writing and is requested to attend a conference with principal or designee.

Step 6: Semester Suspension- Students shall be denied bus privileges for *remainder of semester*.

Bus Appeal Process:

- (1) If the parent/guardian wishes to appeal the removal, the first level of appeal is the site Principal.
- (2) If the parent/guardian is not satisfied with the decision of the site Principal, the parent/guardian may appeal to Student Services.

Level II: Major Infractions

- Depending on the severity of the offense, an **automatic** denial of bus riding privileges may be imposed for the following:
1. Fighting, biting, spitting, or hostile behavior.
 2. Obscene language or gestures directed at the bus driver, aide, other students or the public.
 3. Vandalism to the bus or private property.
 4. Exiting the bus through a window or emergency exit (except during an emergency)
 5. Any weapons or hazardous items brought on the school bus.
 6. Any matches, cigarettes, vape pens, e-cigarettes, alcohol, and/or controlled substances brought on the school bus.
 7. Any time school, transportation and/or public authorities must be dispatched to a bus due to student(s) misconduct.
 8. Threatening, harassing, bullying, or intimidating driver/aide and other students.

Step 1: (5) Day Bus Suspension- Student shall be denied bus privileges for five (5) school days. Parent is notified in writing and is requested to attend a conference with principal or designee.

Step 2: (10) Day Bus Suspension- Student shall be denied bus privileges for ten (10) school days. Parent is notified in writing and is requested to attend a conference with principal or designee.

Step 3: Semester Suspension- Students shall be denied bus privileges for *remainder of semester*.

Depending on the circumstances, alternatives to suspension from the bus may be used as determined by the site administration.