

PRINCIPAL'S RESPONSIBILITY

The Principal of each school provided with transportation services will be responsible for enforcement of the eligibility policy and the discipline policy. The principal and his/her staff are instructed to give pupil-guidance and orientation regarding transportation. Pupils shall be informed that school bus transportation is provided for the convenience and safety of the pupils and as a service to the community.

In order to maintain a high caliber of service, pupils must be aware of the rules governing pupil behavior which are designed to regulate bus conduct with a minimum of restraint.

The granting of transportation to any regular student is a privilege and not a right. The right to use District transportation may be withdrawn at any time for failure of students to conform to California State Law, Board of Education policies or Administrative Rules and Regulations.

School employees shall strive to solicit the understanding and cooperative support of the public toward the pupil transportation program. Constructive suggestions are to be received courteously and given prompt and due consideration.

STUDENT CONDUCT AT THE BUS STOP

Students are expected to be at the bus stop five (5) minutes prior to the established time to leave. Students are discouraged from arriving at the stop before this time as many problems arise with vandalism, fighting, etc., if the students arrive too early.

Students should line up in an orderly manner at the bus stop, keeping to the sidewalk, if available, and never on lawns or flowers.

STUDENT DISCIPLINE

Violation of the following rules shall be cause for disciplinary action and possible suspension or termination of bus riding privileges.

- A. Remain seated while bus is in motion. Keep your hands to yourself.
- B. Refrain from loud conversation, singing or unnecessary noises.
- C. No boisterous conduct or profanity. Throwing any object, either inside or outside the bus, is not permitted.
- D. No animal, reptile, fowl or etc. may be transported on the bus with the exception of a muzzled guide dog, service dog or signal dog.
- E. Students are not allowed to open windows without permission from the bus driver.
- F. For safety reasons, students are not to linger around the bus.
- G. Keep all parts of body inside the bus.
- H. No eating, drinking or smoking on the bus.

- I. Teacher or coach must accompany students on activity and study trips and will be responsible for enforcing bus safety rules.
- J. Large band instruments, athletic, and other equipment must be stored in the storage compartment. Such large items are not permitted to be carried on the bus in order to ensure the safety of students. Exceptions must be approved by the bus driver.
- K. Wearing athletic footwear equipped with spikes or multi-cleats are not permitted inside the bus.

ADMINISTRATION OF DISCIPLINE

The following procedures shall be followed to provide uniform administration of disciplinary action when necessary.

- A. **FIRST INFRACTION** - A verbal warning shall be given to the involved student. The student shall be warned by the driver that further violations of the bus rules may be grounds for refusal of transportation privileges. A bus conduct report will be given to the principal.

Usually severe first offenses that cause injury to or endanger the safety of the other students may be deemed cause for immediate suspension of bus privileges. The driver is to report such infractions to the school administrator and the Director of Transportation for immediate action.

- B. **SECOND INFRACTION** - The driver shall turn in a bus conduct report to the school administrator for disciplinary action.

The student, as well as the parent, shall be warned by the Principal that the next infraction will result in the loss of bus riding privileges for 3 days.

- C. **THIRD INFRACTION** - The driver shall turn in a bus conduct report to the school administrator for disciplinary action.

The student and parent shall be notified by the Principal that the student's bus privileges have been suspended for 3 days.

- D. **FOURTH INFRACTION** - The driver shall turn in a bus conduct report to the school administrator for disciplinary action.

The student, as well as the parent, shall be notified by the Principal that the student's bus privileges have been suspended for 5 days.

- E. **FIFTH INFRACTION** - The driver shall turn in a bus conduct report to the school administrator for disciplinary action.

If, after serving two suspensions during one school year, further disciplinary action is necessary, school bus riding privileges shall be terminated for the remainder of the school year. The Principal shall notify the parent and student that bus riding privileges have been suspended for the remainder of the school year.

Suspension or termination of bus riding privileges shall extend to all bus service provided by the district. A student shall not be allowed to ride another bus while under suspension or termination.

RECORD KEEPING AND REVIEW

A Student Discipline file shall be maintained at the school and the Transportation office. The file shall consist of records kept on each student reported for all violations.

The file shall be purged at the completion of each school year so that each student shall begin the next school year free of any bias or prejudice.

The material in the Student Discipline file shall not become a part of the Permanent Cumulative Record file of the student's educational progress.

SECTION 14103 of the State Board of Education on Regulations Governing Pupil Transportation states:

“14103 Authority of Driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and the school or other destinations.”