

# Conestoga Public Schools

## Transportation Driver Policy

### General Operating Rules

1. The school board of the district may adopt additional operating rules as deemed necessary to meet local conditions and needs, providing they do not conflict with state laws and rules.
2. Only students assigned to the school bus, by the designated administrative of the school district and/or Transportation Director, will be transported at district expense.
3. The Bus Driver, Transportation Director, and employees of the Transportation Company will respect and treat all students and district employees appropriately, using professional judgment and language. Students are expected to conduct themselves with appropriate behavior as expected from a child; the same beliefs are expected from the Transportation Company employees, who are required to conduct themselves with the appropriate behavior, as expected from an adult.
4. The Bus Driver, Transportation Director, and/or Principal must see that no materials, including guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are transported in the school bus when children are being transported.
5. No students are allowed in the bus while the gas tank is being filled.
6. On leaving the vehicle when students are in the bus, the driver must stop the motor, remove the key, set the brake, and otherwise render the bus immobile.
7. The driver of a school bus must keep the aisle and emergency exit of a school bus clear at all times when children are being transported.
8. The entrance door must be closed when students are being transported and the bus is in motion.
9. School district authorities partner with the contracted transportation service to establish loading and unloading stops. The driver is not allowed to change them without permission from the school district authorities. The only exception to this policy is when the immediate safety of the students is threatened.
10. Students are not to be evicted from the bus along the route for a breach of discipline. The bus driver must report all breaches of discipline to the designated school district official. If the school district official has reason to believe that a student has committed a "reportable offense" on a school bus, or in a bus loading or unloading area, s/he must notify the local law enforcement agency where the misbehavior occurred. The reporting school district official must also notify the superintendent and submit a report about the incident.
11. To compensate for the greater braking distances of school buses, drivers need to watch ahead for danger, slow earlier, and drive defensively.
12. The greater weight of school buses means slower acceleration. This is especially important at intersections and railroad crossings. It takes longer for a bus to clear an intersection than it would for a car. After a stop, a car can

clear an intersection in 4-5 seconds while a school bus will take 9-10 seconds.

13. On curves, it is best to compensate for the increased height and weight of a school bus by slowing before the curve, accelerating slightly through the curve, and resuming normal speed after the curve.
14. A bus is about two feet wider than a standard sized car. It takes about one-third more space in a lane of traffic. When meeting oncoming traffic on a two-lane roadway, it is best to plan ahead, slow down slightly, and move to the right of your lane.
15. When a school bus meets a truck on a two-lane highway, it is first hit by a shock wave of air and then it is pulled toward the truck. A school bus driver can compensate for this condition by planning ahead, reducing speed slightly, moving to the right of the lane, and keeping a firm grip on the steering wheel.

## **Daily Safety Check**

No school bus may be driven unless the driver or other designated person has inspected the vehicle to ensure that, at a minimum, the following parts and accessories are in good working order:

1. Service brakes, including trailer brake connections.
2. Parking (hand) brakes.
3. Steering mechanism.
4. Lighting devices and reflectors.
5. Tires.
6. Fluid levels.
7. Horn.
8. Windshield wiper or wipers.
9. Rear-vision and crossover mirrors, including their proper adjustment.
10. Eight-light warning system.
11. Stop arm.

A copy of the current daily Trip Inspection report must be carried in the bus and dropped off at the Transportation Director's office/ drop-box after each trip. Every driver should be familiar with the policies of Conestoga Public Schools.

## **DUTIES AND RESPONSIBILITIES OF THE SCHOOL BUS DRIVER**

### **General**

1. The School Bus Driver shall perform all duties assigned by the Transportation Director.
2. The School Bus Driver shall work in close harmony with all school administrators and personnel.
3. The School Bus Driver shall possess a valid Nebraska Class B CDL license.
4. The School Bus Driver shall keep records, make reports, and attend all required safety and training sessions.
5. The School Bus Driver will maintain current and route-specific a roster sheet, a seating arrangement chart, a pre-trip inspection report, and a post-trip inspection report on the bus at all times. Bus rules will be visibly posted on the bus for all riders to see.
6. The School Bus Driver shall transport only authorized passengers.
7. The School Bus Driver shall not use a school bus for personal reasons.

8. The School Bus Driver shall be clean and neat at all times. He/she will wear shoes with flat bottoms with closed toes and heels.
9. The School Bus Driver will not use tobacco, alcohol, or any other drugs that would be considered 'under the influence' of a controlled substance, while operating the bus, or on school grounds.
10. The School Bus Driver will use no profane or inappropriate language in the presence of students, or on the two-way radio.
11. The School Bus Transportation Company shall keep regular and spare buses in a clean condition, and promptly report any mechanical problems.
12. It is the School Bus Driver's responsibility to verify that the fuel tank is full before beginning a run.
13. No School Bus Driver shall drive a school bus in excess of the posted speed limit. No School Bus Driver shall drive a school bus at a speed greater than is reasonable and prudent under the existing conditions.
14. The bus shall not be refueled when the engine is running, the two-way radio is on, or while students are aboard.
15. It is the responsibility of each School Bus Driver to inform the Conestoga School District immediately of any citation he/she may receive from law enforcement.
16. The School Bus Driver shall be familiar with all State Statutes; State School Board Rules, our School Board Rules, and adhere to them.

### **Pre-trip and Post-trip Inspection:**

State law requires that a daily pre-trip inspection must be conducted for each bus. Bus Drivers are required to inspect and walk the entire length of the bus each time they complete a run; search on and under each seat to determine whether any students are still on the bus or school vehicle. The Bus Driver will check-off this walk-through procedure on the Trip Inspection form and turn that form into the drop-off box at the Transportation Director's office. Trip Inspection forms are collected daily by the Transportation Director and recorded on a District Transportation Record of Monthly Inspections. The Transportation Director will send a copy of the Transportation Record of Monthly Inspections to the Superintendent of Schools on the first Tuesday of each month of transporting students.

### **Bus Rosters:**

Bus Drivers will maintain an accurate trip/route bus roster of all students currently riding that trip/route. The bus roster will have each student's name, address, parent(s) name, and primary parent contact phone number. Bus Drivers may have a daily bus roster with required information and check-off student names when boarding and/or exiting the bus. If the bus is involved in an incident (possibly an accident), the bus driver will be able to send the list to the Transportation Director and/or Principal (take a picture of the roster and send it to the Transportation Director and/or Principal). Accurate information is a necessity to assist in first-response actions.

### **Speed Limits:**

1. School bus drivers must not exceed the posted speed limits at any time.
2. School bus drivers must never drive at a speed that is faster than reasonable under existing conditions.

**Head Lights:** The driver must display lighted headlights (low beam) during daylight hours when transporting children.

**Railroad Crossings;** All school buses are required to stop for railroad crossings. The stop is required whether or not there are students aboard the bus. The school bus driver must turn on the four-way hazard warning lights at least 100' feet from the nearest rail. The Master Switch must be off. State and Federal law requires that school buses stop at least 15' feet back and no more than 50 feet from the nearest rail. A good rule of thumb is to stop about one bus length from the nearest rail.

When checking railroad tracks:

1. Be sure the Master Switch is OFF.
2. Make sure passengers are quiet.
3. Open the door and driver's window.
4. Listen and look in both directions.
5. Check in both directions again.

Before crossing the tracks, the driver should close the service door. When crossing the driver must not shift gears while crossing the railroad tracks. After the crossing is completed, the driver will have to turn off the hazard warning lights and turn on the Master Switch, if there will be more loading and unloading stops.

### **Student Pickup and Delivery**

A school bus driver must activate the flashing amber signals of the bus before stopping to load or unload school children. The driver must activate and continuously operate the amber signals for a distance of at least 100' feet before stopping in a speed zone of 35 miles per hour or less and at least 300' feet before stopping in a speed zone of more than 35 miles per hour. Some drivers use a time interval of 8-10 seconds to determine when to begin signaling before the stop. On stopping for this purpose, the driver must extend the stop signal arm and activate the flashing red signals. The driver must not retract the stop signal arm nor turn off the flashing red signals until loading or unloading is completed, students are seated, and children who must cross the roadway are safely across.

The bus should be stopped in the middle of the right hand lane. As the bus nears the stop area, the driver should count the students. It is good a practice to plan to stop 4-6 feet before reaching the waiting students. This provides a good safety margin. The driver can then roll slowly forward until in the proper position. Activate the flashing red lights and stop arm only after coming to a complete stop.

Before moving on, count the students again, check side and crossover mirrors, and make sure the passengers are seated. Close the service door before pulling away from the stop.

### **Stop Signal Arm**

The stop signal arm of a school bus must be used in conjunction with the flashing red signals only when the school bus is stopped on a street or highway to load or unload school children.

### **Unloading Procedure**

To unload in areas where the 8-light system will be used follow these steps:

1. Check traffic in both directions.
2. Activate alternately flashing amber lights:
  - a. 300' feet before stopping in a speed zone of more than 35 mph.
  - b. 100' feet before stopping in a speed zone of 35 mph or less.
3. Slow gradually and stop in the roadway.
4. Check traffic to make sure it is able to stop.
5. Open the service door just a crack to turn on the alternately flashing red lights and activate the stop arm.
6. Make sure that all traffic is stopped before opening the door fully.
7. Count the students as they leave the bus.
8. Students should walk away from the bus and not go toward the rear of the bus.
9. Students who must cross the road should move out at least ten feet in front of the bus and wait for the driver to signal that it is safe to cross. Check traffic carefully before giving the signal to cross.
10. A long steady blast of the horn can be used as a warning to students that it is NOT safe to cross.
11. Always check your mirrors and recount your students before moving the bus.

**For any TYPE Bus:**

1. Never permit students to get up from their seats or get on or off the bus, while it is in motion.
2. Bring the bus to a full stop and disengage gears by shifting the gearshift lever into the neutral position or the selector into the neutral or park position before loading or unloading students.
3. Where school children must cross a roadway before getting on or after getting off the school bus, the school bus driver may supervise the crossing. Before moving the school bus, the driver of the bus must look to make sure that all children have crossed the roadway and that those who are to do so have boarded the school bus.
4. Loading or unloading in a Designated Turn Lane or in a lane immediately adjacent to a Designated Turn Lane is prohibited, unless the turn lane is a designated school bus stop at which students are not required to cross the road. Under these circumstances, the bus must stop at the extreme right-hand side of the turn lane and the eight-light system and stop arm should not be used. Loading and unloading students within an intersection is prohibited.
5. When children are getting off a school bus, the driver must look to make sure that the children will be a safe distance from the bus before moving the bus.
6. Never load or unload students where the view is obstructed to other motorists for 500 feet in either direction on a roadway with a speed limit of 35 miles per hour or greater. When the speed limit is less than 35 miles per hour the view must be unobstructed for 100 feet in either direction.
7. Buses must load and unload in the right lane of the roadway and only at student stops designated by school district authorities on approved bus routes.
8. The Bus Driver is responsible for safely delivering the students, who must cross the street or highway, to the left side of the road by one of the following methods:

- a. The student must pass around in front of the bus and cross the road only when directed to by the driver, or the Bus Driver must personally conduct the students across the road. If the driver escorts, the motor must be stopped, the ignition key removed, set the brakes, and vehicle otherwise rendered immobile.

### **Student Pickup**

The driver should be thoroughly familiar with local policies regarding loading and unloading procedures. The following procedure is recommended when the 8-light system is not used.

1. Check traffic in both directions.
2. Activate right turn signal at least 100' feet (or 8-10 seconds) before the stop.
3. Touch brake pedal to activate brake lights.
4. Make sure 8-light Master Switch is OFF.
5. Move to the right next to the curb. Plan to stop 6-8' feet before reaching students. Allow bus to roll forward slowly.

### **After students are on board and seated:**

1. Turn off hazard warning lights if used.
2. Turn on left turn signal.
3. Check mirrors.
4. Pull away from the curb when safe to do so.

### **Unloading Procedure**

Unloading in areas where the 8-light system is not used is basically the same as for pickups. There are a few items that are different.

1. Make sure all students remain seated until the bus is completely stopped.
2. Count the students as they leave the bus.
3. Students should walk away from the bus and not go toward the rear of the bus.
4. Check your crossover and side mirrors.
5. Count the students again. Be absolutely certain that all students are safely away from the bus before pulling away from the curb.
6. Must not load or unload in a traffic lane or on the shoulder. Loading and unloading **MUST BE RESTRICTED** to curb, non-traffic side (normal parking lane), off-street loading areas, driveways, yard service and other areas to avoid hazardous conditions.
7. Must not load or unload so that a child has to cross the road. Where this is not possible or impractical, the driver or aide must personally escort the child across the road. If the driver escorts the child, the motor must be stopped, ignition key removed, brakes set and the vehicle otherwise rendered immobile.
8. When loading or unloading school children, the driver must use the vehicle's four-way hazard lights.

# School Bus Accident Procedures

The school bus driver's prime responsibility in accident situations is the safety and well being of the students being transported.

## Standard Accident Procedures:

1. The Bus Driver is the adult-on-the-scene and is the person-in-charge of all students. The Bus Driver is responsible for the safety and supervision of all students.
2. The Bus Driver will immediately call the Transportation Director to report the accident; conveying location, seriousness of the accident, injuries, and other important information. If the accident has possible injuries, the Bus Driver will call 911, immediately and then call the Transportation Director (if possible). The Transportation Director will call the Superintendent immediately.
3. The Bus Driver is responsible for the safety of all the students and is to remain calm, providing care, support, and directions to students. The students need the adult to be in charge and provide protection for their well-being.
4. The Bus Driver will account for all students; the Bus Driver will evacuate students if it is unsafe for them to remain on the bus. Otherwise, the Bus Driver is responsible for all students and will not allow them to leave the bus by themselves or with anyone unless the parents, school administrators, or Transportation Director give permission.
3. The Transportation Director, school administrator, and/or Bus Driver will immediately call 911.
4. The Transportation Director will immediately call the Superintendent of Schools to report the accident.
5. The Bus Driver will provide First Aid to the injured.
6. If the accident involves injuries, request an ambulance from 911.
7. If no student reports being injured and the bus is going to school, have the school nurse check all students upon arrival to school.
8. The School Principal/ staff will contact all parents of the students on the route to let them know that the bus was involved in a motor vehicle accident and their child's status.
9. If an accident happens on the way home from school; the School Principal/ staff will contact all parents of the students on the route to let them know that the bus was involved in a motor vehicle accident and their child's status. The Transportation Director may also be responsible for contacting parents.
10. The Bus Driver and/ or Transportation Director will collect and give the accident information to the School Superintendent and Law Officials. The Bus Driver and Transportation Company are required by law to give their name, address, date of birth, driver's license information, vehicle information, and insurance information. It is the responsibility of the Transportation Company to obtain the same information from the other driver. The Bus Driver will acquire names and other information from witnesses and take pictures, if possible.
11. All bus accidents will be reported to the Superintendent of Schools immediately and possibly to the Law Officials.

## **Cellular Phone Usage**

1. **DRIVERS OF SCHOOL BUSES WILL NOT USE CELL PHONES WHILE THE BUS IS IN MOTION, WITH OR WITHOUT STUDENTS ABOARD.** If a driver is observed using a cell phone while driving, the driver will be disciplined according to Conestoga School District discipline procedures. Cell phones will be allowed in the possession of the bus driver, and are for emergency use only, when normal radio communications with dispatch are not available. They are not to be used when the bus is in motion.
2. Operators of school buses are not permitted to use listening devices such as cell phones-radio earpieces.

## **School Bus Driver Selection**

1. The prospective School Bus Driver will make application to the Transportation Company's Director. Each applicant will have a criminal background check before interviewing.
2. Each prospective School Bus Driver must meet all State School Board Rules.
3. The Transportation Operations Manager will select the prospective School Bus Driver for training.

## **Approved Procedures for Student Control**

1. The School Bus Driver may talk to students individually regarding the behavior expected of them.
2. In addition to the bus-seating chart, the School Bus Driver may reassign seats to any students who are disruptive.
3. The School Bus Driver shall report misconduct incidents by use of the Bus Incident Report. The Bus Incident Report must be turned in to the Transportation Director upon arrival at the school, if the incident occurred on the morning routes, or upon arrival at the school the next morning, if the incident occurred on the afternoon route.
4. The School Bus Driver may request a conference with a student and the Transportation Director.  
The School Bus Driver will use the following procedure for transporting unruly students:
  - a. Despite misconduct or disruption, the School Bus Driver will make every attempt to continue the route until all students are delivered to school, or to their assigned stops in the afternoon.
5. The Principal and Transportation Department will be notified immediately upon termination of the route when there are any major disciplinary problems on either the morning or afternoon routes.
6. If the misconduct of students creates a disruptive situation that is becoming hazardous to the safety of the students, the School Bus Driver shall request help from the Transportation Director, the school administration, or Law Enforcement Department. The School Bus Driver shall not allow any student to leave the bus, unless it is his/her assigned stop or school.
7. In cases of this type, the Transportation Director will be notified immediately by two-way radio. Then, the Transportation Director will contact/call the school administration immediately.



8. State law permits only the Principal/ Superintendent to remove a student from riding a school bus. Bus Drivers are never to put a student off his/her bus except at the student's assigned stop or school.

### **Recommendation for Dismissal/Violation of Offenses**

Any of the following offenses may result in an immediate recommendation for dismissal:

1. Incompetent or inefficient in carrying out assigned duties and responsibilities.
2. Conviction of a felony or any crime of moral status.
3. Willful damage to School Board property.
4. Stealing property from the School Board, or a fellow employee.
5. Interference or deliberate slow down of work activities, duties, or that of a fellow employee.
6. The use of tobacco, alcohol, and/or being under the influence of controlled substances while on the job, or at any time that it could affect school bus driving performance.
7. Acts of insubordination.

## **Conestoga Public Schools' BOE Policy 4003 Drug Policy Regarding Drivers**

**Policy Statement.** Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

**Types of Testing:** Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing, and (4) random testing.

**Refusal to Submit to Testing:** The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment.

**Disqualification:** Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

**Pre-employment Testing.** All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

**Reasonable Cause Testing:** The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

**Post-Accident Testing:** A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

**Serious Injury to the Driver:** If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

**Random Testing:** All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

**Frequency of Random Testing:** Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

**Testing Procedure:** All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive.

**Medical Resource Officer.** All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day.

**Confidentiality:** Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release. Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

**Retesting:** An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: March 11, 2008

Revised on: \_\_\_\_\_

Reviewed on: November 14, 2017

# Conestoga Public Schools' BOE Policy 5044

## Safe Pupil Transportation Plan

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

### 1. **Emergency Procedures**

#### a) **Mechanical breakdown**

In the event of a mechanical breakdown, the driver will:

- 1) Stop the vehicle in a safe location
- 2) Keep passengers in the vehicle, if it is safe to do so
- 3) Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- 4) Radio or call for assistance

#### b) **Injuries/Medical Emergencies**

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The driver will provide emergency medical assistance in accordance with the driver's first aid training. The driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911 and notify administrative personnel.

#### c) **Severe Weather**

##### 1) **Tornadoes.**

If the driver determines that there is likelihood that a tornado will hit the vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

##### 2) **Winter Weather**

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

#### d) **Weapons, Hazardous Substances and Dangerous Contraband**

If a driver discovers that a passenger may have a weapon, hazardous substance or other dangerous contraband on the vehicle, he or she should remain calm and call for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e) **Terroristic Threat**

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

f) **Emergency Incident Reports**

Drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

2. **Drop-off**

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location, which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

3. **Evacuation of Students With Disabilities**

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

4. **Student Behavior on School Vehicles**

Riding school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in

school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles.

a) **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who

violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding privileges
- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short term or long term suspension from school
- 6) Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

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# Conestoga Public Schools

## Student Behavior on School Buses & Vehicles

The Bus Drivers represent the first and last contact many students have with the school district each day. The impression that the Bus Drivers give must be one that is positive and sincerely dedicated toward the success of students. Because of the importance of Bus Drivers, it is imperative that their concerns be addressed quickly and expeditiously. This guideline is provided so that Bus Drivers use the appropriate manners to handle the concerns or problems they may encounter in the performance of their duties.

### **Arriving at the Student Pick-up Point**

1. Students will be on time; at least 5 minutes before pick-up time.
2. If other students are waiting at the bus stop, get in line without crowding or pushing and stay off the road.

### **Crossing a road to get to the Student Bus Stop**

1. If students need to cross road to reach the bus stop; they are to stand on the opposite side of the road from the bus stop and wait for the bus to arrive.
2. Students watch for the bus driver's signal that it's safe, then check for traffic, and then cross the road at least 10 feet in front of the bus and ahead of the extended crossing arm.
3. Students are to look left and right as they cross the road. At an intersection, students are to look in all directions.
4. Students are to cross the road at right angles and not cut across on an angle.
5. Students are to walk quickly across the road.
6. Students NEVER cross the road BEHIND the school bus.

### **Getting on the Bus**

1. Students are to line up in single file with the younger students in the front, so they can board first.
2. Students are to wait in line until the bus has stopped and the entrance door is fully open.
3. Students will board the bus quickly without crowding or pushing other students.
4. Students are not to run onto the bus, as the steps may be slippery, especially in winter. Students are to step squarely onto the bus steps and hold onto the handrail.
5. Students are to go directly to their assigned seats, facing forward, and sitting well into the back of the seat.
6. Younger students will sit towards the front-half of the bus and the older (Jr.-Sr. High students) will sit in the back half of the bus, unless

redirected to an assigned seat by the Bus Driver, Transportation Director, or Principal.

### **Getting Off the Bus**

1. Students will stay in their seat until the bus has stopped and the entrance door is fully open.
2. Students will use the handrail when exiting the bus.
3. Students will be extra careful around the danger zones of the bus; both sides of the bus and the front & rear of the bus. Students are to stay 10 feet away from all sides of the bus, unless exiting through the side door.

### **Crossing a Roadway After Getting Off the Bus**

1. Students will walk along the edge of the road until they are at least 10 feet in front of the bus and ahead of the extended crossing arm. Students will then walk to the left front side of the bus, stop, and look both ways to make sure traffic has stopped and that it's safe to cross the road. Students will watch for the bus driver's signal that it's safe, then check for traffic again, and cross the road.
2. Students are to look left and right as they cross. At an intersection, students will look in all directions.
3. Students will always cross the road at right angles.
4. Students will walk across the road.
5. Students will NEVER cross the road BEHIND the school bus.

### **Conduct on the Bus**

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving. Students will stay in their assigned bus seats for the entire trip.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.

9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Student must secure any item or items that could break or produce injury, if tossed about the inside of the vehicle if the vehicle were involved in an accident
12. Student must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.
16. Except in an emergency, student will not touch the Emergency Door or exits or any part of the bus equipment.

## **Bus Behavior Guidelines and Consequences**

### **Level 1 Actions:**

1. Eating or drinking on the bus w/out Bus Driver's permission
2. Horseplay
3. Excessive noise
4. Leaving seat or standing up while the bus is in motion
5. Throwing, shooting, spitting any object
6. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
7. Other offenses as reported by the Bus Driver or Principal

### **Level 1 Consequences:**

Students will be corrected directly by the Bus Driver when rules are not followed. When students respond in a positive way, no consequences will be assigned. This is the warning level of our Transportation Plan. When poor behavior continues, the Bus Driver will notify the student's parents by issuing a Bus Incident Report, which will be emailed or mailed to the parents before the consequence is served.

**1<sup>st</sup> Violation-** Warning from Transportation Director and a Bus Incident Report to the parents

**2<sup>nd</sup> Violation-** One to four days of suspension from riding the bus

**3<sup>rd</sup> Violation-** Up to 10 days of suspension from riding the bus

**Level 2 Actions:**

1. Hanging out of the windows
2. Holding onto/ or attempting to hold onto the exterior of the bus
3. Vandalism of the bus- restitution will also be made
4. Physically aggressive/ fighting on the bus
5. Tampering with Emergency exits/ equipment or unauthorized entering/ leaving through the Emergency exits
6. Possession of any controlled and unauthorized substance

**Level 2 Consequences:**

**1<sup>st</sup> Violation-** One to four days of suspension from riding the bus

**2<sup>nd</sup> Violation-** Up to 10 days of suspension from riding the bus

**3<sup>rd</sup> Violation-** Possible loss of bus service

**Due Process:**

The Bus Driver will inform the student that a Bus Incident Report will be issued and will tell the student the specific reasons for the report. The Bus Driver will also investigate and question student(s) about the incident to validate actions and behaviors about the incident. Information from all students will be recorded in a misconduct report and turned into the Transportation Director and the student's Principal.

**Bus Behavior Records:**

Each Bus Driver will keep a Bus Behavior Binder that contains specific records of student misconduct. Bus Drivers will record dates, student names, student misconduct, and actions taken to address the student behavior. The Bus Driver, Transportation Director, and Principals will use this information when visiting with students about their misbehavior.

**Bus Incident Reports:**

The Bus Driver will give a copy of the Bus Incident Report to the student, the student's Principal, and to the Transportation Director. The Transportation Director will mail a copy of the Bus Incident Report to the parents. The Transportation Director will arrange a meeting with the parents and/or call the parents to discuss student behavior and consequences.