

**Tumwater School District  
Procedures**

**STUDENT CONDUCT ON BUSES**

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus shall be sufficient cause for the principal to suspend the transportation privilege.

**Rules of conduct for students riding buses**

1. Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If an aide is assigned to the bus by the district, he/she shall be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff member.
2. Students shall ride only their assigned bus unless written permission to do otherwise has been received by school officials.
3. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
4. Students assigned seats shall use only that seat unless permission to change is authorized by the driver.
5. Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures.
6. Students shall not smoke, ignite lighters or matches, chew tobacco or spit on buses.
7. Students shall not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach or other staff member. Students shall not throw refuse on the floor or from school bus windows.
8. Students shall not open bus windows without the driver's permission.
9. Students shall not extend any part of their body out of the bus windows at any time.
10. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large bulky items which cannot be held or placed between legs, etc. Books and personal items shall be kept out of the aisles.
11. Students shall not have animals on buses, except "seeing eye" dogs.

12. Students shall not sit in the driver's seat or to the immediate right or left of the driver.
13. Students shall refrain from talking to the driver unless necessary.
14. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
15. When the bus comes to a full stop, students shall board or depart in an orderly manner and shall obey the instructions of the driver or school safety patrolman on duty. There shall be no pushing or shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
16. Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
17. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.
18. Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
19. Students shall use lap belts on buses when available.
20. Students shall follow emergency exit drill procedures as prescribed by the driver.
21. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.

### **Discipline**

When waiting for a bus or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these mores may result in formal complaints by citizens which may be forwarded to principals for possible corrective action.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written incident report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written incident report is the primary means by which a driver or bus supervisor communicates a student's conduct to the parents, school, and transportation department. This report, in most cases, reflects an

infraction of rules which is repeated by the student after his/her having received previous oral warnings from the driver or bus supervisor.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor shall complete a report on the student describing the incident or damage that occurred.

Following is the procedure for dealing with student discipline when involving buses. Disciplinary actions shall be progressive, as follows:

1. General Conversation
2. Verbal Warning
3. Written Warning
4. Suspension – one to five days
5. Suspension: Long term – up to ninety (90) days due process procedures apply to long term suspension or expulsion from bus riding privileges. The student or parent of student who is subject to long term suspension from transportation services may appeal the decision by submitting a written statement to the Transportation Supervisor within three (3) days of receiving official notification of suspension.
6. Emergency Expulsion: A student may be expelled from a bus if his or her presence poses an immediate and continuing danger to himself/herself, other students and/or personnel.

When a bus conduct report is issued to a student, it must be signed by a parent/guardian and then the student must return it to the bus driver in order to retain bus riding privileges.

**ADOPTED: August 26, 1982**

**REVISED: December 12, 2013**