



MAGOFFIN

COUNTY SCHOOLS

ENGAGE EDUCATE EMPOWER

Transportation Policy Guide

Guidelines for Students

1. Timely Arrival

- Students must arrive at the bus stop at least 5 minutes before the scheduled arrival time of the bus. This ensures timely boarding and helps maintain the bus schedule.

2. Safety Precautions

- While waiting for the bus, students should maintain a safe distance of at least 6 feet from the roadway. Under no circumstances should students cross the road before the bus arrives and comes to a complete stop.

3. Crossing Protocol

- Students should only cross the road when the bus's stop sign is displayed and the bus driver has given a clear signal to cross.

4. Crossing Safety

- After receiving the bus driver's signal, students must look both ways to check for oncoming traffic before crossing. Students should always cross the road at least ten feet in front of the bus to ensure visibility.

5. Conduct and Compliance

- Students are expected to exhibit respectful behavior at all times and strictly follow the bus driver's instructions. Disruptive or disrespectful behavior will not be tolerated.

6. Seating Conduct

- Upon boarding, students should go directly to their assigned seat and remain seated until the bus reaches its final destination. Rotating or changing seats while the bus is in motion is prohibited for safety reasons.

7. Cleanliness

- Students should take responsibility for keeping the bus clean. This includes properly disposing of trash and refraining from littering.

8. Appropriate Language

- The use of inappropriate, offensive, or vulgar language is strictly prohibited on the bus.

9. Sharing Seats

- Students should be courteous and willing to share seats with others, ensuring everyone has a place to sit.
- 10. Personal Space**
- Students must keep their hands, feet, and personal belongings to themselves. Physical altercations, including fighting, are strictly forbidden.
- 11. Bus Safety**
- For safety reasons, students must keep their head, arms, and all body parts inside the bus at all times while it is in motion.
- 12. Prohibited Substances**
- The use of any tobacco products, including cigarettes, chewing tobacco, and electronic vaping devices, is strictly forbidden on school buses.
- 13. Food and Beverages**
- Consuming food or beverages on the bus is not allowed. This includes candies, suckers, and other snacks, to prevent choking hazards and maintain cleanliness.
- 14. Item Restrictions**
- Students are not permitted to bring large items onto the bus. All items must fit in the student's lap. Prohibited items include glass objects and balloons.
- 15. Prohibited Animals**
- No animals, insects, or birds, whether alive or dead, are allowed on the bus. This is to ensure the safety and comfort of all passengers.
- 16. Disembarking**
- Students should remain seated until the bus has come to a complete stop before standing up to disembark.
- 17. Disciplinary Action**
- Any student found violating these rules will be reported to the principal for disciplinary action, which may include suspension of bus riding privileges.

Bus Route Information

For detailed bus stop information, please visit the district's website at www.magoffin.kyschools.us and navigate to the Transportation section. Here you will find comprehensive information about bus routes, schedules, and stop locations.

Emergency Evacuation Drills

Four bus evacuation drills will be conducted at each school throughout the school year. These drills are essential for ensuring that all students are familiar with emergency procedures. Students are required to follow the bus driver's instructions carefully during these drills to ensure safety.

Bus Privilege

The privilege of riding a Magoffin County School bus is contingent upon the student's adherence to bus rules and expectations. Violations of these rules will result in disciplinary actions,

including potential reports to school administration. Persistent inappropriate behavior may lead to the permanent revocation of bus riding privileges.

Carry-On Items

Carry-on items must be limited to what can be held in the student's lap. This includes band instruments, school projects, and athletic equipment. Larger items must be transported by alternative means.

Items Not Permitted on Buses

1. **Weapons**
 - All types of weapons, including firearms, knives, and any other dangerous items, are strictly prohibited.
2. **Illegal Substances**
 - Illegal drugs, alcohol, and tobacco products are not allowed on the bus.
3. **Vapes**
 - Electronic vaping devices and related products are prohibited.
4. **Food or Drinks**
 - Consumption of food or beverages on the bus is not allowed to maintain cleanliness and safety.

Boarding and Disembarking Procedures

1. **Assigned Bus**
 - Students should only board the bus to which they are assigned.
2. **Boarding Safety**
 - Wait until the bus has come to a complete stop before approaching to board.
3. **Crossing Signal**
 - Wait for the bus driver's hand signal before crossing the street.
4. **Traffic Check**
 - Before boarding, students should check for traffic from all directions, then check again before crossing.
5. **Visibility**
 - Ensure that the bus driver can see you at all times while boarding or disembarking.
6. **Dropped Items**
 - Never bend down or place any part of your body under the bus. If you drop something, inform the driver immediately and wait for assistance.
7. **Prompt Boarding**
 - Board the bus promptly to avoid delays.
8. **Missed Bus**
 - If you miss the bus, return home and notify your parents. Do not attempt to walk to school without parental permission.

Conduct on School Bus

PUPILS' RESPONSIBILITIES

Pupils shall conform to transportation rules and regulations prescribed under state statutes¹, state and local regulations, and the District Transportation Services Policy.

INSTRUCTION IN BUS CONDUCT AND SAFETY

The District Transportation Services Policy shall be provided to all transported students and their parents/guardians. Each student and at least one (1) of their parents/guardians shall acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy.

PUPILS TO WAIT AT ASSIGNED STOP

Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

CROSSING ON DRIVER'S SIGNAL

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

CROSSING IN DRIVER'S VISION

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

SEATING

When pupils enter the bus, they shall proceed directly to a seat.

SEATED UNTIL COMPLETE STOP

Pupils shall remain seated until the bus has come to a complete stop.

BODY NOT TO PROTRUDE FROM WINDOW

Pupils shall not extend their arms, legs, or heads out the bus windows.

CHANGING SEATS

Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

PUPIL NOISE

Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

REFERENCES:

¹KRS 156.160; KRS 156.070; KRS 158.110;
KRS 160.290; KRS 160.340; KRS 189.540

RELATED POLICIES:

06.22; 06.34; 09.2261

Adopted/Amended: 6/20/2024
Order #: 259-24

Conduct on Bus

PRINCIPAL AUTHORITY

Consistent with the District Code of Acceptable Behavior and Discipline, the Principal/designee has authority to discipline pupils who ride school buses.

REPORTING OF VIOLATIONS

Bus drivers shall promptly report any violation of District policy or school rules to the Principal. Drivers may file a written or electronic complaint or report of student misconduct (06.34 AP.2) including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the operator's transportation of the student.

DISCHARGE OF PUPILS FROM BUS

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.¹ Drivers shall only discharge students in compliance with Policy 09.2261.

WITHHOLDING OF RIDING PRIVILEGES

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made.

The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.

RESTITUTION OF DAMAGES

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

STUDENTS WITH SPECIAL NEEDS

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.²

Conduct on Bus

REFERENCES:

¹KRS 158.150; 702 KAR 005:030; 702 KAR 005:080

²20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); Section 504 of Rehabilitation Act of 1973

KRS 158.110; KRS 160.705; 702 KAR 005:100

RELATED POLICIES:

06.22; 09.226; 09.2261; 09.425; 09.434; 09.438

RELATED PROCEDURE:

06.34 AP.2

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