

to keep our children safe every day. **They are authorized to assign seats at all grade levels.**

**Kindergarten and first grade students must be met at the bus stop by an adult. Any kindergarten or first grade student not met at their stop will be returned to school.**

All questions pertaining to transportation should be directed to the Transportation Director at **520-568-5100 ext. 1150**, once prompted to select the transportation option.

## **RULES FOR STUDENT TRANSPORTATION**

Arizona statutes do not mandate public transportation in this state. School bus transportation is provided as a courtesy and is a privilege, not a right. If a student's conduct is such that the health, safety, comfort, or the well-being of others is jeopardized, on or off the bus, a district official may deny the privilege of riding the bus. The school bus driver is in charge of the bus and all its passengers and has total authority and responsibility. Only designated district officials are authorized to suspend transportation privileges.

## **STUDENT CONDUCT ON THE SCHOOL BUS**

### **BE SAFE**

- Listen to and follow staff directions
- Stay seated facing forward while being transported on the bus
- Keep head, hands, feet, and objects inside the bus and to yourself

### **BE RESPECTFUL**

- Keep the bus clean and damage/ graffiti -free
- Use quiet, inside voices
- Use school appropriate language

### **BE RESPONSIBLE**

- Follow all district/school policies
- Keep food, drink, and belongings in your backpack (water OK)
- Use electronics appropriately

## **SCHOOL BUS DISCIPLINE**

Based on the severity of the offense, the consequences will be adjusted as needed. All suspensions are based on actual school days (non-school days are not considered days served). The school administration will make contact with Parents/Guardians regarding any discipline behavior or suspension issues from the school buses. The final decision will be made by the school administration.

## **BUS MISCONDUCT REFERRAL POLICY AND PROCEDURES**

### ***(Policies 5-305 and 5-409)***

Drivers are responsible for maintaining order on the buses. It is the responsibility of the transportation department to communicate information to administration who will advise the parents when a student has been suspended. In the event of misbehavior on the part of the student riding the bus, the bus driver may issue the student a "Bus Referral" for minor and/or major infractions. The driver will complete a School Bus Misconduct Referral form.

- Depending on the nature and severity of the incident, the first bus referral may result in a written warning, or other disciplinary action, up to and including temporary or permanent suspension of bus privileges by the transportation director.
- The first bus referral on an activity bus will result in the suspension of activity bus riding privileges for the remainder of the semester or school year depending on the time of the year.
- Parents/Guardians contact will be initiated by an administrator regarding referrals and possible consequences.
- Severe infractions or second referrals will have a copy sent home as well. All referrals will be filed in the transportation office as well as the school site
- Habitual misconduct will result in permanent suspension from the privilege of bus transportation. This procedure will not preclude the right and responsibility of school officials to take other immediate action, as may be necessary in their judgment. For the preservation of good order and specifically for the safety and well-being of others who ride the bus. Suspension from bus transportation does not excuse the student from school attendance.