

2024 - 2025
REGULATIONS FOR STUDENTS RIDING THE
SCHOOL BUS



Ron Ballard, Superintendent –
ron.ballard@danville.kyschools.us
Ernest Dunn, Director of Transportation and Facilities –
ernest.dunn@danville.kyschools.us

**School doors open at Mary G. Hogsett Primary
and Edna L. Intermediate at 7:15 a.m.
School doors open at John W. Bate Middle
and Danville High at 7:50 a.m.**

School Contact Information

Mary G. Hogsett Primary School – 859-238-1313

Principal: Pamela Hambrick

Asst. Principal: Jerrica Funkhouser

Edna L. Toliver Intermediate School – 859-238-1319

Principal: Renee Lanigan

Asst. Principal: Jennifer Shearer

John W. Bate Middle School – 859-238-1305

Principal: Michelle Carver

Asst. Principal: JD Smith

Danville High School – 859-238-1308

Principal: Danny Goodwin

Asst. Principals: Tomma Huguely and Shelby Cameron

RESPONSIBILITY OF PARENTS

Parents should read this information to their child. Parents should encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school bus. Parents should see that their children are at the bus stop 5 minutes before the bus is scheduled to arrive.

The privilege of riding a school bus is conditional upon good behavior by the pupil. Any pupil who violates rules or regulations for passengers on a school bus will be reported to the pupil's principal. Continued unacceptable behavior may cause the pupil to lose riding privileges.

**DANVILLE INDEPENDENT SCHOOLS BUSES ARE EQUIPPED
WITH VIDEO/AUDIO SYSTEMS**

Dear Parent/Guardian:

The list of safety rules and regulations below are being sent to you so that you can review them with your child. Many of these rules will also be presented at school to your child. All the rules are drawn from State Regulations and Board Policy with one goal in mind, the safe transportation of your child to and from school.

Transportation Safety Policy

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.

Video Recording Equipment

Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

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

References:

[1KRS 158.150](#); [702 KAR 005:030](#); [702 KAR 005:080](#)

20 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

RULES & REGULATIONS FOR STUDENTS

RIDING SCHOOL BUSES

The driver is in charge of the bus and pupils.

Be on time. Be at the bus stop 5 minutes before the bus is scheduled to arrive. The bus cannot wait.

Pupils should ride their assigned bus and no other bus. The driver shall transport only those pupils officially assigned to his/her bus unless an unassigned pupil presents the driver with a written note to ride on the bus that has been signed by the school principal or his/her designee or advised by Principal or his designee verbally if signed note cannot be obtained at that time. The driver shall not permit an assigned pupil to leave the bus at a stop other than where the pupil regularly leaves the bus unless presented with written permission signed by the principal or his/her designee as stated above. (702 KAR 5:080)

PUPILS' RESPONSIBILITIES

Pupils shall conform to transportation rules and regulations prescribed under state statutes, 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. Drivers have the authority to assign seats to the pupil at their discretion.

SEATED UNTIL COMPLETE STOP

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

TECHNOLOGY USE ON BUSES

Use of technology on the buses by students must be in line with the Danville Independent Schools Student Acceptable Use Policy. Reference Policy 09.4261 Telecommunication Devices.

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.

The following activities are prohibited at all times:

(a) improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting. (b) Use of tobacco products /vaping. (c) Eating or drinking on the bus. (d) No firearms or weapons, either operative or ceremonial, except that the policy may permit archery bows, used in connection with a school archery team, to be transported inside the passenger compartment and arrows transported in the underneath storage compartment; (e) No live animals, except for a service animal necessary for the student to attend school. (f) Throwing articles or objects in or from the bus. (g) Tampering with mechanical equipment, accessories or controls of the bus. (h) Placing musical instruments or other articles at the door by the driver. (i) Obstructing the aisle in any manner. (j) Occupying more space in a seat than required. (k) Littering the bus (l) No glass containers or helium balloons.

Any pupil who persists in violating any of these rules or regulations shall be reported to the principal of the school which they attend for disciplinary action. After due warning has been given, the principal shall withdraw the privilege of riding the bus for a specified period.

Any complaints of drivers, pupils, or parents not specified in the above regulations, shall be reported promptly to the Principal or Director of Transportation.

Preschool and Kindergarten (ages 7 and under) students will not be left unattended at the time of the delivery. It shall be the responsibility of the parent, guardian, or person authorized by the

parent of the child to provide safe transportation to and from the bus stop and upon delivery. If parent/guardian is not present upon delivery, the child will be returned to their respective school, and it will be the responsibility of the parent/guardian to pick up the child. (702 KAR 5:150)

PROCEDURES FOR CLOSING SCHOOL

The Superintendent may cancel school or reduce the hours of the school day as appropriate in the interest of the health and safety of the pupil.

In case school needs to be closed, you may receive an all call and/or an email. Also, check the Danville Schools Facebook, Instagram or X (formerly Twitter) pages, listen to WHIR FM 103.9 or tune in to WLEX18, WKYT 27, WTVQ36 or FOX 56 for information. Closing and delays will be for one day unless the announcement states otherwise.

Decisions regarding cancellations for athletic events or any planned activities at the school will be made in a case-by-case situation. Contact the school for more information.

BUS EVACUATION DRILLS

Bus evacuation drills will be conducted for all buses on the same day. Students will be instructed to evacuate the bus and go to an assigned spot 100 feet from the bus. Students are to stand orderly and quietly. Students are to re-enter the bus through the front door of the bus. Students that do not perform the drill correctly will be reported to the principal.

BUS INCIDENT PROCEDURES

In the event the bus is involved in an incident, the parent will be notified by phone. If you do not have a phone, your child will be given a note regarding the incident. In case of injuries, your child will be examined and appropriate steps will be taken.

Transportation Services Policy Acknowledgement Form

Per [KRS 158.148](#), the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student's first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.

I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SERVICES POLICY (09.2261) PROVIDED BY THE DISTRICT.

SCHOOL: _____

DATE: _____

STUDENT NAME (PRINTED)	STUDENT SIGNATURE
-------------------------------	--------------------------

PARENT/GUARDIAN NAME (PRINTED)	PARENT/GUARDIAN SIGNATURE
---------------------------------------	----------------------------------

Per [KRS 158.148](#), the Kentucky Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the Transportation Services Policy Guidelines.

Review/Revised: 8/7/2024