



**JACKSON PUBLIC SCHOOLS  
TRANSPORTATION DEPARTMENT  
(517) 841-2180**

**TRANSPORTATION POLICY**

The primary purpose of the transportation system is to provide safe transportation for eligible students from the vicinity of their home to the school they attend. Use of transportation equipment for field trips, co-curricular activities, and recreational activities are permitted providing it does not conflict with the primary purpose of transportation.

In organizing and operating the transportation system, all applicable statutes, rules and regulations of the State of Michigan or its agencies shall be strictly adhered to and all recommendations and suggestions shall be considered carefully.

School bus transportation is provided only for eligible students. Bus transportation shall be considered a privilege providing the student accepts responsibility for their own conduct. Students are expected to follow all directions and requests of the bus driver. Most school bus riders will find it necessary to walk to their designated bus stop.

Students are eligible for transportation using the following established guidelines:

- Young 5-grade 5; one half (1/2) mile or more
- Grades 6-12; 1.5 miles or more

Students that qualify for transportation accommodations, through their IEP or 504, will be handled on an individual basis.

Students are to arrive at their designated bus stop each morning in a timely manner. The District allows for a ten-minute window for the scheduled arrival time of the bus.

If a student has had their bus riding privileges suspended, this does not necessarily mean the student has been suspended from school. It is the parent's/guardian's responsibility to secure transportation for their student to and from school unless a school suspension has also been issued.

**TRANSPORTATION PROCEDURES**

**I. Transportation Service Limitations**

A. Bus routes shall be planned to achieve maximum safety of operation with reasonable economy.

1. Students are considered in the "walking zone" as follows:

- Young 5-grade 5; within one-half (1/2) mile
- Grades 6-12; within 1.5 miles

2. A bus will not make more than four (4) stops in any one mile unless safety requirements make additional stops necessary.

3. In establishing routes in new or existing residential subdivisions, buses will be scheduled to use perimeter routes and/or main thoroughfares and students will be required to walk to bus stops in accordance with items 1 and 2 above to the extent walking safety permits.

4. In apartment complexes and/or mobile home parks, bus service shall be provided off the public road onto the private property only in the interest of safety. Departure from the public road in such instances will be only to the extent of a turnaround, without backing up, for a single stop, where space permits, contingent upon a discussion with the property owner.

5. The Transportation Director may establish additional stops and shorter walking distances for Young 5/kindergarten students especially if they do not have an older sibling to accompany them.

B. In setting up bus schedules, it shall be the objective to arrange for buses to arrive at school approximately twenty (20) minutes before the scheduled time for the beginning of classes in the morning and to leave no more than ten (10) minutes after the scheduled dismissal time.

**II. Student Rider Eligibility**

A. Each eligible student will be assigned to use a specific bus and bus stop and shall not be permitted to use any other without permission of the Director of Transportation.

- B. The Director of Transportation may grant permission for a pupil to ride a different bus or use a different scheduled stop upon receipt of a written request of a parent/guardian or upon authorization of the Building Principal/designee for a specified period of time, subject to the following conditions and limitations:
  - 1. The request change may not result in the overcrowding of any bus, alteration of any regular bus route, bus stop or time schedule, the providing of service in an area not normally serviced or in any other way interfere with the regular operation of the transportation system.
- C. Persons other than eligible students shall not be provided transportation and will be prohibited from riding buses on regularly scheduled routes. This includes preschool-aged children not enrolled, school-aged children enrolled in other schools, special education students enrolled in other programs, and adults. Exceptions to this rule may be made collaboratively between the Building Principal and the Director of Transportation.
- D. The safety of walking conditions for students ineligible for bus transportation will be reviewed continually by the Director of Transportation/designee. Actions to alleviate unsafe walking conditions may include coordinated actions with local government, provision of student safety patrol services, provision of bus service or other alternatives. If warranted, the Director of Transportation will make a recommendation to the Superintendent/ designee in each specific problem situation.

### III. Student Rider Expectations

- A. Previous to loading (on the road and at school):
  - 1. Be on time at your assigned bus stop. The State allows a ten (10) minute window both ways of the scheduled arrival time of the school bus. The driver is responsible for keeping their bus on schedule and cannot wait.
  - 2. **Stay off the road or out of the street at all times while waiting for the bus to arrive.** Bus riders are to conduct themselves in a safe manner while waiting.
  - 3. Wait until your bus comes to a complete stop before you attempt to board.
  - 4. Bus riders are to be on their best behavior in making their way safely to and from their assigned bus stop.
  - 5. Bus riders are not permitted to move toward the bus at the school loading zone until it has been brought to a complete stop.
- B. While on the bus:
  - 1. Keep hands, arms and head inside the bus at all times to avoid injury.
  - 2. Assist in keeping the bus clean and sanitary by not throwing trash on the floor.
  - 3. Avoid loud talking and other unnecessary confusion (ex: loud music) as it diverts the driver's attention and makes safe driving difficult.
  - 4. Bus riders are not to tamper with the bus or any of its equipment.
  - 5. While on the bus, the rider is to keep books, lunches and other articles in their possession.
  - 6. Riders are not to throw anything out of the bus windows.
  - 7. Each student may be assigned by the driver to a particular seat which they will be expected to occupy on regular routes to and from school. Students are not permitted to leave their seats while the bus is in motion and will be held responsible for the condition of assigned seats and their surroundings.
  - 8. Bus riders are not to engage in teasing, scuffling, throwing of objects to annoy others or other actions which will distract the driver.
  - 9. Absolute quiet while approaching a railroad crossing is required. Students will remain quiet until the bus has cleared all sets of railroad tracks.
  - 10. In case of a road emergency, students are to remain on the bus unless instructed by the driver to leave.
  - 11. Eating and drinking are not permitted on the bus.
  - 12. Large music instruments are permitted as long as they may be held on the lap or placed under the seat.

13. There shall be no profanity, swearing or inappropriate language used on the bus. This rule applies to all persons (youth or adult) who ride school buses.
14. Riders are to board only their regularly assigned bus and get off at their regularly assigned stop.
15. Emergency bus exits are to be used only at the direction of the bus driver.
16. Prior to leaving the bus, students will be required to close the windows.
17. The use of cell phones and other electronic devices are prohibited on buses. This includes using them for recording purposes.

C. After leaving the bus:

1. It is a Michigan state law that all motor vehicles are to stop for school buses that are loading or unloading students. If it is necessary to cross the road after getting off the bus, the rider is to pass at least ten (10) feet in front of the school bus, only after looking in both directions to be sure no traffic is approaching. **Students are never to cross behind the school bus for any reason.**
2. The rider is to respect and be alert to any warning signal from the bus driver.
3. The bus driver will not discharge riders at places other than the regular bus stop, at the home or at the school unless by proper authorization from the parent/guardian and school official.
4. After leaving the bus, students are not allowed to grab the bus or throw anything at the bus.

D. Extracurricular/Athletic trips:

1. The above mentioned rules will apply to any trip under school sponsorship.
2. Students shall respect the direction of the adults/chaperones appointed by the school.
3. Be respectful of the condition of the bus (pick up your trash, etc.).

Any infraction of the outlined expectations, the driver will proceed with the steps outlined in the "Disciplinary Process" section.

**IV. Parents**

- A. Students are to arrive at their assigned bus stop on time each morning so that the bus does not have to wait. However, parents/guardians are to regulate their children's arrival so that it will not result in a long wait, permitting time for mischief or unsafe behavior. The State allows a ten (10) minute window both ways of scheduled arrival time of the school bus.
- B. Parents/guardians are expected to know bus rules and procedures, accept the need for such rules for safety and behavior and support the school in enforcement procedures.
- C. If a student has had their bus riding privileges suspended, this does not necessarily mean the student has been also suspended from school. It is the parent's/guardian's responsibility to transport their student to and from school.
- D. Parents/guardians must accept responsibility for student's behavior at the bus stop prior to the arrival of the bus or after delivery. Where a large number of children congregate at a stop, parents are encouraged to share the responsibility of supervision.

**V. Disciplinary Process (see Sample Infraction Slip on page 5)**

- A. **Procedure Process:** In all instances of disciplinary action the right of students and parents/guardians will be carefully observed and respected.
  1. Verbal Warning: For minor infractions, the driver may need to contact parents by way of a phone call or through a note. The driver may assign seats or ask the student to assist in performing bus related tasks. Documentation is kept in the Transportation Department.
  2. The first infraction will constitute a formal written warning and/or Procedure A, B, C or D. The student copy must be signed by the parent/guardian and returned to the bus driver before the student is permitted to resume riding the bus. Issuance of infraction slips shall be solely at the discretion of the bus driver (see Attachment A).

**Procedure A** requires a suspension of one to three (1-3) days of bus riding privileges. The student copy must be signed by the parent/guardian and returned to the bus driver before the student is permitted to resume riding the bus. Issuance of infractions shall be solely at the discretion of the bus driver and documentation is kept in the Transportation Department.

**Procedure B** requires a suspension of one to five (1-5) days of bus riding privileges. The student copy must be signed by the student's parent/guardian and returned to the bus driver before the student will be permitted to resume riding the bus. Issuance of infractions shall be solely at the discretion of the bus driver and documentation is kept in the Transportation Department

**Procedure C** requires a suspension of five to ten (5-10) days of bus riding privileges. A parent/guardian conference may be held involving the principal, bus driver and the Director of Transportation to review the particulars of the incident. The conference is to inform the parent/guardian of the student's behavior and what will result from the issuance of any further infractions.

**Procedure D** is an automatic ten to fifteen (10-15) day suspension from the bus, a parent/guardian conference is required, possible bus expulsion for the remainder of the year and/or a referral to the appropriate police authorities.

## VI. Infractions

### Physical restraint shall be exercised only in the event that a student presents safety issues to themselves and/or others.

- A. Aggressive Behavior: Physical contact or threat of physical contact towards the school bus driver or fellow rider will result in Procedure A, B, C or D as outlined above. If a weapon is used, the bus riding privilege is immediately suspended.
- B. Destruction or Theft of Property: Destruction or theft of property from a driver or fellow rider will result in Procedure B, C or D as outlined above. Damage to the bus will result in reimbursement to the District for repair or replacement costs.
- C. Verbal Abuse of a driver or fellow rider will result in Procedure B, C or D as outlined above.
- D. Sexual Harassment of a driver or fellow rider will result in Procedure C or D as outlined above.
- E. Habitual Offenders: A student who has received four (4) or more infractions in a single year may receive an automatic suspension for the remainder of the school year, upon recommendation of the Transportation Director.
- F. Specific automatic penalties: Due to the seriousness of the behavior involved, the following infractions will result in the immediate penalties listed below:
  - 1. Smoking is an automatic 5 day suspension from bus riding privileges. The second will result in suspension of bus riding privileges until a conference with the transportation supervisor/designee is held.
  - 2. Possession or use of drugs, alcohol or weapons: Automatic ten to fifteen (10-15) days and/or immediate suspension of bus riding privileges for the remainder of the school year, required parent/guardian conference and/or a referral to the appropriate police authorities and follow the School Code of Conduct and State Guidelines.

## VII. Appeal Procedure

In any aspect of the application of the provisions of this policy, a parent/guardian may appeal the decision of any official. A decision of a bus driver may be appealed to the Director of Transportation. A decision of the Director of Transportation may be appealed to the Superintendent and, if necessary, on to the Board of Education. The appellant should be prepared in every instance to both meet with the official involved and submit the specifics of the case in writing, if required.

Bus riding is a privilege which may be revoked. Parents/guardians are urged to appreciate the disciplinary action taken and to discuss this with their child to prevent further occurrences.



Date: \_\_\_\_\_

Route # \_\_\_\_\_

**TRANSPORTATION DEPARTMENT**

517-841-2180

Dear Parent/Guardian: The purpose of this report is to inform you of a disciplinary incident involving your student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the School District.

NOTICE: A Transportation Department Infraction Slip has been issued to:

\_\_\_\_\_  
Name of student

\_\_\_\_\_  
School attending

REASON:

- Aggressive Behavior:** Physical or threat of physical contact towards the school bus driver or fellow rider.
- Destruction or Theft of Property:** Destruction or theft of property from a driver, rider or fellow rider.
- Verbal Abuse:** Verbal abuse of a driver, rider or fellow rider.
- Sexual Harassment:** Sexual harassment of a driver, rider or fellow rider.
- Smoking or use of controlled substances/alcohol**
- Other:** \_\_\_\_\_

CONSEQUENCE:

- Written warning** and/or procedure A, B, C, D
- Procedure A**, 1-3 day suspension
- Procedure B**, 1-5 day suspension
- Procedure C**, 5-10 day suspension, parent conference may be held
- Procedure D**, automatic 10-15 day suspension, parent conference required

**THIS IS YOUR TICKET BACK ON THE BUS**

The driver will not write duplicate tickets  
(copy can be obtained at student's school)

Student: Your riding privileges are suspended beginning \_\_\_\_\_ through \_\_\_\_\_ for misconduct noted above. **You will not be allowed to ride the bus until this slip is signed by a parent/guardian and presented to the driver.** You may resume riding your bus on \_\_\_\_\_.

Parent/Guardian: We have temporarily suspended your child's riding privileges for the items of misconduct noted above. If you wish to have him/her resume their riding privileges, **please sign and return to the driver.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date