



SCHOOL BUS TRANSPORTATION POLICY and PROCEDURES 2024-2025

Transportation will be available to all students living within the GEO of Greater Baton Rouge and Baker boundaries (.5 to 1 mile exemption). First Student will comply with all GEO Academies policies and procedures, as well as state and federal laws and regulations pertaining to school bus transportation.

Buses transporting school children will be considered extensions of the school district. All students using school bus transportation will abide by the code of conduct posted on each bus and issued by GEO Academies. Violations of the code, as well as other conduct that is improper or jeopardizes the safety of other students, will not be tolerated. Violations will be reported to the principal and violators may be denied use of school transportation. Please be advised that buses are equipped with video/audio recording devices that may be used as an investigation tool to monitor activities of students, drivers, aides, and anyone who may board the bus. This video/audio can be used by the School District/First Student to discipline ANYONE that is a passenger on that bus. Viewing of any tape is only authorized by the Superintendent or his designees. The bus driver will always be responsible for the bus from departure until return. The driver will not participate in any activity that might impair their driving ability. If a situation occurs on the bus that threatens the safety of other students, the bus driver shall stop the bus and take immediate control of the situation before proceeding on the route.

Be reminded that any unauthorized person boarding a school bus in the State of Louisiana to confront a driver, any employee, or student is prohibited by law and will be punishable by federal and state law.

Discipline problems on the school bus will be dealt with by the principal or a designee of the school responsible for the student in accordance with state laws and parish regulations. School rules apply to bus transportation both before and after school. Bus behavior referrals shall be written or electronically submitted on the **Louisiana School Bus Behavior Report** form and shall be completed each time a student's conduct on a bus is unsatisfactory. The bus operator will complete and sign the applicable portion of the report. The principal or a designee will take necessary action to ensure operational safety of the buses and furnish a copy of the completed form with consequences to the bus driver and parent/legal guardian of the student.

Any behavior deemed inappropriate for school is inappropriate on the bus. GEO's Zero Tolerance for Fighting Policy is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related or school-sponsored activities. It is the student's responsibility to alert a principal, teacher, coach, etc. of any hostile behavior directed to a student. Administrators shall take immediate action to prevent an escalation of the situation.

For the safety of all riders, students who participate in a fight will immediately be suspended from school

and bus transportation until an investigation is conducted. Bus investigations must be completed within three school days of a reported incident. Investigations of incidents that occur immediately before a holiday or school break may take a bit longer. Camera video shall be submitted, whenever possible, to substantiate what occurred in the incident being investigated. Students and bus drivers are provided due process in each case.

Student Safety – A Shared Responsibility

The safety of students remains a shared responsibility. It is the responsibility of the parent to get students safely on and off the bus. Parents should have their child at the bus stop 10 minutes BEFORE the designated pickup time. Parents must consider the prevailing climate and location of the neighborhood in which they live. If parents believe that certain aspects of the student's bus stop are "unsafe", they must take the necessary precautions to ensure the safety of their children while walking to and from bus stops and while waiting for the bus to arrive.

Bus Stop Change Forms

All routes are planned from the home address on record to school and from school to the home address on record. Students may have bus stops based upon the address of a daycare provider, child care center, or relative's home. Bus stop change forms are required from parents when their child needs to board the school bus at a stop other than their home. All bus stop change forms are to be signed by the principal. Parents will only be allowed to change their child's stop two (2) times during the school year. Please note that bus stop times may change throughout the school year due to additions and/or deletion of students to the bus route. All approved bus stop change forms or transportation requests will be completed in 3-5 business days.

If a request is made to add additional students to an existing stop on a route, with the approval of the principal and transportation, the students may ride the bus at dismissal on the same day of the request if the request is made before noon on the day of request. Parents will complete a bus transportation form, once completed, it will be emailed to transportation. The school's designee will contact dispatch to verify that this stop exists and that the bus has enough space to accommodate the request. The principal or principal designee will contact parents and classroom teachers to notify them about the status of the request before the end of the school day. Transportation will contact the driver about this addition to the route. At dismissal, the student will report to the assigned bus with a copy of the proper form with address and emergency contact information.

Bus stop requests will be processed as quickly as possible leading up to the start of the school year and through the first two weeks of school. Every effort will be made to process requests in a reasonable time frame.

General Guidelines

- The bus driver is a responsible adult who conducts himself or herself in a professional manner and ensures the safety of all passengers while they are riding, loading, or unloading from the bus.
- The bus driver will assign seating to each passenger by the first full month of school.
- Bus routes are designed to minimize the number of minutes students ride the bus each trip.

- Students may only have bus stops based upon the address of a daycare provider, child care center, or relative's home, with the proper documentation, within GEO Academies Boundaries with required special permission.
- Students are not permitted to use the school bus to ride home with friends without a written authorization from a parent and signed by the principal.
- Students WILL NOT be dropped off for parent scheduled events such as swimming lessons, golf/tennis practice, music lessons, personal babysitters, work, businesses, etc.
- School buses are NOT allowed to enter apartment complexes, cul-de-sacs, dead ends, mobile home courts, or private streets or driveways.
- During rainy days, students will be dropped off as close to the home as reasonably possible.

SCHOOL BUS RULES AND EXPECTATIONS

SCHOOL BUS EXPECTATIONS

For the safety of all riders, students are expected to:

- Cooperate with the driver since their safety depends on it.
- Arrive at their bus stop on time because the bus will not wait.
- Remain quiet enough not to distract the driver
- Have written permission from parent or guardian and be authorized by the principal or designee to get off at a stop other than their own.
- Be courteous in their actions and behavior.
- Follow all safety instructions.

SCHOOL BUS RULES

Students may not:

- Stand when a seat is available, and the bus is in motion.
- Extend arms, head, or objects out of windows or doors.
- Throw objects in the bus or out windows or doors.
- Use the emergency door except for emergencies.
- Eat or drink on the bus.
- Vandalize or damage the bus in any way
- Use the following items on the bus: tobacco, matches, cigarette lighters, obscene material.
- Fight on the bus.
- Board the bus at the incorrect stop.
- Leave the bus without permission.
- Show disrespect to the driver.
- Commit an immoral or vicious act.
- Refuse to occupy an assigned seat
- Use profane language or willfully disobey the driver
- Carry objects or implements which can be used as weapons

FORBIDDEN OBJECTS ON THE BUS

The following items are forbidden and may not be brought on a GEO funded bus at any time.

Possession of the following items will require a hearing for expulsion.

- alcohol
- drugs

- tobacco
- matches
- cigarette lighter
- glass objects except eyeglasses
- weapons (including knives, guns, or objects or implements which may be used as weapons)
- multimedia devices
- pornography

BUS INFRACTIONS AND CONSEQUENCES

INFRACTIONS	CONSEQUENCES
BUS RULE VIOLATION	<p>First Offense: Student warned and counseled. The bus driver is responsible for contacting parents.</p> <p>Second Offense: Short term bus suspension up to 3 days Warning of Longer-Term Bus Removal</p> <p>Third Offense: Longer term bus removal up to 10 days</p> <p>Fourth Offense: Removal from bus for the remainder of the nine weeks or longer.</p>
POSSESSION OF ALCOHOL ON A SCHOOL BUS OR SCHOOL BUS STOP	<p>Parent Notification and Conference Held with Principal or Principal Designee for each offense.</p> <p>Immediate suspension from bus and school and recommended expulsion.</p>
ARSON OR SUSPECTED ARSON	<p>Parent Notification and Conference held with Principal or Principal Designee for each offense.</p> <p>Immediate suspension from bus and school and recommended expulsion. Police notified.</p>
ASSAULT AND/OR BATTERY ON SCHOOL BUS DRIVER	<p>Parent Notification and Conference held with Principal or Principal Designee for each offense.</p> <p>Immediate <u>removal from bus</u>, suspension and recommended expulsion. Police notified.</p>
ASSAULT AND/OR BATTERY ON A STUDENT	<p>Parent Notification and Conference held with Principal or Principal Designee for each offense.</p> <p>Immediate <u>removal from bus</u>, suspension and recommended expulsion. Police should be notified. Seek medical help if a student is injured.</p>
BOMB THREATS COMMUNICATION OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS	<p>Parent Notification and Conference Held with Principal or Principal Designee for each offense.</p> <p>Immediate <u>removal from bus</u>, suspension and recommended expulsion. Police notified</p>
BREAKING INTO, DEFACING, OR DAMAGING A SCHOOL BUS	<p>Parent Notification and Conference Held with Principal or Principal Designee for each offense.</p>

	<p>Suspension 1- 10 days of school suspension or recommended expulsion. Police notified of extensive damage or vandalism.</p> <p>Removal from bus at least nine weeks.</p>
BULLYING, CYBERBULLYING, INTIMIDATION, HARASSMENT, HAZING, VIDEO TAKEN OF STUDENTS IN ACTION AND SHARED ON MEDIA DEVICES	<p>Parent Notification and Conference Held with Principal or Principal Designee for each offense.</p> <p>First Offense: 5 days out of school Second Offense: MAXIMUM 10 days out of school suspension, Third Offense: Required recommended expulsion.</p>
UNAUTHORIZED USE OF CELL PHONES AND ALL OTHER TELECOMMUNICATION DEVICES	<p>Parent Notification and Conference Held with Principal or Principal Designee for each offense.</p> <p>First Offense – notify parents to pick up the device. Second Offense – device will be given to principal until close of nine weeks or semester Third Offense - device will be held for the rest of the school year. Additional offenses may result in suspension or recommended expulsion.</p>
CIGARETTES –POSSESSION OR USE OF CIGARETTES, LIGHTERS, TOBACCO PRODUCTS”	<p>Parent Notification and Conference Held with Principal or Principal Designee for each offense.</p> <p>First Offense: Short term bus suspension – Maximum 3 days Second Offense: Short term bus suspension 5 days Warning of Long-term Bus Removal Third Offense: Long term bus removal up to a semester. Fourth Offense: Removal from the bus for the remainder of the school year.</p>
COUNTERFEIT MONEY – POSSESSION AND DISTRIBUTION OF COUNTERFEIT MONEY/INCIDENTS INVOLVING MONEY	<p>Parent Notification and Conference Held with Principal or Principal Designee for each offense.</p> <p>Suspension: Maximum of 5 days Police notified</p>
CURSING TRANSPORTATION PERSONNEL “DISRESPECT FOR AUTHORITY/ NOT FOLLOWING DIRECTIVES FOR SAFETY WHILE BUS IN MOTION	<p>Parent Notification and Conference Held with Principal or Principal Designee for each offense. First Offense: Short term bus suspension – Maximum 3 days</p>

	<p>Second Offense: Short term bus suspension 5 days Warning of Long-Term Bus Removal</p> <p>Third Offense: Long term bus removal up to a semester.</p> <p>Fourth Offense: Removal from the bus for the remainder of the school year.</p>
<p>MINOR DISTURBANCE – loud disturbances on the bus that may distract the driver. Students yelling at each other across the bus or in the aisles</p>	<p>Parent Notification and Conference Held with Principal or Principal Designee for each offense.</p> <p>First Offense: Short term bus suspension – Maximum 3 days</p> <p>Second Offense: Short term bus suspension 5 days Warning of Long-term Bus Removal</p> <p>Third Offense: Long term bus removal up to a semester.</p> <p>Fourth Offense: Removal from the bus for the remainder of the school year.</p>
<p>MAJOR DISTURBANCE</p> <ul style="list-style-type: none"> ● 2 OR MORE ON 1 ● GANG ACTIVITY ● GROUP ACTIVITY ● VIOLENT BEHAVIOR 	<p>Parent Notification and Conference held with Principal or Principal Designee for each offense.</p> <p>Immediate Suspension from the Bus and School and Required Expulsion Hearing</p>
<p>POSSESSION OR USE OF EXPLOSIVE DEVICES/FIREWORKS, AND/OR AMMUNITION AND/OR LOOK-ALIKE DEVICES</p>	<p>Parent Notification and Conference held with Principal or Principal Designee for each offense.</p> <p>Immediate Suspension from the Bus and School and Required Expulsion Hearing</p>
<p>FIGHTING, PROVOKING A FIGHT</p>	<p>Parent Notification and Conference held with Principal or Principal Designee for each offense.</p> <p>Immediate Suspension from the Bus and School. If 2 or more on 1, recommended expulsion hearing.</p>
<p>FORGERY OF BUS DOCUMENTS</p>	<p>Parent Notification and Conference held with Principal or Principal Designee for each offense.</p> <p>Suspension from the bus. Maximum 5 days</p>
<p>GAMBLING</p>	<p>Parent Notification and Conference held with Principal or Principal Designee for each offense.</p> <p>Suspension from the bus. Maximum 5 days</p>
<p>DOOR ALARM – TAMPERING WITH BUS DOOR IMPACTING SAFETY OF STUDENTS</p>	<p>Parent Notification and Conference held with Principal or Principal Designee for each offense.</p>

	Suspension from the bus for a minimum of 5 days and possible recommended expulsion from the bus.
INDECENT BEHAVIOR/SEXUAL HARASSMENT/PORNOGRAPHY, POSSESSION OF SEXUAL ENHANCEMENTS	Parent Notification and Conference Held with Principal or Principal Designee for each offense. Immediate suspension from school and bus and required hearing for expulsion.
SEX OR SEXUAL ACTIVITY	Parent Notification and Conference Held with Principal or Principal Designee for each offense. Immediate suspension from school and bus for at least 3 days until investigation is complete
POSSESSION OR USE OF A FIREARM	Parent Notification and Conference Held with Principal or Principal Designee for each offense. Immediate suspension from school and bus. Required recommended expulsion.
STEALING/THEFT	Parent Notification and Conference Held with Principal or Principal Designee for each offense. Suspension from bus Maximum 5 days.
TERRORIZING OR THREAT OF TERRORISM	Parent Notification and Conference Held with Principal or Principal Designee for each offense. Suspension from bus and school and required recommended expulsion
POSSESSION OF A KNIFE	Parent Notification and Conference Held with Principal or Principal Designee for each offense. Suspension from bus and school and possible recommended for expulsion Knife Blade 2.5 inches or more – mandatory expulsion hearing (Principal or designee must measure)
THROWS A MISSILE WHILE RIDING THE BUS	Parent Notification and Conference Held with Principal or Principal Designee for each offense. Suspension from School Bus – Minimum of 3 days and maximum of 5 days. If injury occurs, recommended expulsion hearing.
HABITUALLY BREAKS BUS RULES OF SAFETY	Parent Notification and Conference Held with Principal or Principal Designee for each offense. 4-5 – Bus Referrals Removal from Bus 1 nine weeks 6-7 –Bus Referrals Removal from Bus 1 semester 8-10 – Bus Referrals Removal from bus 1 full calendar year



PARENT AND STUDENT SCHOOL BUS RULES AND EXPECTATIONS COMPACT

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School Bus Rules that involve consequences: Students may not:

1. Stand when a seat is available, and the bus is in motion.
2. Extend arms, head, or objects out of windows or doors.
3. Throw objects in the bus or out windows or doors.
4. Use the emergency door except for emergencies.
5. Eat or drink on the bus.
6. Vandalize or damage the bus in any way
7. Use the following items on the bus: tobacco, matches, cigarette lighters, obscene material.
8. Fight on the bus.
9. Board the bus at the incorrect stop.
10. Leave the bus without permission.
11. Show disrespect to the driver.
12. Commit an immoral or vicious act.
13. Refuse to occupy an assigned seat
14. Use profane language or willfully disobey the driver
15. Carry objects or implements which can be used as weapons

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- glass objects except eyeglasses
- weapons (including knives, guns, or objects or implements which may be used as weapons)
- multimedia devices
- pornography

My signature indicates that I am aware of the GEO Academies School Bus Transportation Policy and Procedures, School Bus Rules and Expectations, and School Bus Infractions and Consequences.

Parent _____ Date: _____ Student: _____ Date _____