

STUDENT SAFETY WALKING, BIKING, AND RIDING BUSES TO SCHOOL

Student Conduct on Buses

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus may be cause for the principal to suspend the transportation privilege.

Rules of conduct for students riding buses:

- A. Students will obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and will be obeyed. If an aide is assigned to the bus by the district, they will also be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach will be primarily responsible for the behavior of the students. Students will obey the driver, aide, and the teacher, coach, or other staff member.
- B. Students are required to provide their full name to the school bus driver when requested.
- C. Students must arrive at the bus stop five (5) minutes prior to the designated bus stop time.
- D. Students will ride only on their assigned bus unless written permission to do otherwise has been received by school officials and space is available.
- E. Students will not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials and a bus pass has been given to the bus driver.
- F. Students will go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
- G. Students assigned seats will use only that seat unless permission to change is authorized by the driver.
- H. Students will observe rules of classroom conduct while riding on buses. Noise will be kept down to avoid distracting the driver. Students will refrain from the use of obscene language or gestures.
- I. Students will observe safe and responsible behavior with electronic devices. Cellular telephones or similar electronics should remain in the possession of the student at all times, and students will refrain from holding them outside windows, above seats, or passing across the aisle. Students will not take photos or video of others while on the bus.
- J. Students will not disrupt others through the use of electronic devices without the use of earbuds/headphones. No loud, disruptive or inappropriate music or other media will be allowed on the bus. External speakers are not to be used, and volume through earbuds/headphones shall be maintained at a level that cannot be heard by others.
- K. Students will not smoke or ignite lighters or matches on buses.
- L. Students will not eat on buses, except when specifically authorized and supervised by and accompanying teacher, coach or other staff member. Buses will be kept clean.

- M. Students will not open bus windows without the driver's permission.
- N. Students will not extend any part of their body out of bus windows at any time.
- O. Students will not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings will be kept out of aisles and off the back ledge.
- P. No aerosol cans are allowed on the bus.
- Q. No perfume, cologne, hairspray, nail polish or scented products may be used while aboard the bus.
- R. Students will not have animals on buses, except service animals providing assistance to a disabled student.
- S. Students will not sit in the driver's seat.
- T. Students will refrain from talking to the driver unless necessary.
- U. Students will get on/off the bus in an orderly manner and will obey the instructions of the driver or school safety individuals on duty. There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students will adhere to rules for pedestrians.
- V. Students will never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
- W. Students will stand away from the roadway curb when any bus is approaching or leaving a stop.
- X. Students going to and from their bus stops where there are no sidewalks will go directly to their homes after leaving the bus.
- Y. Students will use lap belts on buses when available.
- Z. Students will follow emergency exit drill procedures as prescribed by the driver.
- AA. Students will not tamper with emergency doors or equipment.
- BB. Students will remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices while on the bus.
- CC. Parents of students identified as causing damage to buses will be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- DD. Student misconduct may constitute sufficient reason for suspending transportation privileges.

Disciplinary Procedures

Principals are responsible for correcting students whose abusive behavior results in a bus incident report or violates the rules above. The principal or designee will provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers.

The principal will ensure that students comply with the specified regulations. Principals must maintain open lines of communication among school officials, bus drivers, and the transportation department.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in formal complaints by citizens which may be forwarded to principals for possible corrective action.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or bus supervisor communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules which is repeated by the student after his/her having received previous oral warnings from the driver or bus supervisor. In order for drivers and bus supervisors to effectively maintain control of their buses, it is expected that action be exercised by principals when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor will complete a report on the student describing the incident or damage that occurred. The driver or bus supervisor will provide the report to the school and submit a copy to the transportation supervisor. The copy of the report concerning special education students will be given to the principal for disposition.

The principal upon receiving the report will investigate the circumstances surrounding the incident and take action according to the safe transport of students and District Policy 3241 – Student Discipline.

The action taken by the principal will be annotated on the report and forwarded to the student's parent for signature. The transportation department will be notified.

Drivers may be advised to file assault and battery charges against students who physically assault them. Under no circumstances will the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlements may appeal the principal's decision by submitting a written statement to the

superintendent or designee. The superintendent or designee will render a decision after evaluating the issues and facts involved.

Emergencies

The transportation supervisor will review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure outlined in the handbook. At the start of each field trip or extracurricular trip, the school bus driver will review with all passengers the location and use of the emergency exits, emergency equipment, and any district emergency procedures.

In the event of a collision, the driver will make contact with the transportation supervisor who will:

- A. Determine the nature of the collision;
- B. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
- C. Contact the state patrol regarding the accident;
- D. Advise the superintendent of schools;
- E. Investigate the collision and gather the names of all students and witnesses;
- F. Dispatch another bus to transport the students to their destinations; and
- G. Contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers that are authorized to ride each bus route.

Revised: September 2015; August 2018; December 4, 2024