

Bus Transportation Rules

KSD Bus Expectations

Student Management / Discipline Process

Kennewick School Board policy and procedure 8123 and R 8123 Student Conduct on Buses addresses student conduct on buses. Principals are responsible for correcting students whose abusive behavior results in a bus incident report or violates the bus rules.

Board policy requires that the full list of student conduct expectations be distributed to each student at the beginning of each school year and reviewed by the driver. Copies of the rules will be available in the transportation office and on the district website.

Following is the process to be used for bus incident reports, and the consequences associated with various offenses. A committee of bus drivers, school building administrators, and district administrators developed this process.

Kennewick School District Student Discipline Process

Minor Behaviors

- Arms, head or body out of the window
- Not keeping hands or feet to self
- Swinging/Hitting objects at other students
- Eating/Drinking (excludes water)
- Littering
- Not seated correctly in seat (facing backward, legs or body hanging in the aisle, sitting on knees, or laying down in the seat)
- Moving or standing while the bus is in motion
- Loud (yelling, screaming, playing loud music)
- Disruptive
- Using cell phones or electronic devices in a manner that distracts the driver, disturbs other students, or contributes to an unsafe bus environment
- Disrespectful to driver or students
- Throwing items
- Profanity or obscene gestures
- Spraying perfume/cologne etc.
- Other actions which may be deemed as a minor offense

Bus Discipline Procedure (Minor Offenses)

If the student does not comply with bus expectations (including conduct at the bus stop), the following steps will be taken:

Verbal Warning (apply bus interventions)

The driver will discuss the behavior & review bus expectations.

Interventions may include:

Seat assignments, seat partners, parent contact, loss of privileges (on or off the bus last, window privileges, unable to sit with friends, etc.)

All minor conduct reports will be reviewed and signed by the transportation management team. Incidents are cumulative; a series of minor infractions, with or without continual behavior issues, may result in more serious consequences with a Major Written Warning Notice and loss of riding privileges.

1st Written Warning for Minor Offenses

The driver will issue a behavior alert and submit it to the transportation coordinator. Transportation will notify the parent/guardian by phone or email. Transportation will contact the appropriate school administrator, and an in-school consequence such as lunch or recess detention will be scheduled. (If unable to contact parent/guardian the behavior alert will be mailed/emailed home).

2nd Written Warning / Loss of Riding Privileges

Elem 1-3 day(s), MS 2-4 days, HS 3-5 days loss of riding privileges from the bus.

The driver will issue a minor conduct report and submit it to the transportation coordinator, and a copy will be emailed to school administrators. Transportation will contact the appropriate school administrator to determine the number of day(s) riding privileges will be lost. The school administrator will call or email the parent or guardian with behavior details and inform the parent what date(s) the student will not be allowed to ride the bus. The transportation coordinator or school administration may schedule a meeting with parent/guardian.

3rd Written Warning / Loss of Riding Privileges

Elem 3-10 days, MS 4-15 days, HS 5-20 days loss of riding privileges from the bus.

The driver will issue a minor conduct report and submit it to the transportation coordinator, and a copy will be emailed to school administrators. Transportation will contact the appropriate school administrator to determine the number of days riding privileges will be lost. The school administrator will call or email the parent or guardian with behavior details and inform the parent what dates the student will not be allowed to ride the bus. The transportation coordinator or school administration may schedule a meeting with parent/guardian.

4th Written Warning / Loss of Riding Privileges

Elem 10-20 days, MS 15-30 days, HS 20-40 days loss of riding privileges from the bus.

The driver will issue a minor conduct report and submit it to the transportation coordinator, and a copy will be emailed to school administrators. Transportation will contact the appropriate school administrator to determine the number of days riding privileges will be lost. The school administrator will call or email the parent or guardian with behavior details and inform the parent what dates the student will not be allowed to ride the bus. The transportation coordinator or school administration may schedule a meeting with parent/guardian.

5th Written Warning / Loss of Riding Privileges

Riding privileges may be lost through the remainder of the school year. The driver will issue a bus conduct report with transportation coordinator approval prior to the report being sent to the appropriate school. School Administrator / SRO will notify parent/guardian by phone or email what dates the student will not be allowed to ride the bus.

Bus Discipline Procedure (Major Offenses)

All major conduct reports will be reviewed and signed by the transportation management team. Incidents are cumulative; a series of major infractions, with or without continual behavior issues, may result in more serious consequences with increasing loss of riding privileges.

- Harassment, intimidation, bullying, assault, fighting, theft of school or personal property
- Possession/distribution of tobacco, alcohol, drugs, vapes, etc.
- Tampering with any bus equipment including cameras or emergency doors
- Use or possession of weapons, explosives, dangerous objects or fire hazard items
- Refusal to comply with crossing procedures and/or crossing at the back of the bus
- Damage to bus inside or out (parents will be responsible for repair costs)
- Refusal to comply with driver directions related to safety situations
- Departing bus at unassigned stop without a “signed note” from parent approved by office
- Inappropriate activities on the bus of a sexual or intimate nature
- Inappropriate Use of Electronics (unwanted pictures / video) of driver or students or distribution of inappropriate content
- Any action that creates an unsafe, hostile, or disruptive environment on the bus or off the bus for themselves or others

1st Written Warning / Loss of Riding Privileges

Elem 1-3 day(s), MS 2-4 days, HS 3-5 days loss of riding privileges from the bus.

The driver will issue a major conduct report and submit it to the transportation coordinator, and a copy will be emailed to school administrators. Transportation will contact the appropriate school administrator to determine the number of day(s) riding privileges will be lost. The school administrator will call or email the parent or guardian with behavior details and inform the parent what date(s) the student will not be allowed to ride the bus. The transportation coordinator or school administration may schedule a meeting with parent/guardian.

2nd Written Warning / Loss of Riding Privileges

Elem 3-10 days, MS 4-15 days, HS 5-20 days loss of riding privileges from the bus.

The driver will issue a major conduct report and submit it to the transportation coordinator, and a copy will be emailed to school administrators. Transportation will contact the appropriate school administrator to determine the number of days riding privileges will be lost. The school administrator will call or email the parent or guardian with behavior details and inform the parent what dates the student will not be allowed to ride the bus. The transportation coordinator or school administration may schedule a meeting with parent/guardian.

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4th Written Warning / Loss of Riding Privileges

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The transportation department reserves the right to bypass procedure steps on either minor or major incidents and apply consequences (including loss of riding privileges) based on the severity of continual student misconduct.

Kennewick School District Transportation is a privilege, and students may lose their riding privileges if they are not meeting bus expectations. Students with an IEP may be excluded from this policy.

Discipline Appeal Process

Disciplinary actions may be appealed by contacting the school administrator or transportation administrator. If an appeal request is made, a meeting will be held with the parent/guardian, school administrator, and transportation administration to review the incident and related facts. The school administrator and transportation administration will consider the appeal and jointly make a determination.

Positive Rewards

Fair and consistent discipline of students is important. The following ideas are provided for positive reinforcement:

- Praise – Verbal
Reward students by telling them verbally when they are properly behaving
- Awards – Certificates
Document good behavior on certificates, there are certificates available in the transportation coordinator's office
- Positive Notes to Parents (Positive Behavior Alert)
Parents always enjoy receiving notes from drivers noting their student's good behavior on the bus
- Rewards
Except in accordance with district policy, a school bus driver shall not distribute anything edible to students riding the bus, in accordance WAC 392-145-031 (7)
Rewards approved to provide to students: Bus Bucks, pencils, erasers, small toys, DQ certificates (free of charge from any local Dairy Queen). Talk to your transportation coordinator for other ideas. **REMEMBER: BE AGE APPROPRIATE WITH REWARDS AND BE MINDFUL OF CHOKING HAZARDS.**

Amended: July 24, 2024

Amended: May 13, 2025