

## NON-INSTRUCTIONAL OPERATIONS

### Student Conduct on Buses

1. The driver is in full charge of the bus and students. Students must comply with the driver and/or attendant that is assigned to the bus by the district promptly and willingly. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. The driver is responsible for the safe operation of the bus and has final authority.
2. Students must always ride their regularly assigned bus, unless permission to do otherwise has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause capacity overloads on the bus.
3. Students must not be permitted to leave the bus except at their regular stop, unless written permission is given by parent and approved by the principal or designee. All students wanting to ride the school bus with a friend or relative must have a signed note from the parent that is also signed by a school administrator or stamped by the school office.
4. Once students board the bus at school, they may not exit the bus without the driver first receiving approval from the school principal or designee or transportation office.
5. Students may be assigned a seat in which they will always remain seated, unless permission to change seats is given by the driver or school principal or designee.
6. Students must observe the bus rules (posted at the front of the bus), use quiet voices, be courteous to the driver/attendant and each other, refrain from using any obscene language or gesture, yelling out the bus windows, or demonstrating any behavior that contributes to an unsafe or disruptive bus environment.
7. Eating and drinking (except water) on the bus is prohibited. On field trips and extracurricular trips, students are permitted to eat and drink water.
8. Smoking, vaping, weapons, breakable containers or items, flammable items and large instruments are prohibited.
9. Student must not open a window on the school bus without first getting permission from the school bus driver.
10. Students must not, at any time, extend their heads, hands, or arms out of the windows, whether the school bus is in motion or standing still.

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11. Students must not have anything in their possession that may cause injury to passengers or themselves on the bus. These items include, but are not limited to sticks, rocks, breakable containers, any type of firearms, weapons, straps or pins extending from their clothing, large bulky items which cannot be held or placed between the legs, etc. Animals are not permitted on the bus, except for approved service animals.
12. Students must refrain from using cell phones or other electronic devices in any manner that distracts the driver or disturbs other students. Taking pictures or videos, air-dropping messages or pictures, using flashes or flashlights, and playing loud or inappropriate media/music is prohibited.
13. Student must keep their books and personal belongings out of the aisle. Special permission must be granted by school authorities to transport any large items.
14. Student must not talk to the driver more than is necessary during the loading and unloading process.
15. Student must not sit in the driver's seat. Students must go directly to a seat once inside the bus and always remain seated unless the driver instructs otherwise.
16. Students must remain seated while the bus is in motion and must remain seated until the bus has come to a complete stop.
17. Students must enter/exit the bus in an orderly fashion and obey the directions of the bus driver and bus attendant. When boarding or leaving the bus, students must always be in the driver's view. Students must wait for the driver's direction when crossing a roadway. Students must wait to cross the roadway until the driver indicates it is safe to cross. Students must cross in front of the bus in a group and never behind the bus.
18. Students must arrive at the bus stop at least five minutes before the bus is due. Students must not stand or play in the roadway while waiting for the bus. Students must respect the property of others and refrain from touching other students and their property. Students must not throw or kick objects such as rocks, snowballs, etc.
19. Students must exercise self-regulation in the bus loading area. Students must refrain from pushing and shoving other students in the loading area or at the bus stop.
20. Where practicable, students walking to the bus loading zone must walk on the left-hand side of the roadway facing the oncoming traffic. This also applies to students

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leaving the bus loading zone in the evening. At bus stops, students must stand at least ten feet back from the roadway.

21. Students are expected to go directly home from their bus stop.
22. Students' misconduct on a bus may lead to revocation of riding privileges.
23. Parents and/or students will be financially responsible for damage repairs to district property.
24. Students shall follow emergency exit drill procedures as defined by the driver. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
25. Students must use the safety equipment on the bus in a proper manner. (e.g. lap/shoulder belts and safety vests when needed) and students must not tamper with the emergency exit doors or equipment.

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