

## STUDENTS

### Bus Conduct

#### Bus Rider Rules

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following rules apply at all times when students are riding a school bus, including when on school activity trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed. The school bus is an extension of the classroom; the same rules apply.

1. Riders shall follow the instructions and directions of the bus driver at all times.

*(cf. 3542 - School Bus Drivers)*

2. Riders should arrive at the bus stop at least five minutes prior to arrival of bus and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated until the bus stops and upon signal from the driver enter the aisle and go directly to the exit.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large items such as class projects, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity and rude or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as scuffling or fighting, loud talking, yelling, whistling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
8. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
9. Riders may bring electronic devices onto the bus. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.

*(cf. 5131 – Conduct)*

10. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

11. Service animals are permitted on school transportation services; all other animals are prohibited.

*(cf. 6163.2 – Animals at school)*

12. Riders should be alert for traffic when leaving the bus and shall follow the District's transportation safety plan when crossing the road and exiting the bus.

*(cf. 3543 – Transportation Safety and Emergencies)*

The driver or any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee.

#### Driver Responsibility Procedures Relating to Student Discipline

##### Suspensions

The first responsibility of the school bus driver, before taking a specific; disciplinary act, is to be sure all students involved know what behavior is expected. Every effort must be made by the driver to correct minor discipline problems by talking to the offending student. If, however, the problem continues, or if the situation in any way tends to disturb or lessen the bus driver's control of the bus, he is obligated to issue a "Notice of Unsatisfactory Conduct." When this action becomes necessary, the following procedure shall be used:

##### Bus Discipline Procedures

- Step I: Verbal warnings: Minor problems should be corrected at the time of occurrence by the driver. Personal conversation with the student usually rectifies the problem. Discuss the problem with the student and warn of the consequences if behavior continues.
- Step II: Issue the student a "Notice of Unsatisfactory Conduct" report. Turn it in to the transportation department office who will then log the misconduct in their system and send it directly to the school site Administrator. Contact is then made with the student or parent/guardian by the school explaining the misconduct of the student and the future consequences if the conduct continues. In order to avoid suspension of the student's riding privilege, copies of the "Notice of Unsatisfactory Conduct" report must be signed by the student's parent/guardian and returned to the school site within five school days of issuance.

In addition, a copy must be signed by the site Administrator and returned to the transportation department within five school days. If there is a suspension, immediate contact with the Transportation department will be made.

If the student uses physical or verbal abuse against the driver or another student, or is fighting with another student, this could result in a suspension of the student's riding privilege.

Step III: Issue the student the second "Notice of Unsatisfactory Conduct". Turn it in to the transportation department immediately. The same steps will be followed with sending immediately to the school site and in notifying the parent/guardian. At this point, the student will be denied ALL bus riding privileges for two weeks.

Should your child be suspended from riding the bus, it is the parent's responsibility to provide transportation. Absence from school extends the suspension, in that the suspension is to be served during days that the child actually attends school. As a reminder, bus transportation is a privilege, not a required service.

Step IV: If the student receives a third "Notice of Unsatisfactory Conduct" report, this will result in the loss of riding privileges for the remainder of the year.

#### Summary

Step I: Verbal Warning and explanation to the student

Step II: Issue a "Notice of Unsatisfactory Conduct" report sent to principal and contact is made with the student's parent/guardian by the school site advising them of student's conduct and possible consequences.

Step III: Issue student second 'Notice of Unsatisfactory Conduct Report.' Same steps will be followed in notifying parent/guardian by the site Administration explaining the loss of the student's bus riding privileges. Student will be denied ALL BUS RIDING PRIVILEGES for two weeks.

Step IV: Third "Notice of Unsatisfactory Conduct" report will result in loss of riding privileges for remainder of the year. Same steps will be followed in contacting the parent/guardian.

**REMEMBER – GOOD PUPIL MANAGEMENT IS CONDUCTIVE TO STUDENT RESPECT FOR THE BUS DRIVER!**

#### Bus Surveillance Systems

The Superintendent or designee shall supervise the use and maintenance of the District's bus surveillance systems.

Students and staff are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.

The Superintendent or designee shall routinely review videotapes taken on school buses and shall document any evidence of student misconduct. Two weeks after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct.

Tapes retained as part of an individual student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review and release of student records. Tapes retained as part of an expulsion record are nonprivileged, disclosable public records pursuant to Education Code 48918.

*(cf. 5125 - Student Records)*

Videotapes may be viewed by persons other than the Superintendent or designee under the following conditions:

1. When student misconduct is revealed as a result of a school bus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.
  - a. Requests for viewing must be made within five school days of receiving notification that misconduct occurred.
  - b. A viewing shall be provided or denied within five days of the request.
  - c. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.
3. Viewing shall occur only at a school-related site and in the presence of the Superintendent or designee.
4. All persons who view a tape shall be identified in a written log.

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