

PORTLAND PUBLIC SCHOOLS
TRANSPORTATION DEPARTMENT
517-647-2993

PARENTS/GUARDIANS:

1. **Kindergarten Students and Younger:** These students must have a parent/guardian visible to the Bus Driver before the student may be dropped off at their designated stop. The student will be returned to the school or the Portland Public School (PPS) Transportation Department if no one is visible and the parent/guardian will be responsible to pick up their student. If a student has a sibling in 3rd grade or above, please contact the transportation department for an additional possible option.
2. **Modifications to Schedule:** For student safety, a parent is required to call the PPS Transportation Department for any change in a student's drop-off or pick-up. The Bus Drivers are not authorized to accept notes or verbal permission.
3. **Regular Assigned Bus Stop:** Students must get on and off the bus at their assigned bus stop.
4. **Bus Assignments:** Students are assigned to a bus route and are not permitted to have other students as guests on the bus.

BUS RULES:

- Students shall be at their designated bus stop five minutes before the bus is scheduled to arrive.
- Wait patiently, staying off the roadway, while at the bus stop.
- Board the bus once it has completely stopped and the door is open.
- Sit in the Bus Driver assigned seats
- Be ready to sit three in a seat when necessary.
- Sit facing forward and remain seated until the bus has come to a complete stop at its destination.
- Obtain permission to open the windows from the Bus Driver.
- Emergency exits are used only in case of an emergency or drills.
- Do not extend anything out of the windows (student, books, papers, etc.) at any time.
- Do not hold on to, or touch, the outside of the bus.
- Do not tamper with any mechanisms or switches, including the door, driver controls, and safety equipment.
- Students shall observe the following rules if it is necessary to cross the road after leaving the bus:
- Wait for the bus to completely stop and watch the Bus Driver's paddle for instructions
- Look both ways, then if it is safe, walk across the road. Do not run.
- Cross 10 feet in front of the bus, within sight of the Bus Driver.
- Students are expected to help keep the bus clean.

PERSONAL ITEMS ON BUS:

Students will not bring anything on the bus which cannot be held safely on their lap.

- No objects of any kind may be placed in the aisles (musical instruments, books, lunches, special projects, etc.).
- All balls (basketball, football, baseball, etc.) must be completely enclosed in a backpack or athletic bag.
- Tennis rackets and baseball bats must be in an athletic bag completely enclosed.

STRICTLY PROHIBITED ITEMS:

- Balloons.
- Fishing Poles and Golf Clubs.
- Skateboards, Scooters and Sleds.
- Weapons and "look alike" weapons of any nature.
- Animals, including all reptiles and pets.
- Fireworks, smoke bombs, and any substance which is hazardous in nature, toxic, or flammable.
- Tobacco products, electronic cigarettes, alcohol, illegal substances, and narcotics in any form.

PROHIBITED BEHAVIOR ON BUS:

- Students shall not eat or drink on the bus.

- Students shall refrain from fighting on the bus.
- Students shall not be loud nor use profane, obscene, or improper language.
- Students shall not throw any objects within or out of the bus.
- Students shall not damage a bus. A student causing damage will be responsible for restitution.

**Portland Public Schools
School Bus Discipline**

Bus drivers shall maintain control of the students on the buses through the use of progressive discipline. Progressive discipline shall start with the bus driver speaking with the student that has caused a problem on the bus and if appropriate give a verbal warning. If this alone does not work, the bus driver shall contact the parent or guardian of the student. If the parent or guardian is not available, a voice mail will be left if it's an available option. In case of a serious conduct violation, it may be appropriate to go directly to a written School Bus Conduct Report.

The School Bus Conduct Report uses progressive discipline throughout the school year. Any points a student receives will accumulate and be added from one conduct report to the next. All consequences will be based on the accumulated points of the student. The bus driver shall attempt to contact the parent or guardian for each School Bus Conduct Report written.

A student issued a conduct may not ride any bus until the conduct report is signed by a parent or guardian and returned to the bus driver. If a student is suspended from the school bus, it includes all trips and sports buses as well.

The School Bus Conduct Report has the following conduct violations, points, and consequences.

1. Who is not at the assigned bus stop on time. (1)
2. Who litter on the school bus. (1)
3. Who brings glass containers/objects on the bus. (1)
4. Who fail to stay off the roadway and use proper boarding/departing procedures. (2)
5. Who fails to get on or off at the designated stop. (2)
6. Who fail to remain seated and racing forward at all times except when moving to and from the jump seat. (2)
7. Who eats/drinks on the bus without the bus driver's permission. (2)
8. Who crosses in back of the bus instead of the front. (3)
9. Who have part(s) of their body hanging out of the windows. (3)
10. Who uses Improper language/profanity/gestures. (3)
11. Who throws objects in,at or out of the bus. (3)
12. Who engage in behavior that abuses the safety,well-being and respect of others on the bus or at the bus stop.
13. Who push/trip/kick/hit. (3)
14. Who disobey instructions and/or show disrespect to the bus driver. (4)
15. Who brings illegal/dangerous articles/substances and/or weapons on the bus. (7-17)
16. Who destroys property. (7-17)
17. Who tamper with bus equipment. (7-17)
18. Who engage in sexual misconduct/harassment. (7-17)
19. Who fight or engage in violent behavior. (7-17)
20. Who threatens another person with bodily harm. (7-17)
21. Who assaults another person. (10-17)
22. Other _____

0-2 points - Warning

POINTS RECEIVED: _____

3-5 points - 1 day Suspension

PREVIOUS POINTS: _____

6-8 points - 2-3 days Suspension

ACCUMULATED POINTS: _____

9-16 points - 5 days Suspension

DATES SUSPENDED: _____

17-20 points - 10 days Suspension

RETURN DATE: _____

21-39 points - 90 days Suspension

40+ points - 180 days Suspension