

BUS CONDUCT REPORT

Date: _____

Driver: _____

Student: _____

Grade: _____

Incident Date: _____

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving your student on the bus.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated.
3. When a citation is issued, the student's riding privileges are automatically and temporarily revoked until the citation is returned signed.
 - a. When a citation is followed by a suspension, riding privileges will be revoked for the duration of the suspension and until the citation is returned signed.
4. ***Please refer to the back side of this form for the bus rules and the authority of the bus driver.***
5. ***The Transportation Supervisor, Principals and Superintendent reserve the right to revoke riding privileges for any amount of time, other than what is specified below, when deemed necessary.***

PROCEDURES & CONSEQUENCES

- ___ 1st Citation Written warning. No suspension of riding privileges. ***Please refer to item #3, under the notice to parents, above.***
- ___ 2nd Citation Automatic **2-day** suspension of all riding privileges. ***For continued transportation services, it is imperative for the parent/guardian to contact the transportation supervisor @ 208-779-4069 opt: 5. Please refer to item #3, under the notice to parents, above.***
- ___ 3rd Citation Automatic **5-day** suspension of all riding privileges. ***For continued transportation services, it is required for the parent/guardian to set up a meeting with the school principal and transportation supervisor. Please refer to item #3, under the notice to parents, above.***
- ___ 4th Citation Automatic **6-week** suspension of all riding privileges. ***For continued transportation services, it is required for the parent/guardian to request a meeting with the superintendent or designee. Please refer to item #3, under the notice to parents, above.***

DRIVER'S REPORT

___ Violation of Safety Procedures

___ Destruction of property

___ Fighting/Pushing/Tripping

___ Rude/Discourteous/Annoying

___ Unacceptable language

___ Other

COMMENTS:

Student Signature _____

Parent Signature _____

PARMA SCHOOL DISTRICT #137 BUS RULES

The rules below can be found in the **Parma School District Board Policy No. 730**. All students are expected to follow these rules at all times.

RULES:

- Students shall obey the bus driver's directions promptly and courteously.
- Students shall use classroom conduct at all times. (**No yelling, screaming, hollering, and/or loud noises, no profane language or obscene gestures.**)
 - Absolute silence is required when the driver stops the bus at a railroad crossing.
- Students must keep hands, arms, and heads inside the bus at all times.
- Students shall not throw objects inside the bus, from the bus, or into the bus.
- Windows are not to be opened more than half way.
- Eating or drinking is not allowed on the bus
- Students will walk to and from the bus in an orderly fashion.
- Students will arrive at their assigned bus stops no less than **5 minutes** before the scheduled arrival of the bus.
 - Students shall respect private and public property while waiting at the bus stop
- Students shall enter the bus and go directly to an available or assigned seat and remain seated and keep the aisles and exits clear at all times while on board.
- Students will only cross the road or street after the bus comes to a complete stop and the driver has directed them that it is safe to cross, this must be done no less than **12 feet in front of the bus** only.
- Students shall board and leave the bus at their established stop, except when they have a request signed by their parent or guardian to do otherwise.
 - Students shall ride their assigned bus unless reassigned by the respective school principal/designee
- Students shall not tamper with emergency doors, windows or equipment.
- No smoking, tobacco or drug use will be permitted on any bus.
 - School district policies pertaining to drugs, alcohol, tobacco, controlled substances, weapons, harassment, bullying, hazing and sexual harassment are in effect at the bus stop AND on the bus!
- Students will not be allowed to use flashlights, bright screens when dark conditions, listen to audio without headphones, and only be allowed to utilize one earbud while on the bus.
- Breakable containers, skateboards, hazardous materials, lighters, matches, shop projects, or animals other than service animals, are not permitted on any school bus.
 - Large items carried on the bus must be held on the students' laps.

AUTHORITY:

- **The bus driver is authorized to assign seats and deny riding privileges on a temporary basis.**
- Only persons authorized by the district are eligible to ride the buses. (Pupils, Staff Members, Coaches, and Appointed Chaperones for field trips or activities). (***Policy No. 720***)
- Citations will carry over to all routes and activity buses. They can also be carried over to the following year at the Transportation Supervisor recommendation.

If you have any questions, please feel free to call the Transportation Department Office at 208-779-4069 opt: 5