



Title: **Transportation**

Code: 810

Book: Policy Manual

Section: 800 Operations

Purpose

Transportation for students shall be provided in accordance with law and the following guidelines. For the purpose of this policy, the term "bus", "van", "school vehicle", are used interchangeably. They are intended to mean any vehicle which meets the standards specified by federal, state and local law used for the transporting of students to and from school, on extracurricular trips and on field trips.

Authority

The Board shall contract for school bus services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on extracurricular trips and on field trips. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The school district will provide bus transportation to and from school for students in grades K-12, who meet the distance requirements specified in the Pennsylvania School Code. The Board will also provide transportation for students living within the limits of this policy when the walking conditions to the school are found to be hazardous by the Pennsylvania Department of Transportation (PennDOT). [\[5\]](#)

The Board will provide or cause to be provided, transportation for handicapped children without regard to distance or hazardous walking conditions.[\[6\]](#)[\[7\]](#)

As has been determined by the courts, the transportation of school students by the school district is a privilege, not a right. The school bus driver shall be responsible for the safety of students while they are being transported to and/or from school. The student's principal and/or the Transportation Supervisor shall be responsible for enforcing the disciplinary guidelines set forth in this policy. Any student may be suspended from bus transportation for disciplinary reasons, in which case, the parent is responsible for the student's transportation needs.

Delegation of Responsibility

The Superintendent shall:

1. Prepare a map of the district indicating each bus stop and bus route, or prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a district map.[\[3\]](#)
2. Maintain such records and make such reports regarding school transportation available as are required by the State Board of Education.[\[1\]](#)[\[3\]](#)
3. Promulgate rules governing student conduct during transport to and from school, extracurricular functions and field trips; such rules shall be binding on all students transported by the Board.[\[3\]](#)

Guidelines

The following regulations apply to all students using the transportation services provided by the Central Greene School District:

1. The school bus drivers are responsible for the safety of the students while on their vehicles and for enforcing the discipline guidelines contained herein. The bus driver has the same authority on the bus as the teacher has in the classroom. Transportation privileges can and will be denied under the authority of this policy and the School Laws of Pennsylvania, to any students who persist in willful misconduct while using the district buses and/or vans.
2. The following activities are considered improper and shall be considered a violation of the rules and regulations established for students riding district buses or vans:
 - a. Use of foul language or boisterous noise that may distract the attention of the driver.
 - b. Harassment of the driver in any manner whatsoever.
 - c. Annoying, striking or fighting with the driver or any passenger on board.
 - d. Refusing to sit in an assigned area or seat as designated by the driver.
 - e. Standing or walking about the bus when it is in motion.
 - f. Possession or use of any type of tobacco product or e-cigarette while on a school bus, van or at a bus stop.[\[8\]](#)
 - g. Illegal use of the emergency door.
 - h. Throwing or shooting objects in the air.
 - i. Placing arms, legs or any part of the body out of the window.

- j. Spitting or discarding of any trash on the floor of the bus.
- k. Transporting of disagreeable objects or materials to or from school.
- l. Card playing or the use of any gambling device on the bus.
- m. Eating or drinking on school buses or vans, with the exception of extracurricular trips and field trips. (Driver permission must be obtained by the supervisory adult for extracurricular and field trips).
- n. Fighting, pushing or shoving when getting on or off the bus, or while riding the bus.
- o. Students riding a bus other than their regularly assigned bus must present a permission slip to the driver, issued and signed by a school official. Students found to be riding a bus other than their regularly assigned bus/van without permission will receive a Bus Conduct Report.
- p. Students are not permitted to leave the bus prior to arriving at school or at the student's regular bus stop. Drivers are not permitted to make any extra stops without prior authorization from the Transportation Supervisor.
- q. Misconduct at any bus stop, including the marking or damaging any part of the bus or private property.

Bus Conduct Reports

Procedure –

The bus driver is responsible for the safety of all students on the bus. If any student is found to be in violation of one or more of the activities deemed improper, the driver will complete a Bus Conduct Report. The four (4) part report will be distributed as follows within twenty-four (24) hours of the incident:

1. The driver will keep a copy for his/her records.
2. The driver will give the remaining copies of the Bus Conduct Report to the applicable building principal or the Transportation Supervisor for further distribution and action.

Action –

Following the receipt of a Bus Conduct Report from a driver alleging violations of the established rules and regulations on the bus/van, the building principal and/or the Transportation Supervisor will investigate the incident to determine what occurred, and who was involved. Following the investigation, the student(s) involved may, along with other disciplinary measures, lose his/her bus riding privileges on all district buses for a period of time, based on: a) the severity of the offense; and b) whether the student(s) has been removed from the bus for previous violations of the established rules and regulations. In any case, a child that has been transported to school on a bus or van and receives a Student Conduct Report in the morning, must be returned to his/her approved destination via the bus/van that afternoon.

1. At the discretion of the building principal and/or the Transportation Supervisor, any student receiving **FIRST OFFENSE** Bus Conduct Report may be subjected to a verbal reprimand, parental notification/conference, in-school suspension, out-of-school suspension, and/or his/her bus riding privileges from ALL district vehicles may be suspended for a maximum of ten (10) school days. The Bus Conduct

Report will then be signed by the building principal or Transportation Supervisor and the student's copy (white) will be given to the student with instructions to take it home for parent/guardian signature. When the report has been properly signed by the parent/guardian and the suspension (if any) has been served, the student may return to the bus by presenting the signed report to the issuing driver.

2. Any student receiving a **SECOND OFFENSE** Bus Conduct Report may be subjected to in-school suspension, out-of-school suspension and will have his/her bus riding privileges suspended from ALL district vehicles for a minimum of three (3) school days and a maximum of ten (10) school days. The Bus Conduct Report will then be signed by the building principal or Transportation Supervisor and the student's copy (white) will be given to the student with instructions to take it home for parent/guardian signature. If deemed necessary, the parent and the bus driver must meet with the Transportation Supervisor during the suspension. When the report has been properly signed by the parent/guardian, the conference, if necessary, has been held and the suspension has been served, the student may return to the bus by presenting the signed report to the issuing driver.
3. Any student receiving a **THIRD OFFENSE** Bus Conduct Report may be subjected to in-school suspension, out-of-school suspension and will have his/her bus riding privileges suspended from ALL district vehicles for a minimum of five (5) school days and a maximum of ten (10) school days. The Bus Conduct Report will then be signed by the Building Principal and/or Transportation Supervisor and the student's copy (white) will be given to the student with instructions to take it home for parent/guardian signature. The parent and the bus driver must meet with the Transportation Supervisor and/or designee during the suspension. When the report has been properly signed by the parent/guardian, the conference, if necessary, has been held and the suspension

has been served, the student may return to the bus by presenting the signed report to the issuing driver.

Expulsion –

Where, following the suspension of bus riding privileges of at least three (3) times, or due to an act by the student resulting in violence to persons or property, or which pose a direct threat to the safety of others, or a criminal act, a student may be expelled from a school bus or van for a period exceeding ten (10) school days. Such expulsion procedure shall be in accordance with the School Laws of Pennsylvania as set forth.

Adopted: **October 21, 1981**

Last Revised: **May 17, 2016**

Legal References:

- [1. 22 PA Code 23.1](#)
 - [2. 22 PA Code 23.2](#)
 - [3. 22 PA Code 23.4](#)
 - [4. 24 P.S. 1361](#)
 - [5. 24 P.S. 1362](#)
 - [6. 22 PA Code 23.3](#)
 - [7. 24 P.S. 1374](#)
 - [8. 35 P.S. 1223.5](#)
-