



TRANSPORTATION PROCEDURES FOR RIDING IN A DISTRICT VEHICLE

It is the goal of the **Tomah Area School District** to provide the students of this district with a safe and secure transportation program. The privilege of receiving transportation services is dependent upon meeting specific requirements to include:

- Students who reside outside the city limits and are two or more miles from school.
- Students who reside in areas that the walking route to school traverses through an identified unusually hazardous area.
- Students with exceptional educational needs (EEN) in accordance with state law and established procedures.

The privilege of receiving transportation services is dependent upon meeting behavioral expectations as well. Because these privileges can be revoked, parent/guardian and students' knowledge of expectations is essential. In order for a student to retain this privilege, he/she must conform to the following policies/procedures:

Prior to Loading the Bus:

1. Parents/guardians have the responsibility to ensure their student is at the designated stop on time. The driver cannot be expected to wait.
2. Students should stay well off the road while waiting for the bus.
3. Students should stay at least 10 feet away from the moving bus and wait until the bus stops and the driver signals to them to board before approaching it.
4. If a student is not going to be on the bus, please contact the Transportation Department in advance, if possible. You can call the Transportation Office at (608) 374 -7377 to communicate absences to your student's driver. You may leave a detailed voicemail if the call is after business hours.
5. Students will be picked up only at their designated bus stop.
6. Students should obtain permission to ride a different bus. No student will be allowed to ride a bus he/she is not assigned to without permission. A phone call by the parent/guardian should be provided to the school principal, or designee, and delivered to the bus driver.

While on the bus:

1. Students shall obey the instructions of the driver and/or chaperones.
2. Students should behave respectfully. Scuffling, fighting and obscene language will not be tolerated. Bullying will not be tolerated. Students must treat each other and their bus driver with respect.
3. All rules of conduct that apply on school property will also apply on the bus.
4. Students should not create any disturbance on the bus that may distract the driver's attention from his/her driving.
5. All students must remain seated and torso facing forward in their seats while the bus is moving. Students may be assigned a seat location at the driver's discretion.
6. Students should not throw anything in or out of the bus at any time.
7. Bus aisles will be kept clear at all times.
8. State law requires that all students are silent while the bus crosses the railroad tracks.
9. No part of the body should be extended from the window at any time.
10. The emergency door should be used only in an emergency.

While on the bus (Continued):

11. The driver is delegated the same authority as the teacher to make and enforce rules for those for whom he/she is responsible.
 12. Cell phone and tablet usage is permitted at the discretion of the driver. Ring tones are to be turned off, and the taking of video, pictures, and voice recording is prohibited while on the bus.
 13. Eating food is prohibited on the bus/van. Water in a container with a cover may be consumed.
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After Leaving the Bus:

1. If a student must cross the road after leaving the bus, he/she should wait for the driver's signal and then cross in front of the bus, at least 10 to 12 feet in front of the bus.
 2. If a student lives on the side of the road on which the bus stops, he/she should move away from the bus immediately after getting off.
 3. Students will be dropped off only at their designated bus stop.
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Disciplinary Procedures:

Inappropriate behavior on a school bus can be potentially dangerous and must be dealt with in a consistent manner on a timely basis. The disciplinary procedures are:

- 1st Referral. Written warning to student, with a copy sent to parent/guardian.
- 2nd Referral. Principal and/or Director of Transportation meet with the student and call parent/guardian. Student receives in-school corrective action, a copy of the report is sent to the parent/guardian.
- 3rd Referral. Principal, Director of Transportation, and driver meet with the student and call parent/guardian. Student receives a one-day bus suspension, a copy of the report is sent to the parent/guardian.
- 4th Referral. Principal, Director of Transportation, driver, and parent/guardian meet with the student to develop a plan to correct the behavior. Student receives a minimum 3-day bus suspension. A copy of the report is sent to the parent/guardian.
- 5th Referral (and beyond). Principal, Director of Transportation, driver, and parent/guardian meet with the student to develop a plan to correct the behavior. Student receives up to a 5-day bus suspension. A copy of the report is sent to the parent/guardian.

The Director of Transportation or Principal may increase the disciplinary action if he/she finds the inappropriate behavior to be of a serious nature. Also, the bus driver and/or Transportation Supervisor may be asked to participate in the mandatory conference. In the event of inappropriate behavior by an EEN student, the Director of Pupil Services must be consulted if removing bus-riding privileges for more than three (3) days is being considered as the disciplinary action.

Miscellaneous Bus Policies and Safety Standards:

1. To ensure the safety of our youngest riders, we ask that an *authorized* parent or guardian be present to receive a first grader or younger student from the school bus stop. Younger students with older siblings on the bus may depart with them.
2. For student safety, the following items cannot be transported on the bus: balloons, glass, skateboards, and any sports equipment that cannot fit in their backpack. Said sports equipment should remain in their backpack while a student is riding.
3. When requesting a change in a student's drop off/pick up location, please allow up to 4 business days for the changes to be made. This allows time for notice to be given to the driver, as well as any students on the route whose schedule may be impacted.
4. Students wishing to bring a guest home with them on the bus is prohibited unless it is an emergency. This will require a phone call from the parent/guardian to do so.
5. To eliminate the possibility of allergic reactions or choking, students should never share or consume food on the bus.
6. A student will be financially responsible for any damages to the bus resulting from inappropriate behavior.
7. If a student's academic privileges have been suspended, the student's transportation privileges are also suspended. Students who are found to be marked absent will also be denied transportation.
8. If a student's transportation privileges have been suspended or revoked, the student is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.
9. Students should report misbehavior and rule violations on the bus. However, if any allegations are found to be false, the person reporting the false allegations may be subject to corrective action by the school, the transportation department, or both.

Please Note: Cameras, equipped with audio/visual recording, are used on school buses to help ensure the safety and well-being of all passengers. Recordings may be used as part of the disciplinary procedure. Recordings cannot be viewed by parents/guardians due to the other students on the bus, and they are private student files in accordance with BoE AG 8330 - Student Records.

TOMAH AREA SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT

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