

Capital School District

Board of Education Policy

Section: Student
Title: Bus Safety Regulations
Policy #: 700-18
Date Approved: 05/06/2026
Date Revised: 05/01/2026

Purpose:

The following, which constitutes Board of Education policy, must be made available to all students and staff in the Capital School District.

Student Conduct Regulations

The intent of this policy is to ensure that all students enjoy a safe and pleasant ride on Capital transportation in support of the District's educational experience. The school bus ride is an extension of the instructional day. As such, clear transportation expectations and rules must be established and consistently followed. The Student Success Guide will be used as the reference to ensure consistent expectations and consequences.

An administrator or designee can suspend the privilege of bus transportation for a violation of the rules listed below. Any act that could distract a bus driver from his/her job endangers the lives of all students and staff on board, as well as nearby persons.

Bus Conduct concerns will be communicated to the appropriate parents as soon as feasible. Bus riding privileges can be suspended for misconduct on the bus. A serious violation of these rules (i.e., Level 6 or higher in the Student Success Guide) could result in expulsion from the bus for the duration of the school year.

1. Students must obey the driver/aide and be courteous to everyone on the bus.
2. Students should arrive at their bus stop at least ten minutes prior to the scheduled arrival time. The Capital School District understands that this can be an inconvenience for some individuals, particularly during early morning hours when it is still dark. The District makes every effort to execute consistent and reliable bus arrival times to reduce extended wait periods. The ten-minute guideline is a generally-recognized standard that takes into account variations in route times associated with traffic, weather, and student absences. Parents and secondary students are encouraged to take advantage of District technology that provides users with the locations of specific school buses.
3. Students should never stand or play on the road while waiting for the bus.
4. Before boarding the bus, students must remain at least ten feet away from the bus while it is in motion.

5. Students must not try to get on or off the bus when it is in motion. When on the bus, students must remain seated until the bus has come to a complete stop.
6. Students must enter the bus safely and occupy their seats immediately. Students shall stay in their seats for the entire bus ride.
7. Students must keep out of the driver's seat and limit any activity that could distract the driver while the bus is in motion. Students are strictly forbidden from touching any equipment on the bus (e.g., steering wheel, door switch, tablet, radio, bus broom).
8. Students must be sure that the road is clear of all traffic or that all traffic has come to a complete stop before crossing. Students must cross in front of the bus far enough to be seen by the driver at all times and cross only when instructed by the driver through the external speaker of the public address system. When crossing a street or highway, students should look both ways and then **walk** - not run.
9. Students should only ride their designated bus.
10. Students may not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
11. Students must not carry any object on the bus that could be a safety hazard on the trip to or from school. Animals are not allowed on the bus. Weapons (including lookalike and toy weapons) are strictly prohibited.
12. While on a school bus, students are expected to exhibit the same conduct as in the classroom. The Student Success Guide applies to all Capital locations, including bus stops.
13. Students shall be courteous and not use profane language.
14. Students shall keep the bus clean. Students shall not eat or drink on the bus. The District will work with school bus drivers and bus aides to promote consistent adherence to this directive on all school buses.
15. Students are not allowed to smoke or vape on the bus. Tobacco products of any kind are not allowed on the bus.
16. Students shall not vandalize any part of the school bus.
17. Students shall keep their head, hands, and feet inside the bus at all times.
18. Bus drivers have the authority to assign any or all students a seat.
19. Other forms of misconduct that will not be tolerated include indecent exposure, obscene gestures, and spitting.

Parents

The regulations and information included in the Bus Safety Regulations policy have been prepared in order to provide a safe, inclusive, and efficient transportation system for your children. Below are some additional ways in which we may all partner to provide a safer and more inclusive learning environment.

1. Explain these Bus Safety Regulations and Capital's Student Success Guide to your child and make sure he/she understands them.
2. Parents of Pre-K, Kindergarten, and KCCS students must be with the students at the pick-up and drop-off bus stop. If a guardian is required at the bus stop each afternoon, please make arrangements to ensure that a guardian is at the bus stop well before the bus arrives. Students who need to be taken back to a school due to the lack of a guardian at the afternoon bus stop may lose their transportation privileges.
3. Get to know the bus driver.
4. Be sure your child is at the bus stop well before the bus arrives. Be sure your child remains a safe distance from the roadway.
5. Encourage your child to respect private and public property while waiting for the bus.
6. Insist on good behavior on the part of your child so the driver can concentrate on driving the bus.
7. If your child is younger, be sure he/she can comfortably handle whatever he/she carries on the bus. The school bus steps can be challenging for younger scholars.

The Capital School District Board of Education positions this policy in order to promote safe and nurturing environments for all learners from the moment that they step on to a Capital School Bus until they step off the bus in the afternoon. These expectations are defined and reinforced across all grades to maintain a constant sense of belonging for all members of Senator Nation.