

DISTRICT TRANSPORTATION GUIDELINES (Implementation of Board Policy #810)

The school bus is an extension of the classroom and, as such, is ruled by the district's discipline policies (Ref: policy #218).

Bus transportation is provided for students who meet the following criteria:

1. **Elementary students** residing more than 1.5 miles from the building they attend.
2. **Secondary students** residing more than 2 miles from the building they attend.

Students are encouraged to ride the bus. However, students may walk, ride a bicycle, or be brought or picked up in a car by the student's parent or guardian.

Because safety is a major concern of the district, all parties must cooperate to develop proper bus riding habits. Guidelines for developing and promoting safety include, but are not limited to, the following:

1. It is expected that the student be at his/her assigned bus stop five (5) minutes before the scheduled departure, as the driver must maintain a rigid schedule and cannot wait for tardy riders. In the event that the bus has not arrived within fifteen (15) minutes of the scheduled departure, students may return home. ***Kindergarten students need a responsible adult to be at the bus stop for pick up and drop off unless a release form has been signed and other arrangements are made. Forms are available in the elementary offices.***
2. Students will have one designated morning pick-up stop (home or babysitter) and one designated afternoon drop-off stop (home or babysitter). The pick-up location may be different from the drop-off location; however, the pick-up and drop-off locations must be consistent each day for the entire school year. Requests for permanent bus stop changes must be submitted in writing at least three (3) days prior to the date of the requested change. Students are to get on and off their assigned bus at their designated bus stop. The babysitter stop must be located within the attendance boundaries of the school in which your child is enrolled. The babysitter stop must be an existing stop along an established bus route, and will be assigned on a bus route with an established stop; after all home stop needs are met.



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3. Emergency requests for a change in a bus stop may be accepted for a limited number of reasons. Requests should be in writing and be made as early as possible. If an emergency request is made, parents/guardians will be expected to relate details of the emergency to the building principal or designee. If approved, the student will be issued an emergency bus pass if seats are available on the bus. The driver will not accept a note from the parent. A record of emergency requests will be kept for each student. If requests become frequent, the parent/guardian will be notified that future requests will be denied. Acceptable reasons for emergency requests may include death in the family, medical emergency, or that the student's parents are out of town. Unacceptable reasons may include spending the evening at a friend's house, going to a dance, play dates, or to complete school projects/homework with classmates.
4. When boarding the bus, all students are to wait until the approaching school bus comes to a complete stop. A single line should then be formed and students are to enter the bus one (1) student at a time.
5. Once inside the bus, all students are to immediately take their seats and are to remain seated until reaching their destination. After the bus has made a complete stop, students may leave their seats. Elementary Students will be assigned seats and middle school students will be assigned areas on the bus.
6. When exiting the bus, all students must exercise extreme caution in following the directions of the driver. When crossing a road, students must walk in front of the bus, when given the signal by the bus driver.
7. Only the bus driver may give permission to open and close the windows as she/he deems necessary. When windows are open for ventilation, hands, arms, and heads are to remain inside the bus windows. Nothing may be thrown out of the windows.
8. Only students with assigned bus stops may ride the bus to and from school. Walkers may not ride a school district bus, except for field/co-curricular trips.
9. Eating, drinking, gum/tobacco chewing, and/or smoking are prohibited on the bus.
10. To ensure safety, students are prohibited from having live animals, guns/firearms, explosives, squirt guns, glass items, bicycles, skis and poles, items that roll or anything of a dangerous or objectionable nature on the bus.

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11. The application of cosmetics on the bus (hairspray, nail polish, perfume, etc.) is prohibited.
12. The use of electronic equipment (ex. Cell phones, cameras, electronic games, iPods, mp3 players, etc.) that interferes with bus safety is prohibited. The district and the transportation company are not responsible for lost or stolen items.
13. The driver has the authority to refuse to allow students to carry onto the bus any item that cannot comfortably fit on one's lap or potentially dangerous. Parents should make other arrangements to transport such items if they are necessary for school work.
14. Only those musical instruments that can be held on the lap or between the knees should be carried onto the bus. Instruments are not to be removed from their carrying case while on the way to or from school. Snare drums, baritone horns, and baritone saxophones may not be transported on the school bus.
15. Gym bags, band instruments, or any school project may not be placed in aisles or areas near the entrance or emergency doors, and such items will not be allowed on the bus unless they can be held on the pupil's lap without endangering his/her safety or the safety of others.
16. The bus driver is in authority at all times when serving as the driver of the school bus; and as such; may assign seats and expect cooperation from all students. Conduct expectations are the same as in school.
17. Buses are equipped for audio/video surveillance.
18. Rules of courtesy should be followed at all times.
19. A Bus Conduct Report form will be issued when the bus driver deems necessary. Disciplinary action will be initiated by the building principal and will be communicated to the parents.
20. Parents/Guardians will be expected to arrange transportation for any pupil whose bus privileges have been suspended.

Definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list.

LEVEL I

- Failure to follow rules
- Aggravating other students
- Littering on the bus
- Moving from seat to seat or in the aisles when the bus is in motion
- Climbing over seats
- Spitting
- Tussling
- Failure to comply with the reasonable request of the driver, including the assignment of seats
- Putting head, hands or another part of the body outside of the bus
- Abusive language to other students
- Use of squirt guns or other water propellants
- Throwing things on the bus or out of the bus
- Being on the wrong bus or getting on or off at the wrong stop
- Bringing live animals (including pets) on the bus

LEVEL I DISCIPLINARY OPTIONS

- Verbal Reprimand (warning)
- Changing or assigning seat
- Parental contact
- Detention(s)
- Bus suspension (1-3days)

LEVEL II

- Harassing other students
- Abusive language to the driver
- Vandalism (restitution is required)
- Insubordination
- Fighting
- Behavior in a manner which would distract the driver, such as yelling, pounding on wall, floors, or ceiling of the bus
- Unmodified Level I misbehavior



Definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list. (Continued)

LEVEL II DISCIPLINARY OPTIONS

- Assigned Seat
- Parental contact
- Behavioral contract
- Detention(s)
- Probational status
- In-school suspension, out-of-school suspension
- Saturday detention(s)
- Bus suspension (1-10days)
- Possible notification of local law enforcement

LEVEL III

- Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol
- Hitting the driver with a thrown object or throwing an object which constitutes a safety hazard
- Tampering with or operating the emergency door except in cases of emergency
- Leaving or entering the bus via the emergency exit unless directed to do so by the driver
- Tampering with the bus controls
- Behavior which constitutes a safety concern of a serious nature
- Smoking
- Unmodified Level II behavior

LEVEL III DISCIPLINARY OPTIONS

- Detention(s)
- Drug and/or alcohol assessment/rehabilitation
- Out-of-school suspension(s)
- Saturday detention(s)
- Bus suspension (5days – semester – entire year)



Definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list. (Continued)

LEVEL IV

- Acts which result in violence to another's person or property or which pose a direct threat to the safety of others. EXAMPLES: fighting, assault and battery, extortion, bomb threat, false alarm, possession or use of weapons or look-a-likes, arson, drug dealing, vandalism, harmful substances, other criminal acts, continuation of Level III misconduct, etc.

LEVEL IV DISCIPLINARY OPTIONS

- Can take any or all of the following forms including, Level I, II, and III options: suspension, expulsion, and drug and alcohol assessment/rehabilitation, referral to local law enforcement.