

TRANSPORTATION RULES

Pupils transported on a school bus are under the authority of, and directly responsible to, the driver of the bus. The purpose of bus discipline procedures is to provide measures for corrective action when a student's behavior is such that it constitutes a hazard to the safety of a group of children being transported. This would constitute any deliberate misbehavior which might interfere with the safe operation of the bus. For the purpose of this regulation, student transportation shall be defined as including the loading, enroute traveling, and unloading of students to or from school or a school sponsored activity. In order to assure orderly and safe transportation of all passengers on a school bus, students shall be required to observe the following rules:

1. Obey the bus driver's instructions at all times.
2. Remain seated when the bus is in motion. Fasten your seatbelt when seated and leave it fastened until you arrive at your final destination.
3. Do not use the emergency exit unless authorized by the bus driver, school, or police official.
4. Smoking on a school bus is prohibited by law and, on the first offense, shall be cause for denial of transportation.
5. Hitting, fighting, harassing, scuffling, making loud and unnecessary noise, acting boisterous or participating in gang related activity, is distracting to the driver, and is not permitted.
6. Being disrespectful or abusive to the bus driver or any other student in conduct or language is not permitted.
7. Refusal of a student to give his or her name to the bus driver or giving a false name indicates misrepresentation and insubordination to the authority of the driver and shall be sufficient cause for immediate denial of transportation by the school administrator.
8. Use of profanity and other foul language or gestures is not permitted.
9. Throwing articles on or out of the bus is not permitted.
10. Keep arms, legs and head inside the bus.
11. Keep the bus clean and free of paper or other litter.
12. Transporting animals on the school bus is not permitted.
13. Inflating or having inflated balloons on the school bus is not permitted.

14. Ride the bus that has been assigned to you. Seating arrangements are at the discretion of the bus driver. When designated seating is used, a mandatory seating chart will be submitted to the building principal and kept on file.

15. Show issued bus permits when called upon to do so by the bus driver or other school authority. Failure to produce the permit upon request of the driver shall be reported to the appropriate school administrator. Repeated failure to show the permit on three (3) or more occasions shall be cause for issuance of a “Notice of Unsatisfactory Conduct” form. A student shall not allow the use of his or her bus permit by another person

16. Orderly behavior is required on the bus and at the bus stop. In addition, any reported incidents occurring to or from the bus stop will be investigated and could result in disciplinary action.

17. Carrying equipment unrelated to authorized school activities will not be permitted i.e., out of season sports equipment. Wearing of skates, roller blades, heales and the possession of skateboards is not permitted on the bus.

18. If infractions covered in other aspects of the Student Code of Conduct occur on the bus or at school bus stops, the principal may use his or her discretion in administering disciplinary measures. All appropriate steps of notification and appeals procedures shall apply to bus suspensions as in cases of suspensions resulting from in-school misconduct (see page 30)

Disciplinary Actions for Inappropriate Bus Behavior

A. All bus drivers will be provided with the “Notice of Unsatisfactory Conduct or School Bus” Form.

B. In the event a student’s conduct on a bus is unsatisfactory, the “Notice” form shall be completed in quadruplicate by the driver and distributed as follows:

1. First through third copies to the principal of the school which the student attends. The principal shall transmit one copy to the parent/guardian.
2. Fourth copy to the Supervisor of Transportation.

C. For bus infractions, it shall be the responsibility of the principal or his/her designee to take immediate, appropriate disciplinary action. The sequence of disciplinary action for minor misbehavior is as follows, however, depending on the severity of the infraction, the sequence may be altered.

Serious infractions may require that the sequence be altered

1. First “Notice”:

Administrative conference with student Student warned and counseled
Parent/guardian advised via telephone and/or mail that further incident may result
in additional disciplinary action

Parent/guardian and student receive a copy of transportation rules

2. Second “Notice”:

Administrative conference with student One (1) to two (2) days bus
suspension Contact with parent/guardian via phone, and/or mail

3. Third “Notice”:

Administrative consultation with the transportation supervisor and student
Three (3) to five (5) days suspension from school bus at administrator’s
discretion Personal re-entry conference with parent/guardian is required
Conference with parent/guardian via telephone and mail

4. Fourth “Notice”:

Administrative consultation with the transportation supervisor and student
Eight (8) to ten (10) days bus suspension at administrator’s discretion
Personal re-entry conference with parent/guardian Conference with
parent/guardian via telephone and mail

5. Fifth “Notice”:

Administrative consultation with transportation supervisor and student
Bus suspension for 30 days or until end of the school year at the
principal’s discretion In-school conference with parent/guardian
Notification by certified mail

**Please note that an infraction on the bus could lead to additional disciplinary
action described**