

**REGULATION****REGULATION****STUDENT TRANSPORTATION****Student Bus Transportation  
Procedures*****Arriving at pickup point:***

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

***Board the bus:***

- Line up in single-file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

**Note:** This material is written for informational purposes only, and Page 11 of 91 not as legal advice. You may wish to consult an attorney for further explanation.

### ***Conduct on the bus:***

- Follow driver's instructions.
- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.
- Consequences for school bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's eligibility to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

### ***Prohibited items:***

- Tobacco is not allowed in a school bus.
- ~~Alcoholic beverages shall not be carried onto a school bus~~ Commercial tobacco and nicotine products, electronic tobacco or nicotine delivery devices, alcoholic beverages, mood-altering substances and illicit drugs are prohibited in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus with the exception of Service Animals.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

*Note:* This material is written for informational purposes only, and Page 12 of 91 not as legal advice. You may wish to consult an attorney for further explanation.

### ***Exit from the bus:***

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.
- No fighting, harassment, intimidation or horseplay.
- After getting off the bus, move away from the bus.

### ***Crossing the highway:***

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles to the highway. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

### ***Accident or other emergency:***

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.
- Medical needs for students with disabilities are to be handled in accord with the individualized educational program (IEP).
- All medications required by disabled students will be carried and administered by the person and means designated by the IEP.
- All medication transportation shall be prearranged and be subject to a prior health management plan being prepared if for purposes of possible use on the transportation.

### **Consequences for Misconduct**

Emergency removal of a student from the bus may occur if the student endangers or reasonably appears to endanger the health, welfare, or safety of themselves, any other person, student, teacher, or employee. The driver must contact the school administration for approval of any emergency removal and file a written behavioral report within twenty-four (24) hours with a copy sent to the parents of the removed child.

*Note:* This material is written for informational purposes only, and Page 13 of 91 not as legal advice. You may wish to consult an attorney for further explanation.

Consequences for bus misconduct are to be handled by the principal of the school of attendance in accord with the minimal due process procedure including an opportunity to be heard. *Exception:* Students with individual educational programs (IEPs) or 504 accommodation plans including transportation will be referred to the team responsible for preparing the program. Such plans or programs shall include procedures for discipline and emergency removal for violation of bus conduct rules. A student may use Policy JII Student Concerns, Complaints, and Grievances to make a complaint regarding transportation.

***Procedures followed upon student misbehavior on school bus:***

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint, the principal will then call the student to the office and warn the student that the parents must be notified that the student may be put off the bus or suffer other consequences if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion with the child the consequences will be determined.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely. Parents, community members, and others may submit complaints regarding transportation issues by completing the forms provided with Policies KE through KED. These can be obtained through the school Web site or from the school office.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

***Possible reporting outcomes:***

- *1st report:* Student will be placed on probation and the parent/guardian will be notified that further behavior infractions may result in disciplinary action up to or including loss of ridership privileges.
- *2nd report:* Student may be suspended from the bus for a minimum of one (1) day or suffer other consequences dependent upon the seriousness of the offenses reported.
- *3rd report:* Meeting with parent/guardian. Possible loss of bus ridership privileges for an extended period.

***Note:*** This material is written for informational purposes only, and Page 14 of 91 not as legal advice. You may wish to consult an attorney for further explanation.

## ***Other Discipline***

Depending on the nature and number of the offenses, consequences such as loss of transportation privilege, suspension or expulsion from school also may result from school bus stop misconduct.

## ***Records***

Records of school bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct may be provided to law enforcement.

## ***Vandalism/Bus Damage***

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) may result in the loss of bus privileges or other disciplinary sanctions until damages are paid.

## ***Notice***

Students will be given a copy of school bus rules and the responsibilities and behavior standards for bus riders before the end of the first full week of school or when a child enrolls, if this occurs during the school year. The rules will also be posted on each bus.

## ***Criminal Conduct***

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety may be informed.

## ***Parent/Guardian Responsibilities for Transportation Safety:***

- Provide the school office with proper student information including the home address, the home telephone number, and the telephone number at which the parent/guardian may be reached in the event of an emergency.
- Provide the school office and the transportation office with accurate information regarding student name, address, phone number, emergency information and day care information. Remember to immediately notify the school office of any changes.
- Instruct children to be at the school bus stop at least five (5) minutes before the scheduled pick-up time and not to arrive at the bus stop substantially more than ten (10) minutes prior to the scheduled pick-up time.
- Remain alert to impending weather patterns and have your child properly clothed for the current weather conditions.

***Note:*** This material is written for informational purposes only, and Page 15 of 91 not as legal advice. You may wish to consult an attorney for further explanation.

- Consider in advance how long your child should wait at pick-up locations during conditions of extreme cold or extreme wind- chill conditions.
- Both parents and students should know the school name and the route number of the bus. Students in K-2 should have a "bus tag" fastened to their book bag or backpack containing the route, stop and child's name and contact information.
- Provide the child with a book bag or backpack for books and loose papers, pencils, etc.

## **Parent and Guardian Notification**

A copy of the School District school bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

## **School Bus Driver Duties and Responsibilities**

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

- Operating the vehicle in a safe and efficient manner.
  - Wearing driver's seat belt whenever the bus is in motion.
  - *Safety.* The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
  - *Defensive Driving.* All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
  - *Driving Adjustments.* Winter and wet weather conditions require adjusting speed and normal driving practices to compensate for road conditions.
  - *Emergency Doors.* Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
  - *Service Door.* The service door of the bus must be closed at all times while the bus is in motion.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- *Overloads.* The registration card in all vehicles designates the maximum number of passengers allowed. This limit cannot be exceeded. A driver should call the dispatch office for instructions should a vehicle become overloaded.
- *Railroad Crossings.* All vehicles must stop at railroad crossings, using required procedures, whether they are loaded or empty. Drivers shall not activate the eight (8)-way lights. Four (4)-way hazard lights are to be used before stopping and when crossing the tracks.
- *Speeding and Other Moving Violations.* No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
- *Smoking Prohibited.* Smoking by either the driver or the passengers is prohibited on any school bus or on school property.
- Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
  - *Bus Inspection.* Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of state law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.
  - *Safety Equipment.* All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.
  - *Bus Cleaning.* Drivers are required to keep the interior of their buses swept and free of trash at all times.
  - *Fueling.* The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. It is against the law to fuel with passengers aboard.
- Ensuring the safety, welfare and orderly conduct of passengers while on the bus.
- Meeting emergency situations in accordance with operating procedures.

*Note:* This material is written for informational purposes only, and Page 17 of 91 not as legal advice. You may wish to consult an attorney for further explanation.

- Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.
  - *Relations with Students.* Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
  - *Relations with School Officials.* School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.
  - *Relations with the Public.* It is important to remember that to the general public, the driver represents the School District. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.
  - *Student Discipline.* Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are governed by School District policy. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities.
  - *Route Changes.* Drivers may not make changes in the pick-up or drop-off schedule for his or her route without prior authorization. Bus stops may not be added, deleted or moved without approval. Drivers may not deviate from the established route without prior permission except as required by an emergency or temporary road condition.
  - *Route Problems.* Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the Dispatch Office or the transportation supervisor as soon as possible.
  - *Unauthorized Passengers.* Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by a school administrator.
  - *Notices.* It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.
- Completing required reports.
  - It is the responsibility of the driver to completely fill out and turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

*Note:* This material is written for informational purposes only, and Page 18 of 91 not as legal advice. You may wish to consult an attorney for further explanation.



- Completing required training programs successfully.
- Providing maximum safety for passengers during loading and unloading.
  - *Standees Prohibited.* Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
  - *Dangerous Articles.* No weapons or articles that may be classified as dangerous, may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Service animals are allowed.