

## **STUDENT CONDUCT ON BUSES**

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### **Responsibilities of Supervisor of Transportation**

1. Annually, the Supervisor of Transportation will publish procedures related to student conduct on school buses.
  - a. The published procedures will be distributed on an annual basis to bus drivers, contractors, principals, and assistant principals.
  - b. Procedures will be reviewed orally with bus drivers/contractors on an annual basis.
  - c. Procedures will be reviewed orally with school level administrators on an annual basis.
  - d. Pamphlets containing procedures will be distributed annually to students and parents.
2. The Supervisor of Transportation will establish and chair an advisory council.
  - a. The primary purposes of the advisory council will be:
    - (1) to improve communications among and between bus drivers/contractors and the Supervisor of Transportation, among and between bus drivers/contractors/Supervisor of Transportation and school level administrators and with parents; and
    - (2) to make recommendations to improve student conduct on school buses.
  - b. Membership on the council shall include representatives of the bus drivers/contractors (at least three), school level administrators (at least one elementary and one secondary), and parents (at least three).
  - c. The council shall meet at least annually.
3. Upon the receipt of the information from school level administrators, the Supervisor of Transportation shall communicate to appropriate bus contractors/drivers the names of students who have been suspended out of school or expelled from school and who are, therefore, ineligible to ride school buses for the length of the suspension/expulsion.
4. The Supervisor of Transportation shall, on an annual basis, budget transportation funds to be used to assist in the improvement of student conduct on school buses.

### **Responsibilities of Bus Drivers/Contractors**

1. In accordance with transportation contracts, drivers will have the basic responsibility for bus discipline and, as necessary, may:
  - a. hold student conferences;
  - b. reprimand students;
  - c. change seat assignments;
  - d. make parent contacts;
  - e. suspend riding privileges for one day provided such action has been reported to the school principal and the parent/guardian prior to the suspension.
2. Bus drivers shall inform students in writing (and preferably orally as well) of the procedures for student conduct on school buses. This shall be done during the first week of the school year.
3. Bus drivers shall report to principals (or their designees) both their initial actions taken with students and/or parents and any disciplinary referrals. Disciplinary referrals shall be on the appropriate district form.

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4. Bus drivers/contractors shall communicate within twenty-four hours any problems/concerns to the Supervisor of Transportation.
5. Bus contractors shall assure that bus drivers fulfill their responsibilities.

### **Responsibilities of School Level Administrators**

1. School level administrators shall communicate in a timely fashion any problems/concerns to the Supervisor of Transportation.
2. School level administrators shall communicate to bus drivers (or their contractors) what actions were taken after the bus driver has made a referral. Such communication shall occur within three school days.
3. School level administrators, with the assistance of the Supervisor of Transportation, will assume responsibility as follows:
  - a. whenever students from more than one building are involved;
  - b. for investigation of complaints regarding bus service;
  - c. for follow-up on suspensions by drivers.
4. School level administrators shall communicate to the Supervisor of Transportation the names of students who have been suspended out of school or have been expelled from school and who are, therefore, ineligible to ride on school buses.

### **Procedures for Student and/or Parent Complaints**

1. A student and/or parent who has a question or a concern, or who feels he/she has been directly and adversely affected by an alleged misapplication or misinterpretation of a State or a Seaford Board of Education policy or regulation or a written bus procedure, shall first, via informal or formal discussion, seek to resolve the matter with the appropriate bus driver or school or district personnel consistent with the procedures set forth below. Decisions of bus drivers or school officials which are purely discretionary (e.g., changing a student's seat on the school bus, etc.) and which do not involve the application or interpretation of a State or district policy or regulation or a written bus procedure, are not subject to appeal.
2. Time Considerations
  - a. "Days" as used in this regulation shall mean working school days from the first working school day in September through 31 May. After 31 May, "days" may mean calendar days if mutually agreeable to the student and/or parent and the bus driver/bus contractor involved.
  - b. The initial contact/conference should take place within five days of the occurrence giving rise to the potential complaint or within five days of the date that the student and/or parent could logically have been expected to become aware of the occurrence.
  - c. A definite time will be established for all meetings by mutual agreement between the student and/or parent and the bus driver, or the bus contractor, or the appropriate school or district personnel.
  - d. Time limits are intended to expedite matters, but may be extended by mutual agreement.
3. Representation

- a. In most instances, the initial contact/conference should involve the student and/or parent and the person who took the action giving rise to the question(s), concern(s), and/or complaint(s). If necessary, the Supervisor of Transportation shall facilitate such a contact/conference.
  - b. Either party may be represented in the process by someone of his/her choice, provided the other party is informed of such at least two days (five days at Step 4) prior to any scheduled meeting.
  - c. The identity of any representative and the capacity in which he/she will serve is to be made known.
  - d. If either party decides to have a representative at the initial contact/conference, then the process actually begins with Step 2 and is to be conducted by the Supervisor of Transportation.
4. Process
- a. Step 1
    - (1) The student and/or parent shall first discuss his/her question(s), concern(s), and/or complaint(s) with the person who took the action giving rise to the question(s), concern(s), and/or complaint(s).
    - (2) The initial contact/conference must take place within five days of the occurrence giving rise to the question/concern/potential complaint or within five days of the date that the student and/or parent could logically have been expected to become aware of the occurrence.
    - (3) Following the discussion, the student and/or parent is to be informed of a decision within three days.
  - b. Step 2

If the student and/or parent is not satisfied with the results/decision at Step 1, he/she may discuss the question/concern/complaint with, as appropriate, the contractor or with successively higher levels of supervision within the direct supervisory line (e.g., the Supervisor of Transportation and then the Director of Human Resource Development and Public Information) up to but not including the Superintendent. In such cases, the student and/or parent shall:

    - (1) notify the involved bus driver that he/she plans to discuss the complaint with the next higher level of supervision; and
    - (2) hold the discussion with the next level of supervision within three school days of receiving the decision at the previous level.

Each level of supervision shall, within three school days following the discussion, inform the student and/or parent of his/her decision.
  - c. Step 3
    - (1) If the student and/or parent is not satisfied with the decision received at Step 2, the student and/or parent may contact the Superintendent with the question/concern/complaint. Such contact shall be in writing and shall be within ten school days following the date that a decision was rendered at Step 2. Such written submission shall state (a) the student's and/or parent's/guardian's name, (b) the specific State Board policy or the specific Seaford policy or regulation or

written bus procedure which has been misapplied or misinterpreted, or the specific staff member directive/decision which directly (or indirectly, in the case of a parent) and adversely affected the welfare of the student and/or parent/guardian, and (d) what specific action the student and/or parent/guardian desires to correct the complaint.

- (2) Within five days following receipt of the written student and/or parent/guardian communication, the Superintendent shall determine whether the written communication constitutes a complaint that is consistent with the philosophy and provisions of the student and/or parent complaint policy and/or whether the student and/or parent/guardian has met his/her obligations with respect to these regulations.
- (3) If the Superintendent determines that the written communication does not constitute a complaint that is consistent with the philosophy and provisions of the policy and/or the student and/or parent/guardian has not met his/her obligations with respect to the regulations, the Superintendent shall so communicate that to the student and/or parent/guardian within five days following receipt of the written communication.
- (4) If the Superintendent determines that the written communication does constitute a complaint consistent with the philosophy and provisions of the policy and the student and/or parent/guardian has met his/her obligations with respect to this regulation, the Superintendent may render a decision on the merits of the complaint based upon the written communication submitted by the student and/or parent/guardian and/or decide to meet with the student and/or parent/guardian and any other parties involved. Within five days following such a meeting, the Superintendent shall issue a written decision.

d. Step 4

- (1) If the student and/or parent/guardian is not satisfied with the decision received at Step 3, he/she may submit the question/concern/complaint to the Board of Education, within five days following the date that the decision was rendered at Step 3. Such submission to the Board of Education shall be in writing, stating (1) the student's and/or parent's/guardian's name, (2) the specific State Board or Seaford Board of Education policy or regulation or written bus procedure which has been misapplied or misinterpreted, and (3) what specific action the student and/or parent/guardian desires to correct the situation.
- (2) Within fifteen days following receipt of the written student and/or parent/guardian communication, the Board shall determine whether the written communication constitutes a complaint that is consistent with the philosophy and provisions of the student or parent complaint policy and/or whether the student and/or parent/guardian has met his/her obligations with respect to this regulation.
- (3) If the Board determines that the written communication does not constitute a complaint that is consistent with the philosophy and provisions of the policy and regulation, it shall so communicate that to the student and/or parent/guardian within fifteen days following receipt of the written communication.
- (4) If the Board determines that the written communication does constitute a complaint consistent with the philosophy and provisions of the policy and the student and/or parent/guardian has met his/her obligations with respect to this regulation, the Board may choose to meet with the student and/or parent/guardian or utilize the services of a hearing officer to meet with the student and/or parent/guardian. Regardless, such a meeting should occur within fifteen days. The meeting shall be with the student and/or parent/guardian and may include other involved parties. The meeting shall be tape recorded.

- (5) Within fifteen school days following the date of such meeting, the Board shall render its decision to the student and/or parent in writing. The decision of the Board shall be final.

### **Procedures for Bus Driver and/or Bus Contractor Complaints**

1. A bus driver and/or bus contractor who has a question or a concern, or who feels he/she has been directly and adversely affected by an alleged misapplication or misinterpretation of a State or a Seaford Board of Education policy or regulation or a written bus procedure, shall first, via informal or formal discussion, seek to resolve the matter with the appropriate school or district personnel. Decisions of school or district personnel which are purely discretionary and which do not involve the application or interpretation of a state or district policy or regulation or a written bus procedure, are not subject to appeal.
2. Time Considerations
  - a. "Days" as used in this regulation shall mean working school days from the first working school day in September through 31 May. After 31 May, "days" may mean calendar days if mutually agreeable to the bus driver and/or bus contractor and the school official involved.
  - b. The initial contact/conference should take place within five days of the occurrence giving rise to the potential complaint or within five days of the date that the bus driver and/or bus contractor could logically have been expected to become aware of the occurrence.
  - c. A definite time will be established for all meetings by mutual agreement between the bus driver and/or bus contractor and the school official.
  - d. Time limits are intended to expedite matters, but may be extended by mutual agreement.
3. Representation
  - a. In most instances, the initial contact/conference should involve the bus driver and/or bus contractor and the school official. If necessary, the Supervisor of Transportation shall facilitate such a contact/conference.
  - b. Either the bus driver and/or bus contractor or the school official may be represented in the process by someone of his/her choice, provided the other party is informed of such at least two days (five days at Step 4) prior to any scheduled meeting.
  - c. If the bus driver and/or bus contractor or the school official decides to have a representative at the initial contact/conference, then the process actually begins with Step 2 and is to be conducted by the Supervisor of Transportation.
  - d. The identity of any representative and the capacity in which he/she will serve is to be made known.
4. Process
  - a. Step 1
    - (1) The bus driver and/or bus contractor shall first discuss his/her question(s), concern(s), and/or complaint(s) with the school or district official who took the action giving rise to the question(s), concern(s), and/or complaint(s).
    - (2) The initial contact/conference must take place within five days of the occurrence giving rise to the question/concern/potential complaint or within five days of the date that the bus driver and/or bus contractor could logically have been expected to become aware of the occurrence.
    - (3) Following the discussion, the bus driver and/or bus contractor is to be informed of a decision within three days.

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### b. Step 2

If the bus driver and/or contractor is not satisfied with the results/decision at Step 1, he/she may discuss the question/concern/complaint with, as appropriate, the school official or with successively higher levels of supervision with the direct supervisory line (e.g., the Supervisor of Transportation and then the Director of Human Resource Development and Public Information) up to but not including the Superintendent. In such cases, the bus driver and/or bus contractor shall:

- (1) notify the involved school official that he/she plans to discuss the complaint with the next higher level of supervision; and
- (2) hold the discussion with the next level of supervision within three school days of receiving the decision at the previous level.

Each level of supervision shall, within three school days following the discussion, inform the bus driver and/or bus contractor of his/her decision.

### c. Step 3

- (1) If the bus driver and/or bus contractor is not satisfied with the decision received at Step 2, the bus driver and/or bus contractor may contact the Superintendent with the question/concern/complaint. Such contact shall be in writing and shall be within ten school days following the date that a decision was rendered at Step 2. Such written submission shall state (a) the bus driver's and/or bus contractor's name, (b) the specific State Board policy or the specific Seaford policy or regulation or written bus procedure which has been misapplied or misinterpreted, and (c) what specific action the bus driver and/or bus contractor desires to correct the complaint.
- (2) Within five days following receipt of the written bus driver and/or bus contractor communication, the Superintendent shall determine whether the written communication constitutes a complaint that is consistent with the philosophy and provisions of the complaint policy and/or whether the bus driver and/or bus contractor has met his/her obligations with respect to this regulation.
- (3) If the Superintendent determines that the written communication does not constitute a complaint that is consistent with the philosophy and provisions of the policy and/or the bus driver and/or bus contractor has not met his/her obligations with respect to the regulation, the Superintendent shall so communicate that to the bus driver and/or bus contractor within five days following receipt of the written communication.
- (4) If the Superintendent determines that the written communication does constitute a complaint consistent with the philosophy and provisions of the policy and the bus driver and/or bus contractor has met his/her obligations with respect to this regulation, the Superintendent may render a decision on the merits of the complaint based upon the written communication submitted by the bus driver and/or bus contractor and/or decide to meet with the bus driver and/or bus contractor and any other parties involved. Within five days following such a meeting, the Superintendent shall issue a written decision.

### d. Step 4

- (1) If the bus driver and/or bus contractor is not satisfied with the decision received at Step 3, he/she may submit the question/concern/complaint to the Board of Education within five days following the date that the decision was rendered at Step 3. Such submission to the Board of Education shall be in writing, stating (a) the bus driver's name and/or bus contractor's name, (b) the specific State Board or Seaford Board of Education policy or regulation or written bus

- procedure which has been misapplied or misinterpreted, and (c) what specific action the bus driver and/or bus contractor desires to correct the situation.
- (2) Within fifteen days following receipt of the written employee communication, the Board shall determine whether the written communication constitutes a complaint that is consistent with the philosophy and provisions of the complaint policy and/or whether the bus driver and/or bus contractor has met his/her obligations with respect to this regulation.
  - (3) If the Board determines that the written communication does not constitute a complaint that is consistent with the philosophy and provisions of the policy and regulation, it shall so communicate that to the bus driver and/or bus contractor within fifteen days following receipt of the written communication.
  - (4) If the Board determines that the written communication does constitute a complaint consistent with the philosophy and provisions of the policy and regulation and the bus driver and/or bus contract has met his/her obligations with respect to this regulation, the Board may choose to meet with the bus driver and/or bus contractor or utilize the services of a hearing officer to meet with the bus driver and/or bus contractor. Regardless, such a meeting should occur within fifteen days. The meeting shall be with the bus driver and/or bus contractor and may include other involved parties. The meeting shall be tape recorded.
  - (5) Within fifteen days following the date of such meeting, the Board shall render its decision to the bus driver and/or bus contractor in writing. The decision of the Board shall be final.

EFFECTIVE DATE: 9/1/92

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