

Millburn Township Public Schools

Millburn, New Jersey

Series	STUDENTS
Section	RIGHTS AND RESPONSIBILITIES
Policy	Conduct of Bus Riders

Students are to ride to and from school on the buses assigned and get on and off the bus at the designated bus stops. Students must have a bus pass in their possession at all times. Any temporary change in bus assignment must be requested in writing by the parent or guardian and approved by the Transportation Department. Such temporary changes should only be granted for extreme circumstances.

All students being transported on school district provided vehicles must be considerate of the safety and well being of their fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary responsibility, that of safely transporting all students on that vehicle.

The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a classroom apply to a school bus. Pupils will behave accordingly. The Board authorizes the use of videotaping equipment to monitor the conduct of bus riders.

For the safety of all riders students will be required to conduct themselves as indicated below:

1. Show respect for the driver at all times.
2. Enter and leave the bus in turn. No pushing or crowding.
3. Be seated while the bus is in motion, with seat belts properly fastened.
4. Talk in a reasonable tone of voice. No calling out to passers-by. No profane or abusive language.
5. Keep the bus clean and in good condition. There shall be no littering or defacing the bus or its equipment. Students and their parents/guardians will be held financially responsible for any acts of vandalism.
6. Remain in seats with seat belts properly fastened. Students shall not extend any part of the body out of a window, jump over seats, or throw objects in or out of the bus.
7. There will be NO SMOKING, spitting, or chewing tobacco on school buses. Civil penalties may apply.
8. Students are prohibited from possessing and/or carrying or distributing on school grounds, in school buildings or on school buses the following materials: weapons, flammable materials such as matches or lighters, drugs, alcohol, cigarettes or other tobacco products. Violators face confiscation of the items, disciplinary measures and referral to law enforcement authorities where applicable.
9. Students shall refrain from eating or drinking or distributing food or drink on school bus routes to and from school.

New Jersey State Law, Chapter 18A:25-2 states:

"The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school he attends."

"A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion."

In keeping with that statute, the Board of Education adopts the following procedure for students deemed unmanageable:

Millburn Township Board of Education

1. First Offense in a school year - The student will be reported to the school principal. A certified letter will be sent to the student's parents/guardians informing them of the problem as well as what procedures will be followed if additional offenses occur during the school year.
2. Second Offense in a school year - The student will be reported to the school principal. The student will be excluded from the bus for a period of five (5) school days and his/her parents/guardians shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. A certified letter will be sent to the student's parents/guardians informing them of the problem and the action taken, as well as what procedures will be followed if additional offenses occur during the school year. See Sample Letter B.
3. Third Offense in a school year - The student will be reported to the school principal. The student will be excluded from the bus for a period of up to thirty (30) school days at the discretion of the school principal. His/her parents/guardians shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. A certified letter will be sent to the student's parents/guardians informing them of the problem and the action taken, as well as what procedures will be followed if additional offenses occur during the school year.
4. Any Offense beyond the Third Offense in a school year - The student will be reported to the school principal. The student will be excluded from the bus for up to thirty (30) school days or for a longer period, up to the end of the school year, at the discretion of the school principal. The student's parents/guardians shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. A certified letter will be sent to the student's parents/guardians informing them of the problem and the action taken, as well as what procedures will be followed if additional offenses occur during the school year.
5. End of the School Year Offenses - Misbehavior by bus riders at the end of the school year will be reported to the school principal, and will result in the suspension of bus privileges being carried over into the next school year, at the discretion of the school principal. The student's parents/guardians shall provide transportation to and from school during the period of suspension. Absence from school during this period will be considered truancy. A certified letter will be sent to the student's parents/guardians informing them of the problem and the action taken, as well as what procedures will be followed if additional offenses occur during the school year.
6. Serious Offenses Threatening the Safety of Others – For offenses which, in the judgment of the principal, seriously threaten the safety of others, the principal has the discretion to exclude a student from the bus for any of the periods indicated in items two through five above, irrespective of the number of offenses committed by the student during the school year. The student's parents/guardians shall provide transportation to and from school during the period of suspension of the bus privilege. Absence from school during this period will be considered truancy. A certified letter will be sent to the student's parents/guardians informing them of the problem and the action taken, as well as what procedures will be followed if additional offenses occur during the school year.
7. Written school bus discipline reports shall be kept by the school the student attends for the current school year only. When a student's bus privileges are suspended into the next school year (see #5 above), the written discipline complaint will be added to the student's current year file, but will not be considered the first offense of the new school year.

Legal references: N.J.S.A.2A:53A-15
18A:25-2
39:3B-11