

Student Conduct on Buses

To ensure the safety of all of our passengers, the following rules of conduct for students riding buses were developed. Misconduct by a student or other passenger which, in the opinion of the bus driver or the Transportation Director, is detrimental to the safe operation of the bus shall be sufficient cause for the Director to suspend the transportation privilege.

West Valley School District buses are equipped with video and audio tape recording equipment.

Rules of conduct for students riding buses:

- A. Students shall follow the instructions of the driver and any aide assigned to the bus by the district. The driver and/or aide is in full charge of the bus. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students.
- B. Students shall ride only on their assigned bus unless the parent/guardian has sent written permission to the school.
- C. Students shall not be permitted to leave the bus except at their regular stops unless the parent/guardian has sent written permission to the school.
- D. Students who are assigned seats shall use only that seat unless permission to change is authorized by the driver.
- E. Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept to a minimum to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures.
- F. Students shall not smoke, vape, or chew tobacco or be in possession of those items at the bus stop or on the bus. Students shall not consume or be in possession of alcohol or drugs at the bus stop or on the bus.
- G. Students shall not eat or drink on buses, except when specifically authorized and supervised by an accompanying teacher, coach or other staff member. Coaches and teachers will inspect buses after each trip to ensure that buses are kept clean.
- H. Students shall not open bus windows without the driver's permission.
- I. Students shall not extend any part of their body out of bus windows at any time.
- J. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to: sticks; skateboards; scooters; breakable containers; laser lights; weapons (or any item which could be used as a weapon); firearms; scissors; aerosol cans; lighters or matches; any item labeled as flammable; straps or pins protruding from clothing; large, bulky items which cannot be held or placed between legs. All books and personal belongings shall be kept in the seating area; the aisles must remain completely clear at all times. Baseball bats and other sporting equipment must be carried in a bag or stored safely in the cargo area.
- K. All forms of animal life, except a medically approved (acceptable documentation required) assistance animal, are prohibited from being transported on school buses.

- L. Students shall not sit in the driver's seat or on the stairs.
- M. Students shall refrain from talking to the driver while the bus is in motion except when necessary or when directed to do so.
- N. Students will go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
- O. Students shall get on/off the bus in an orderly manner and shall follow the instructions of the driver or school aide on duty. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
- P. Students shall never cross the roadway behind a bus unless they use a pedestrian crosswalk or traffic light.
- Q. Students shall stand away from the roadway or curb when any bus is approaching or leaving a stop.
- R. Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students are expected to go directly to their homes after leaving the bus.
- S. Students shall follow emergency procedures as prescribed by the driver.
- T. Students shall not tamper with emergency doors or equipment.
- U. Parents/guardians of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from bus transportation.
- V. Student misconduct shall constitute sufficient reason for suspending transportation privileges.
- W. Students shall be at their bus stop at least 5 minutes before scheduled arrival time of the bus.

Disciplinary Procedures

The principal/designated personnel shall provide supervision during bus arrival and departure times at the school. The Transportation Director and the school principal will be responsible for discipline procedures for students whose behavior results in a "School Bus Disciplinary Citation" or violates the rules above.

Each school administration shall insure that students are provided with the "School Bus Procedure: Student Conduct on Buses". Open lines of communication among school officials, bus drivers and the transportation department must be maintained.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal behavior standards that apply to the public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity or horseplay at bus stops.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of the student riding a bus may result in a "School Bus Disciplinary Citation" when, in the opinion of the driver or Transportation Director, there has been an infraction of the rules applicable to student conduct. The citation is the primary means by which a driver communicates a student's conduct to the school and transportation department. This citation, in most cases, reflects an infraction of rule(s) which has been repeated by the student after his/her having received previous verbal warnings from the driver or Transportation Director.

When a student's conduct constitutes an infraction of the rules, the bus driver shall complete a "School Bus Disciplinary Citation" describing the incident or damage that occurred. The driver shall submit the citation to the Transportation Director; the Director will fax it to the school. The principal or designated personnel, upon receiving the citation, shall investigate the circumstances surrounding the incident. When investigating the incident, the primary concern must be with respect to the safe transport of students. Upon completion of the investigation, the school administrator will share his/her findings with the Transportation Director and corrective action, if necessary, will be as follows:

A. **Warning:** When a student's misconduct is minor in nature and does not jeopardize the safety or welfare of other students or the operation of the bus.

B. **Suspension:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and bus operation, or when repeated warning notices fail to correct abusive behavior, or when a student causes damage to the bus.

C. **Expulsion:** When a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened.

The action taken by the Transportation Director shall be annotated on the report and forwarded to the student's parent/guardian for signature. The principal/designated personnel shall be notified.

Drivers shall be advised to file assault and battery charges against students who physically assault them. Under no circumstances shall the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent/guardian of the student who has been suspended from receiving transportation entitlements may appeal the Transportation Director's decision by submitting a written statement to the Deputy Superintendent. The Deputy Superintendent shall render a decision after evaluating the issues and facts involved.

===== **LEVEL 1** =====

First Offense

- Conference with parent/guardian (telephonic or in person) and student. If parent/guardian fails to conference, the student will receive a 3-day suspension of bus riding privileges.
- Parent/guardian signs and returns citation.

Second Offense

- 3-Day suspension of bus riding privileges.

- Conference with parent/guardian (telephonic or in person) and student. If parent/guardian fails to conference, the student will remain suspended until a conference occurs, but not less than 3 days.
- Parent/guardian signs and returns citation.

Third Offense

- 7-day suspension of bus riding privileges.
- Conference with parent/guardian (telephonic or in person) and student. If parent/guardian fails to conference, the student will remain suspended until a conference occurs, but not less than 7 days.
- Parent/guardian signs and returns citation.

Fourth Offense

- 30-day suspension of bus riding privileges.
- Conference with parent/guardian (in person) and student. If parent/guardian fails to conference, the student will remain suspended until a conference occurs, but not less than 30 days.
- Parent/guardian signs and returns citation.

Fifth Offense

- Suspension of bus riding privileges for remainder of the school year or for 4 months (carried over to next school year), whichever is greater.
- Parent/guardian signs and returns citation.

===== LEVEL 2 =====

First Offense

- 5-day suspension of bus riding privileges.
- Conference with parent/guardian (telephonic or in person) and student. If parent/guardian fails to conference, the student will remain suspended until a conference occurs, but not less than 5 days.
- Parent/guardian signs and returns citation.

Second Offense

- 10-day suspension of bus riding privileges.
- Conference with parent/guardian (telephonic or in person) and student. If parent/guardian fails to conference, the student will remain suspended until a conference occurs, but not less than 10 days.
- Parent/guardian signs and returns citation.

Third Offense

- 30-day suspension of bus riding privileges.

- Conference with parent/guardian (in person) and student. If parent/guardian fails to conference, the student will remain suspended until a conference occurs, but not less than 30 days.
- Parent/guardian signs and returns citation.

Fourth Offense

- Suspension of bus riding privileges for remainder of the school year or for 4 months (carried over to next school year), whichever is greater.
- Parent/guardian signs and returns citation.

===== **LEVEL 3** =====

First Offense

- 10-day suspension of bus riding privileges.
- Conference with parent/guardian (in person) and student. If parent/guardian fails to conference, the student will remain suspended until a conference occurs, but not less than 10 days.
- Other district and/or legal action as deemed appropriate.
- Parent/guardian signs and returns citation.

Second Offense

- 30-day suspension of bus riding privileges.
- Conference with parent/guardian (in person) and student. If parent/guardian fails to conference, the student will remain suspended until a conference occurs, but not less than 30 days.
- Other district and/or legal action as deemed appropriate.
- Parent/guardian signs and returns citation.

Third Offense

- Suspension of bus riding privileges for remainder of the school year or for 4 months (carried over to next school year), whichever is greater.
- Other district and/or legal action as deemed appropriate. Parent/guardian signs and returns citation.