

**CENTRAL VALLEY SCHOOL DISTRICT NO. 356
TRANSPORTATION DEPARTMENT**

**Rules of Conduct for Students Riding Buses
and
School Bus Disciplinary Procedures**

To facilitate the responsibilities assigned to the transportation department, the transportation supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers that are authorized to ride each bus route. Students provided with transportation are responsible for complying with Policy 3200 (Student Responsibilities and Rights) and following 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. Misconduct by a student, which in the opinion of the bus driver or bus assistant is detrimental to the safe operation of the bus, shall be sufficient cause to recommend the suspension of the transportation privilege.

Rules of Conduct for Students Riding Buses

A. The driver is in full charge of the operation of the bus and passengers' safety and shall be obeyed. If an assistant is assigned to the bus by the district, he/she shall be responsible for enforcing the safety regulations while riding the bus. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. However, the bus driver shall final authority and responsibility.

B. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials and the driver so directed. A student who is assigned a seat by the driver shall not move to another seat unless granted permission by the driver.

C. Students shall not be permitted to leave the bus except at their regular pick up/drop off stop unless written permission to do otherwise is received by school officials and driver informed. Exceptions may be made under the following procedures:

1. A written request for a change in pick up/drop off location within the student's designated attendance area is signed by a parent/guardian stating the specific location;
2. The request for such transportation may be made any time during the school year and may only be changed thereafter, due to extenuating circumstances (e.g. change of residence), to restore transportation to the student's pick up/drop off stop;
3. The request for such service may not require that a bus deviate from its established route;
4. The result of such transportation change may not cause the school district to incur any additional cost; and
5. In fulfilling such requests, the district shall not be required to deviate from other policies or practices including limiting the length of time a student may ride on a bus.

Requests for such transportation exceptions as described above must be submitted to the Director of Auxiliary Services who will forward the request with his/her recommendations to the superintendent. If the requirements have been met, the superintendent will direct the request be granted and initiated within five (5) school days.

D. Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures and throwing objects into or out of bus windows or within the bus.

E. Flammables such as matches, lighters, etc shall not be permitted on a bus.

F. Students shall not eat or drink on buses, except when specifically authorized by the bus driver and/or when supervised by an accompanying teacher, coach or other staff member. Buses shall be kept clean.

G. Students shall not open bus windows without the driver's permission.

H. Students shall not extend any part of their body out of bus windows at any time.

I. Heavy, sharp, bulky and/or articles, which may be hazardous in the event of an accident or emergency stops, shall not be transported in any school bus. Such items include, but are not limited to, sticks, breakable glass containers, aerosol cans, roller blades, skate boards, scooters, weapons or firearms, straps or pins protruding from clothing, large, bulky items, inflated balloons, musical instruments (e.g. cello) which cannot be held or placed between legs, etc. Spikes and cleated shoes shall not be worn on the bus or stored on the seat, unless boxed. Books and personal belongings shall be kept out of aisles and clear of the emergency exit door.

J. All forms of animal life, except a seeing-eye dog are prohibited from being transported on school buses.

K. Students shall not sit in the driver's seat or to the immediate right or left of the driver.

L. Students shall refrain from talking to the driver unless necessary.

M. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.

N. Students shall stand away from the roadway curb so as not to impede traffic and when any bus is approaching or leaving a stop. They must not abuse or cause damage to private or public property nor engage in criminal activity at a bus stop.

O. Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrol on duty. There shall be no pushing or shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians. Students crossing a highway must cross in front and never behind a school bus.

P. 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 home after leaving the bus.

Q. Students shall use lap belts on buses when available.

R. Students shall follow emergency exit drill procedures as prescribed by the driver.

S. Students shall not tamper with emergency doors or equipment.

T. Students shall remain quietly seated, not exhibit disruptive behavior and turn off all noise making devices at highway rail grade crossings.

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 transportation.

V. Student misconduct shall constitute sufficient reason for suspending transportation privileges.

School Bus Disciplinary Procedures

Drivers, principals, and transportation personnel are responsible for correcting students whose abusive behavior results in a bus-incident report or violate the rules above. The principal shall provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers and transportation supervisor.

The principal shall insure that students are aware of and comply with the specified regulations. Principals must cooperate with and maintain open lines of communication among school officials, bus drivers and the transportation department.

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 mores that apply to adults in 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. Failure to adhere to these standards may result in formal complaints by citizens, which may be forwarded to principals for possible corrective action.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus assistant, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or bus assistant communicates a student's conduct to the parent/guardian, to the school and transportation department. This report, in most cases, reflects an infraction of rules, which is repeated by the student after his/her having received previous oral warnings from the driver or bus assistant. In order for drivers and bus assistant to effectively maintain control on their buses, it is expected that principals/transportation supervisor when receiving such a report exercise action.

When a student's conduct constitutes a repeated or substantial infraction of the rules, the driver or bus assistant shall complete a report on the student describing the incident or damage that occurred. The driver or bus assistant shall submit the original report to the transportation supervisor.

The transportation supervisor, upon receiving the report shall investigate the circumstances surrounding the incident, inform the school principal, and take action according to the procedures set forth in the district's policies pertaining to corrective action and consequences. When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

A. Warning: (Oral/Written) when a student's misconduct is of a minor nature that 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 operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs 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 supervisor shall be annotated on the report and forwarded to the student's parent/guardian for signature. The student's school principal 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 such conduct may subject him/her to legal action.

The student or parent/guardian of a student who has been suspended from receiving transportation privileges may appeal the principal's/transportation supervisor/designee decision by submitting a written statement to the superintendent/designee. The superintendent shall render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the district's rules of conduct for student riding buses, the decision shall require board concurrence before implementation.

Emergencies

The transportation supervisor/transportation specialist, shall, upon hiring of a driver, review the contents of the school Bus Driver's Handbook as well as the transportation department 9-1-1 procedures with each driver. Each driver, in turn, is expected to be knowledgeable about and follow the procedure as outlined in the handbook. At the start of each field trip or extra curricular trip, the school bus driver shall review with all passengers the location and use of the emergency exits, emergency equipment and any district emergency procedures.

In the event of an accident, the driver shall follow district prescribed written procedures.

- A. Determine the nature of the accident
- B. Contact emergency services if there is reason to believe that there are injuries which require immediate attention
- C. Contact the state patrol regarding the accident
- D. Advise the superintendent of schools
- E. Investigate the accident and gather the names of all students and witnesses
- F. Dispatch another bus to transport the student to their destination
- G. Contact the parent(s) or guardian(s) of any students who are injured.

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