



COMPREHENSIVE TRANSPORTATION POLICY

1) Objectives

- a) Ensure a safe and enjoyable experience for all students who ride a school bus.
- b) Establish a mechanism by which patterns of misbehavior may be recognized and intervention strategies developed which will help those students correct those behaviors.
- c) Ensure that all families are well informed of the rules and responsibilities.
- d) Decrease the number of School Bus Incident Reports.
- e) Foster an environment of integrity and respect surrounding bus transportation.

2) Strategies to ensure policy effectiveness

- a) Increase awareness among staff by:
 - i) Including the policy in the staff handbook
 - ii) Reviewing the policy annually at staff meetings
 - iii) Requiring a signature once policy has been reviewed
- b) Increase awareness among students by:
 - i) Including the policy in the student handbook
 - ii) Including the policy on the school web site
 - iii) Reviewing the policy annually at orientation
 - iv) Requiring student signatures (grades 6-12) that indicate they have read and understand the policy and consequences
- c) Increase awareness among parents by:
 - i) Including the policy on the school web site
 - ii) Reviewing the policy at orientation and open house events
 - iii) Requiring a signature once the policy has been reviewed
 - iv) Reminding parents of the transportation policy whenever transportation related phone calls, e-mails, or letters are sent home

3) Rules & Responsibilities

- a) The school bus and bus stops are extensions of the classroom. Discipline will be administered accordingly. All policies that apply to student conduct and other student related activities apply on the school bus.
- b) Parents/Guardians will:

- i) Have their child (ren) present at the bus stop 5 minutes before the scheduled pick-up time.
 - ii) Communicate safety concerns to school administrators.
 - iii) Provide transportation to and from school if a student misses the bus or is suspended from the bus.
 - iv) Help students understand safety rules, and encourage students to abide by the rules.
 - v) Remain with their child (ren) until they have safely boarded or disembarked the bus.
 - vi) Park a safe distance from the loading/unloading area.
 - vii) Become familiar with the school rules and policies regarding school bus safety.
 - viii) Recognize their responsibility for the actions of their child (ren).
 - ix) Support safe riding practices and reasonable discipline efforts.
 - x) Support procedures for emergency evacuation and other district emergency procedures.
 - xi) Monitor bus stops, if possible. Report any suspicious individuals or behavior to school administrator and bus driver.
 - xii) Support efforts to improve school bus safety.
- c) Student Behavior Expectations at Bus Stops.
- i) Each student will:
 - (1) Abide by all school rules.
 - (2) Get on and off at their assigned stop.
 - (3) Refrain from using profane or vulgar language or gestures.
 - (4) Refrain from teasing or harassing others.
 - (5) Never run to or from the bus. Stand still as the bus arrives and departs.
 - (6) Never cross behind the bus.
 - (7) Load and unload the bus in a single file.
 - (8) Report any suspicious individuals or behavior to a school administrator and the bus driver.
 - (9) Arrive at the bus stop 5 minutes before the scheduled pick-up time.
The bus driver cannot wait for late students.
 - (10) Stay away from all streets, roads, and highways while waiting for the bus.
 - (11) Wait until the bus has come to a complete stop before approaching the bus.
 - (12) After getting off of the bus, immediately move away from the bus.
 - (13) Get on and off the bus safely, use the handrail, walk, and allow those in the front to exit first.

- (14) Avoid any actions which could cause injury to yourself or others.
 - (15) Tell the driver if something is dropped near the bus before you pick it up.
 - (16) If it is necessary to cross in front of the bus, always cross where the driver can see the crossing, and wait for the driver to signal that it is safe to cross.
- d) Student Behavior Expectations on the bus.
- i) Students will:
 - (1) Abide by all school rules.
 - (2) Ride on only their assigned bus.
 - (3) Follow the bus driver's instructions.
 - (4) Always speak to the bus driver in a respectful manner.
 - (5) Remain seated and facing forward while the bus is in motion.
 - (6) Talk quietly.
 - (7) Hold bags and items in their lap.
 - (8) Keep all items, legs, and feet out of the aisle.
 - (9) Keep hands, arms, legs, and head inside the bus at all times.
 - ii) Students will not:
 - (1) Use profane or vulgar language or gestures.
 - (2) Spit.
 - (3) Deny another student a place to sit.
 - (4) Fight, shout, or play inside or around the bus.
 - (5) Throw, shoot or spray objects inside the bus or out the windows.
 - (6) Tamper with emergency or safety equipment on the bus.
 - (7) Transport any dangerous or objectionable objects.
 - (8) Possess any nuisance devices.
 - (9) Push, shove, or scuffle
 - (10) Eat or drink on the bus without approval from the bus driver
 - (11) Litter, mark, cut, or scratch any part of the bus.
- e) Teachers will:
- i) Be available to assist with bus loading/unloading at school.
 - ii) Be familiar with the school transportation policy.
 - iii) Encourage safe bus transportation practices.
 - iv) Encourage appropriate bus behavior.
 - v) Direct any transportation questions or concerns to administration.
- f) Administrators will:
- i) Address transportation questions and concerns as quickly as possible.
 - ii) Share the transportation policy with students, parents and staff a minimum of 2 times throughout the year.

- iii) Provide students with appropriate disciplinary actions as needed.
- iv) Enforce the transportation policy consistently and effectively.
- v) Contact parents as needed in a timely manner.

4) Items prohibited on the bus

- a) Tobacco, tobacco products, matches, cigarette lighters
- b) Animals or pets (unless used as service animals)
- c) Glass containers
- d) Alcoholic beverages, drugs, and chemicals
- e) Weapons, explosive devices, and aerosol containers
- f) Chewing gum
- g) Toy weapons
- h) Radios, CD players, tape players without permission
- i) All prohibited items listed in the student handbook

5) Disciplinary Procedure

- a) The driver shall attempt to correct behavior of the passenger(s). If the passenger refuses to comply with a reasonable request:
 - i) 1st offense/warning: The driver will report the incident to the school administration by submitting a Discipline Referral Report. The administrator shall investigate the incident and notify the student, parent(s), and driver of the warning.
 - ii) 2nd offense: The driver will report the incident to the school administration by submitting a Discipline Referral Report. The administrator shall investigate the incident and notify the student, parent(s), and driver of the action taken. A conference involving the administrator, driver, student, and parent(s) or any combination may be necessary. The administrator may suspend the student's bus riding privileges for 3-5 days. If such suspension occurs, the parent(s) or guardian(s) will be notified prior to the effective time of the suspension. The parent(s) or guardian(s) are then responsible for alternate transportation arrangements during the time of the suspension.
 - iii) 3rd Offense: The driver will report the incident to the school administration by submitting a Discipline Referral Report. The administrator shall investigate the incident and notify the student, parent(s), and driver of the action taken. A conference involving the administrator, driver, student, and parent(s) or any combination may be necessary. The administrator may suspend the student's bus riding privileges for up to 10 days or until a satisfactory resolution is achieved. If such suspension occurs, the parent(s) or guardian(s) will be notified prior to the effective time of the suspension. The parent(s) or guardian(s)

- are then responsible for alternate transportation arrangements during the time of the suspension.
- iv) In the case of serious misconduct that endangers the safety of the other passengers or driver, the student may be removed from the bus by a school official or with law enforcement assistance. The parent(s) or guardian(s) will be notified as soon as possible and the student will be disciplined as outlined in the Student handbook.
 - v) Bus riding privileges may be revoked for the remainder of the school year without refund of any applicable fees.