SUPPORT SERVICES

Transportation for Students

Safety on School Buses

I. In order to provide safe and efficient pupil transportation services, the following rules are established for student conduct:

   A. Assemble in an orderly fashion at the bus stop and wait until the bus comes to a complete stop. The assembly point should be at least 10 feet from the roadway.

   B. Enter the bus in an orderly fashion; go directly to a seat; and be seated.

   C. Remain seated until the bus stops; then, enter the aisle and walk directly to the exit door.

   D. Refrain from loud talking, profanity, scuffling, throwing things, smoking, standing, or changing seats.

   E. Do not bring large objects, trash, or glass articles on the bus.

   F. Do not eat or drink on the bus. (These items may be transported on the bus but not consumed during transit.)

II. Each school principal shall designate a staff member to handle student behavior problems, complete the Designee Form (Attachment I), and forward through their respective level associate superintendent to the Office of Transportation Services no later than mid-September of each school year (specific due dates will be published annually in “The Division Leader”). The designated staff member shall schedule and conduct meetings with the supporting transportation route manager, bus drivers, and bus attendants in September and March of each school year. Additional meetings will be conducted during the year, as deemed appropriate. It is important that the school designee coordinate the time with the route managers, as bus drivers and attendants serve all educational levels and special programs. School principals and/or designated staff members who are experiencing problems with Discipline Referrals submitted by the bus drivers should contact their respective transportation route manager or a supervisor in the Office of Transportation Services.

III. If a student deviates from established rules as noted above and continues to misbehave after being warned/counseled by the bus driver, that student will be reported to the appropriate school administrator. This report will be submitted using a Discipline Referral. No student shall be denied transportation by the bus driver unless the safety of other students is jeopardized. The school principal (or their designated representatives)
will discuss the problem as indicated on the referral. If it is determined that a student is guilty of misconduct, the school principal will take corrective action as he/she may deem appropriate. Principals are strongly urged to use the following disciplinary guidelines:

A. The rider and the parent or guardian will be given notice and warning.

B. The parent or guardian will be required to attend a conference with the school principal and student. (Depending on the offense, the student may receive five days suspension of riding privileges.) The bus driver and route manager of the student’s bus will attend the meeting if requested by the school administrator.

C. Upon a second offense of misconduct, the rider will be denied transportation services for a period of two weeks. The school principal may deviate from this stated action under extreme circumstances where it is in the best interest of the school and the School Division.

D. Upon a third offense of misconduct, the rider will be denied transportation services for the remainder of the school year. The school principal may deviate from this stated action under extreme circumstances when it is in the best interest of the student and the School Division.

E. Students may be suspended from further bus privileges at any time if warranted by the offense committed and/or required for the safety of the other students on the bus.

IV. After appropriate administrative action has been taken, school administrators will complete the Discipline Referral. A copy of the completed Discipline Referral will be given to the bus driver as feedback.

The Associate Superintendent for Finance and Support Services (or designee) and level associate superintendents are responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2018.
Responsible Staff for Dealing with Student Misconduct on Buses

PLEASE PRINT CLEARLY

School Name: ____________________________________ Phone: ______________________________

The individual(s) listed below is responsible for working with the bus driver(s) in resolving bus referrals.

DESIGNEE:

Primary: _______________________________ Phone: ______________________________

Secondary: _______________________________ Phone: ______________________________

Principal’s Signature: ______________________ Date: __________________________

Please forward this completed form to your appropriate level associate superintendent by mid-September.