

STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders will remove book bag from their back and put it on their lap or by their feet on the floor.
3. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
4. Riders must not extend arms or heads out of the windows at any time.
5. Aisles must be kept cleared at all times.
6. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
7. A bus rider will depart from the bus at the designated point unless written permission or a phone call is made to the transportation office to get off at a different location.
8. A rider may be assigned a seat by the driver.
9. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
10. Riders are not permitted to leave their seats while the vehicle is in motion.
11. Waste containers are provided on all buses for bus riders' use.
12. Permission to open windows must be obtained from the driver.
13. Students will keep hands to themselves.
14. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation. Yelling and screaming will not be tolerated.
15. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
16. Students shall assist in looking after the safety and comfort of younger students.
17. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.

18. Students shall not throw objects about the vehicle nor out through the windows.
19. Shooting paper wads, squirt guns, balloons or other material in the vehicle is not permitted.
20. Students shall keep feet off the seats.
21. Roughhousing in the vehicle is prohibited.
22. Students shall refrain from crowding or pushing. They should exit the bus in an orderly fashion.
23. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
24. The Good Conduct Rule is in effect.

These rules shall be reviewed and revised from time to time by the Director of Transportation and the building principals. The Director of Transportation shall distribute the rules to drivers, students and principals annually. The building principals shall assist in informing students and families of the rules and their enforcement. Rules will also be available on the district website.

Violation of the rules of student conduct:

- A. The bus driver is responsible for the safety of the bus passengers and their orderly conduct. The driver has authority to warn, reprimand, and report students who violate the rules. More serious punishment of a student violating the rules is the responsibility of the building principal. If an emergency results from the extreme misconduct of a student or students which seriously threatens the safety of the remaining passengers, the driver will contact the transportation office for assistance as necessary and appropriate.
- B. Students who do not conduct themselves according to the rules shall be subject to a progression of discipline. Final discretion will be up to the Building Principal. Depending on the degree of misconduct, the progression of discipline shall be:
 1. Oral reprimand
 2. 1st written warning
 3. 2nd written warning
 4. 3rd written warning – suspension
 5. 4th written warning – suspension
 6. 5th written warning – suspension for the remainder of the school year
- C. A written warning is issued by the bus driver. The warning should be completed the same day as the incident if possible. The written warning is to be turned into the Director of Transportation. The Director of Transportation will scan and send a copy of the written warning to the building principal. The building principal is responsible for sending a copy of the written warning to the student's parents/guardian.
- D. Suspension of riding privileges normally will not be considered until three written warnings have been issued. The Director will recommend suspension in writing to the building principal. The

principal must contact the parents, investigate the incident, discuss the situation with the student and parents and inform them and the Director of Transportation of his/her decision. After a student receives five written warnings, they will be suspended off the bus for the remainder of the school year.

- E. On out-of-district trips the bus driver and adult chaperones shall cooperate to assure safety of the trip and of other passengers. If a student persists in behavior threatening the safety of the trip and other passengers, the driver shall make a full report to the Director of Transportation who will notify the building principal for appropriate discipline.