

## SCHOOL BUS RIDER RESPONSIBILITIES

- 1) The use of profanity, vulgar, obscene, or abusive language will not be tolerated.
- 2) Fighting, shoving, or bullying others on the bus, or while waiting for the bus is prohibited. Please report any incidents immediately.
- 3) Throwing anything on the bus is prohibited.
- 4) Talking should be carried on in conversational tones.
- 5) Smoking, or other use of tobacco, is prohibited on the bus at all times and is a violation of policy.
- 6) Students must obey immediately any request or suggestion from the bus driver pertaining to safe pupil transportation.
- 7) Defacement or destruction to the bus is prohibited. Any vandalism of the bus or bus seats will be billed to the person responsible for the damage.
- 8) Aisles are to be left free of books, lunch boxes, coats, and other objects at all times. Students should sit in their seats, and not put their arms, legs, etc., into the aisles, except when inadequate space makes this impossible.
- 9) Students must remain seated until their stop; arms and heads, etc. must be inside the bus at all times.
- 10) Students must be ready to board the bus at least five minutes prior to its scheduled stop. Drivers are not to wait for pupils who are late. Pupils should not crowd onto the street or road when waiting for the bus; instead, they should line up and enter the bus in an orderly fashion when it arrives.
- 11) Students must board the bus in an orderly and courteous manner, and go immediately to their assigned seat.
- 12) Students loading and departing from the bus will do so from the front door of the bus. If the road must be crossed, students will cross at least 10 feet in FRONT of the bus, and use caution, even though the flashing lights are on.
- 13) All school rules are in effect on the school bus for transportation to and from school or any school event. Riders and drivers will treat others with courtesy and respect. The bus is an extension of the classroom.
- 14) Any student wishing to get off at a spot other than their designated stop, must have a signed note from a parent/guardian, and "sign-off" from the office. The bus will only stop at designated stops.
- 15) Drivers have the authority to assign students to specific seats.
- 16) No eating or drinking on the bus.

## SCHOOL BUS DISCIPLINE PROCEDURES

Discipline will be handled according to the following procedures:

- a) For unacceptable behavior in the judgment of the driver, the driver will complete a Bus Conduct Report form, which notifies the site administrator of the problem.
- b) The site administrator will speak to the student(s) and, if appropriate, speak to or send a letter home to the parents. The site administrator will advise the bus contractor of action taken on each conduct report submitted by drivers.
- c) A serious offense, or behavior which creates a safety hazard, may result in a suspension of up to two weeks, at the discretion of the site administrator. The driver may insist on a suspension for a student whose behavior creates a safety hazard.
- d) Unusually serious offenses may result in permanent suspension from the bus. If this action becomes necessary, the site administrator will notify the parents and the Superintendent in writing. The actual suspension will be made by the Superintendent, with the right of appeal to the School Board.
- e) If a student is suspended from the bus as a consequence of a bus conduct report, or of reported poor behavior on the bus, the punishment will take effect the following morning. However, if at the discretion of the school administration the safety of other children is in question, the student may be suspended from the bus immediately. In that case, an attempt will be made to contact parents to make other transportation arrangements for the suspended student. Thereafter, it is the responsibility of the parents to arrange for their student's transportation to and from school.

**School Bus Notification:** To promote the wellbeing and safety of students, audio and/or visual recordings of the interior of the bus may occur.