

Student Safety Walking, Biking to School and Riding Buses to School

Any misconduct by a student, which, in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus will be sufficient cause for the principal to suspend the transportation privilege.

Rules of conduct for students riding buses:

1. Students will obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and will be obeyed. If an aide is assigned to the bus by the district, he/she will be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach will be primarily responsible for the behavior of the students. Students will obey both the driver and the teacher, coach or other staff member.
2. Students will ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
3. Students will not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
4. Students assigned seats will use only that seat unless permission to change is authorized by the driver.
5. Students will observe rules of classroom conduct while riding on buses. Noise will be kept down to avoid distracting the driver. Students will refrain from the use of obscene language or gestures.
6. Students will not smoke or ignite lighters or matches on buses.
7. Students will not eat on buses, except when specifically authorized and supervised by and accompanying teacher, coach or other staff member. Buses will be kept clean.
8. Students will not open bus windows without the driver's permission.
9. Students will not extend any part of their body out of bus windows at any time.
10. Students will not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings will be kept out of aisles.
11. Students will not have animals on buses, except one providing assistance to a disabled student.

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12. Students will not sit in the driver's seat or to the immediate right or left of the driver.
13. Students will refrain from talking to the driver unless necessary.
14. Students will go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
15. Students will get on/off the bus in an orderly manner and will obey the instructions of the driver or school safety patrolmen on duty. There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students will adhere to rules for pedestrians.
16. Students will never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
17. Students will stand away from the roadway curb when any bus is approaching or leaving a stop.
18. Students going to and from their bus stops where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students will go directly to their home after leaving the bus.
19. Students will use lap belts on buses when available.
20. Students will follow emergency exit drill procedures as prescribed by the driver.
21. Students will not tamper with emergency doors or equipment.
22. Students will remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices at highway rail grade crossings.
23. Parents of students identified as causing damage to buses will be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
24. Student misconduct will constitute sufficient reason for suspending transportation privileges.

Disciplinary Procedures

Principals are responsible for correcting students whose abusive behavior results in a bus incident report or violates the rules above. The principal will provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers.

The principal will insure that students comply with the specified regulations. Principals must 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

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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.

Students provided with transportation are responsible for complying with 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.

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 supervisor, 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 supervisor communicates a student's conduct 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 supervisor. In order for drivers and bus supervisors to effectively maintain control on their buses, it is expected that action be exercised by principals when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor will complete a report on the student describing the incident or damage that occurred. The driver or bus supervisor will provide the student with a copy of the report, hand the original report to the principal and submit a copy to the transportation supervisor. The copy of the report concerning special education students will be given to the principal for disposition.

The principal upon receiving the report will investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. 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:

1. Warning: When a student's misconduct is of a minor nature which does not jeopardize the safety or welfare of other students or the operation of the bus.
2. 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.
3. 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 (i.e., e.g. student assaulting the driver).

The action taken by the principal will be annotated on the report and forwarded to the student's parent for signature. The transportation department will be notified.

Drivers will be advised to file assault and battery charges against students who physically assault

them. Under no circumstances will the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlements may appeal the principal's decision by submitting a written statement to the superintendent. The superintendent will 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 students riding buses, the decision will require board concurrence before implementation.

Emergencies

The transportation supervisor will review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook. At the start of each field trip or extracurricular trip, the school bus driver will review with all passengers the location and use of the emergency exits, emergency equipment and any district emergency procedures.

In the event of a collision, the driver will make contact with the transportation supervisor who will:

1. Determine the nature of the collision;
2. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
3. Contact the state patrol regarding the accident;
4. Advise the superintendent of schools;
5. Investigate the collision and gather the names of all students and witnesses;
6. Dispatch another bus to transport the student to their destination; and
7. Contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the 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.

Bus Seating Assignments and Supervision

Routes:

1. Students will be assigned seating by the bus driver and separated by gender on the right and left sides of the bus. If the bus has unequal numbers by gender and it is necessary to seat students together, mixed gender seating will be done at the lowest grade levels. There are situations where siblings may be allowed to sit together due to crowding.

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2. Students will be assigned seats by the bus driver from youngest at the front of the bus to oldest at the rear of the bus. The driver may leave the front seat open to place students who need additional supervision.
3. The bus driver shall make a reasonable attempt to seat students close to the same age in the same seat. However, routes which are not evenly balanced by grade level and gender so can be grouped by grade bands of K-3, 4-6, 7-8, 9-12, or similar groupings.
4. When a monitor is assigned to a bus, they are responsible for supervising students and allowing the driver to primarily focus on driving. The bus driver is the final decision maker on issues of safety. The monitor and driver both have authority to submit bus discipline referral slips to the building principal.

Extra-curricular and Field Trips

When students of the same age group are traveling on a bus trip, they will be separated by gender in the front and rear of the bus. It is up to the driver and the supervisor to determine the location of gender and if they rotate on the return trip.

Bus supervision

The role of the advisor, coach or chaperone is to provide primary supervision of students while on the bus as well as the activity.

The driver will request the “person in charge” (coach, teacher, or advisor) to correct any problems the driver is observing on the bus. The driver has the final authority over safety while the students are on the bus.

If more than one adult supervisor is on the bus, the second supervisor will station themselves at the midpoint of the bus to monitor students during the trip. If three or more adults are present, they should disperse on the bus if there is adequate open seating.

The driver cannot serve as the “person in charge” of a field trip. If there is an emergency situation, contact your supervisor for permission to make last minute changes to supervision assignments. The driver is expected to follow the field trip permission slip as approved for the “person in charge.”

When stopping for meals or bathroom breaks, the “person in charge” is responsible for all student’s safety once they leave the bus. Great care should be taken to provide a stop that provides appropriate supervision. No students should be crossing busy roads or released to travel to a different location without an adult supervisor. Stopping at malls or major shopping areas is a “high risk” activity. Never release students at these areas unsupervised.

Adoption Date:

School District Name: Reardan-Edwall School District No. 009