



MANAGEMENT SUPPORT

Student Safety Walking, Biking, and Riding School Buses

Student Conduct on Buses

Any misconduct by a student, which in the opinion of the bus driver is detrimental to the safe operation of the bus may be cause for the principal or designee to suspend the transportation privilege ([Procedure 3244P](#) Riding School Buses or Other District-Provided Transportation).

Disciplinary Procedures

Principals or designees are responsible for correcting students whose abusive behavior results in a bus-incident report or violates the rules stated in [Procedure 3244P](#). The principal or designee will provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers.

The principal or designee will ensure that students comply with the specified regulations. Principals or designees 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 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 or designees 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 bus driver there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver 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 they have received previous oral warnings from the driver. In order for drivers to effectively maintain control of their buses, it is expected that action be exercised by principals or designees when receiving such a report.

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

The principal or designee upon receiving the report will investigate the circumstances surrounding the incident and take action according to [Board Policy 3300 Student Discipline](#).

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

Drivers may 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 the driver to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlements may appeal the principal's or designees' decision by submitting a written statement to the superintendent or designee. The superintendent or designee will render a decision after evaluating the issues and facts involved.

Emergencies

The contractor supervisor shall 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 an accident, the driver shall make contact with the contractor's dispatch personnel who shall:

- A. Determine the nature of the accident;
- B. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
- C. Contact the State Patrol regarding the accident;
- D. Investigate the accident and gather the names of all students and witnesses;
- E. Dispatch another bus to transport the students to their destination;
- F. Advise the district transportation supervisor who will:
 1. Inform the superintendent of schools;
 2. Contact the school administrator who will contact the parent(s) or guardian(s) of any students on the bus at the time of the accident; and

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3. Assist the contractor's investigation of the accident and gathering of the names of all injured students and witnesses.

To facilitate the communication with parent(s) or guardian(s), the building principal, in cooperation with the transportation supervisor, will compile a list of students, including addresses and phone numbers that are authorized to ride each bus route.

Cross reference: [Board Policy 6605](#)

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