

USD #263 GUIDELINES GOVERNING STUDENT CONDUCT ON SCHOOL BUSES

Our children are precious, and their safety is very important. Unfortunately, they do not always act appropriately. It is our job to make sure that the students know what is expected of them and for them to follow the rules, to keep them safe. Any pupil riding on a USD 263 school bus is under the supervision of the Mulvane School District the same as if the student were in the school building or on the school grounds, and therefore, is subject to the student disciplinary policies of the District. Please discuss the following information with your child.

PARENTS' RESPONSIBILITY

1. Read and discuss with their children the responsibilities, behavior rules and violation consequences covered by the USD #263 Guidelines Governing Student Conduct on School Buses.
2. Inform their children of the locations and times of bus stops.
3. Require their children to conduct themselves appropriately on school buses.
4. Support the school authorities in their efforts to operate a safe and efficient transportation system.
5. Send in signed request for child to get on/off at a different address 2 days prior to requested date.

DRIVER'S RESPONSIBILITY

1. Operate the bus safely and enforce regulations governing student conduct.
2. Report any violations by students to the transportation director.
3. Assign seats.
4. Inform students on general safety rules and evacuation procedures.

ADMINISTRATOR'S & TRANSPORTATION DIRECTOR'S RESPONSIBILITY

1. Inform parents and students of school bus rules and consequences of violations.
2. Investigate all complaints.
3. Confer with students, parents and bus driver when appropriate.
4. Be present or appoint a designated representative to be at the campus loading zone during arrival and departure times.
5. Meet with the drivers at the beginning of each school year and periodically throughout the year to discuss loading procedures, safety concerns, discipline procedures, etc.
6. Maintain in the school office and transportation office, current route schedules and rider information of all buses assigned to each campus. This information should be current by the end of the first week of school.

STUDENT'S RESPONSIBILITIES & BUS RULES

- **Prior to Bus Arrival**
 - Students should be at the assigned bus stop 5 minutes prior to the designated time
 - In inclement weather, students may wait inside, but need to promptly load the bus. The bus driver will not wait beyond the scheduled time for tardy students.
- **At Bus Stop**
 - Students should conduct themselves in a safe manner while walking to the bus stop, waiting for the bus, and boarding the bus.
 - Never stand in the roadway.
 - Stand single file in an orderly manner while waiting for the bus.
 - If you must cross the street to board the bus, do so only after directed to do so by the bus driver and after you have looked both ways before you enter or cross the street.
 - Wait until the bus comes to a complete stop and the red safety lights are flashing before attempting to enter the bus.

➤ **While on the Bus**

- Go quickly and quietly to assigned seat, face forward in the seat at all times, keeping your feet on the floor.
- Be courteous to everyone.
- Cooperate with the bus driver.
- Keep head, hands and feet inside the bus.
- No one is allowed to get up or move while the bus is in motion.
- Do not throw objects inside bus or out the window. *
- Do not eat or drink on the bus.
- Keep the bus clean; No littering.
- Do not smoke, dip or chew tobacco. *
- Do not be destructive. Any damage to school vehicle will be paid for by student's parents. *
- No fighting. *
- No loud noises or abusive language. *
- No alcohol, drugs or paraphernalia. *
- No weapons of any nature. *
- No animals or any illicit materials. *
- Be silent at RR crossings.

➤ **General Rules**

- The driver is in charge of pupils and the bus.
- Only authorized riders are allowed on a bus. Parents are not authorized unless approved by the Superintendent.
- No student will be allowed to ride a bus that they are not assigned to.
- All requests made for non-regular bus riders to ride home with regular bus riders will be denied.
- All requests for students to be picked up at different locations will be denied, students must be at their assigned pick up points.
- Students requesting to exit the bus at another student's home on the same route may do so as long as the driver has a signed note from the parent prior to the start of the route

Serious offenses will receive serious disciplinary measures, up to and including removal from the buses and/or suspension or expulsion from school.

Each case will be judged independently and may warrant discipline of a type different from another case.

Offenses followed by an * are subject to the "Serious Violation Guidelines".

CONSEQUENCES FOR VIOLATIONS

If any of the above student behavior rules are broken, the bus driver will make a report of the violation in the form of a conduct report and give it to the transportation director who will in turn discuss the issue at hand with the principal. Severity of the violation will be determined by the transportation director and the student's school administrator.

VIOLATION GUIDELINES

- **1st Violation:** Principal, counselor, transportation director will talk with student. Parent will be notified. This will be considered a violation warning.
- **2nd Violation:** Student will receive an administrative consequence. Parent will be notified.
- **3rd Violation:** Student will be suspended from the bus for 1 week or until a satisfactory agreement is reached between the student, parents, principal, and transportation director.
- **4th Violation:** Student will be removed from the bus for remainder of the semester.

SERIOUS VIOLATION GUIDELINES

- **1st Violation:** Student may be suspended from the bus for amount of time determined by transportation director and school administrator. A meeting will be held between student, parents, principal and transportation director.
- **2nd Violation:** Student will be suspended from the bus for the remainder of the semester. A satisfactory agreement will have to be reached between student, parents, principal, and transportation director for the following semester/school year.

IMPORTANT

PARENTS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION FOR THE STUDENT TO ATTEND SCHOOL DURING SUSPENSION *FROM THE BUS*. THIS IS *NOT* A SUSPENSION FROM CLASS. IF STUDENT DOES NOT ATTEND SCHOOL AFTER SUSPENSION FROM THE BUS, THE ABSENCE IS UNEXCUSED.

EACH AND EVERY VIOLATION WILL BE HANDLED ON A CASE BY CASE BASIS.

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CONDUCT ON SCHOOL BUSES**

I acknowledge that I have received, read and understand the USD #263 Guidelines Governing Student Conduct on School Buses and that I have explained the guidelines to my child and that he/she has received, read and understands the guidelines.

Parent(s) Signature _____

Print Name(s) _____

Student(s) Signature _____

Print Name(s) _____

IMPORTANT

This form must be signed and turned in before bus riding privileges will begin.