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## **RULES FOR STUDENTS RIDING BUSES**

- 1) The bus driver is in full charge of the bus and the students, and all students will obey the bus driver promptly and willingly.
- 2) Students must ride their regularly-assigned bus at all times, unless permission has been granted by school authorities in the form of a bus pass.
- 3) Students are permitted to leave the bus only at their regular stop, unless written permission has been granted by school authorities in the form of a bus pass.
- 4) Each student may be assigned to a seat in which they will be seated at all times unless permission to change seats is given by the driver.
- 5) Students are to remain in their seats while the bus is in motion. Students are expected to sit facing the front, with feet on the floor.
- 6) Students will refrain from throwing anything out windows, putting any part of the body out of windows, and are to assist in keeping litter off the floor. Eating and drinking while on the bus is prohibited.
- 7) Smoking, chewing tobacco, lighting matches/lighters or using any type of flame or sparking device is not allowed. Explosive devices and laser pens are not permitted. Use of perfume and aerosol cans is not permitted.
- 8) Fighting, excessive noise, loud behavior, spitting and vulgar or profane language or gestures is prohibited.
- 9) In accordance with District policy, any form of harassment, intimidation, or bullying will not be tolerated and should be immediately reported to the driver.
- 10) Sticks, breakable containers, skateboards, any type of weapon, animals, reptiles, fish or fowl are not permitted on the bus, except for service assist dogs.
- 11) No type of roller-blade may be worn on the bus. Roller blades that are brought on the bus must be in a bag.
- 12) Students must sit quietly and turn off all noise making devises at rail grade crossings (railroad crossings).
- 13) Students are expected to look both ways and wait for the driver's signal before crossing the roadway.
- 14) Students must be at the bus stop on time, five minutes prior to expected bus arrival, and wait for and board the bus in an orderly manner. Students must respect private property at bus stops.
- 15) Any damage to the bus should be reported to the driver immediately.

## **ENFORCEMENT OF RULES FOR STUDENTS RIDING BUSES**

The bus driver is responsible for safely transporting all students to and from school and ensuring that students abide by the **RULES FOR STUDENTS RIDING BUSES**. In most cases the driver will effectively correct student misconduct by informal means. It is recognized that instances will arise when the driver will find it necessary to seek the help of parents and/or school officials in correcting specific problems.

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The driver has the authority and responsibility to:

- Enforce the rules and regulations adopted by the Olympia School District for the safe transportation of students;
- Be reasonable, uniform and consistent in dealing with student behavior;
- At the driver's discretion, assign seats for students while on the bus;
- Inform parents of pupil misbehavior by personal contact and through issuance of a School Bus Behavior Notice before recurring student behavior becomes serious; and,
- Suspend bus riding privileges if student behavior does not improve.

#### **STUDENT DISCIPLINE PROCESS**

Proper discipline is not a form of punishment, but a means to instruct and help change a student's behavior. Discipline should always be handled in a fair and just manner.

In the event it becomes necessary for a driver to discipline a student, the following procedures will be followed:

Drivers will always attempt to work with students one-to-one to encourage acceptable behavior by identifying the problem, explaining why the behavior is unsafe, and explain the consequences if the behavior continues.

If the student continues to misbehave the driver will contact the parent/guardian and seek their help in resolving the matter. If after the initial contact the behavior continues, the driver will contact the parent a second time and a written **SCHOOL BUS BEHAVIOR NOTICE** will be sent to the parent/guardian.

If the behavior continues after the second call to the parent, a second **SCHOOL BUS BEHAVIOR NOTICE** will be sent to the parent. Accordingly, the student will temporarily lose their bus riding privileges and a conference may be required to restore these privileges. In imposing the suspension, the driver will consult with the Transportation Supervisor. The length of suspension will take student age into consideration.

All telephone conversations will be documented noting the student's behavior, time and date of the call and the parent/guardian response.

Serious infractions, such as those listed below, may result in immediate suspension of bus riding privileges, regardless of prior incidents or notices. A parent or guardian conference is required to restore these privileges.

- Fighting and/or physical assault on a driver or other student;
- Vandalism to the bus;
- Possession of unsafe devices or materials (matches, lighters, combustible materials, explosive materials, laser pen);
- Obscene behavior and/or profanity;
- Harassment, intimidation, bullying;
- Possession of tobacco, alcohol, illegal drugs;
- Departing the bus at a stop other than the student's assigned stop without a bus pass issued by the school; or
- Refusing to follow the driver's or substitute driver's direction.

**SCHOOL BUS BEHAVIOR NOTICE**

If verbal discussion with a student regarding misconduct does not correct the behavior, the driver will issue a **SCHOOL BUS BEHAVIOR NOTICE**.

The following procedures apply:

- 1) The bus driver will complete the form by filling in a description of the incident.
- 2) The driver will present two copies to the student to give to the parent or guardian. One of these copies must be signed by a parent and returned. The original will be presented to the Transportation Supervisor.
- 3) Upon receipt of the **SCHOOL BUS BEHAVIOR NOTICE**, the Transportation Supervisor will notify the principal. The Transportation Supervisor will retain the original and the copy containing the parent's signature for his/her files.

**SUSPENSION OF BUS RIDING PRIVILEGES**

When student behavior has not improved after increasing intervention by the driver, the driver has the authority to suspend bus riding privileges.

The following procedures apply:

- 1) Suspension will begin at the end of the school day during which the misconduct occurs. In other words, the student transported to school must be returned to his regular stop.
- 2) The **bus driver** will prepare a report of the incident in triplicate describing the misconduct, listing the student's name, telephone, school, time, date, bus number and driver name, and will check the box indicating the suspension being imposed.
- 3) The **bus driver** will present the second and third copies to the student to give to the parent or guardian. The original will be presented to the Transportation Supervisor.
- 4) The **bus driver** will telephone the residence of the student to advise the parent or guardian on the day in which suspension is imposed.
- 5) Upon receipt of the suspension notice, the **Transportation Supervisor** will notify the principal. The Transportation Supervisor will retain the original copy of the suspension notice for his/her files.
- 6) A copy of the suspension notice is to be signed by the parent or guardian and returned to the Transportation Supervisor.
- 7) Students and/or parents or guardians who wish to appeal action in any case of suspension of bus riding privilege may submit a request to the Assistant Superintendent, Fiscal and Operations for appeal.

**IMMEDIATE APPEAL TO SCHOOL OFFICIALS**

When in the judgment of the driver, student misconduct on the bus is of such nature that the driver is in immediate need of help in dealing with the situation, the driver may return the bus to school and ask for the assistance of the school principal or designee. In the event the school principal or designee is not immediately available, the driver will call on the Transportation Supervisor for assistance.

In such cases the school principal or designee will confer with the bus driver and decide the appropriate action to be taken.

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**REGULATIONS AND PROCEDURES REGARDING STUDENTS RIDING BUSES  
ON FIELD TRIPS OR EXTRACURRICULAR TRIPS**

- 1) The District's **RULES FOR STUDENTS RIDING BUSES** applies to student behavior on field trips or extra-curricular trips.
- 2) The teacher or staff person in charge of the group is responsible to see that students observe the rules.
- 3) The teacher and other adults accompanying a group of students should seat themselves in the best location for supervising students on the bus.
- 4) The bus driver's responsibility is driving the bus on field trips, not maintaining discipline. However, the bus driver is responsible to call to the teacher's attention any behavior which endangers the safe operation of the bus or violates the **RULES FOR STUDENTS RIDING BUSES**. The teacher is expected to take appropriate action to correct such behavior.
- 5) In cases of accident or emergency affecting the safe operation of the bus, the driver has the decision-making responsibility.



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