

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **SUPPORT SERVICES**

### **TRANSPORTATION SERVICES MANAGEMENT**

#### **BUS RIDER RULES AND DISCIPLINARY PROCEDURES**

751.2(a)

##### **A. BUS RIDER RULES PREVIOUS TO LOADING THE BUS (ON THE ROAD AND AT SCHOOL) BUS RIDERS SHALL:**

1. Be at designated school bus stops at least 5 minutes before the scheduled pick-up time. Buses will not wait. Riders shall respect the property and rights of all property owners.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting for the bus.
3. Line up in an orderly, single file manner. Riders will not push, run, fight (i.e., engage in any act of or leading to, physical aggression or harm, or physical assault upon a person, regardless of whether or not prompted by the action of others) or rush to get on the bus. Riders will wait until the bus comes to a complete stop before attempting to board the bus.
4. Be courteous. Riders will not take advantage of younger students in order to get a seat.
5. If there is no sidewalk or path, riders should walk to the side of the road facing traffic to get to the bus stop.
6. Use the handrail and watch their step when boarding the bus.
7. Not cross the road to board the bus until the bus has stopped, flashing red lights are on and the bus driver gives the signal to cross.
8. Not engage in conduct that puts others in danger of being harmed.

##### While on the Bus

Bus riders shall:

1. Promptly obey the bus driver's directions at all times.
2. Not possess, use, store or distribute a dangerous weapon or look-alike weapon.
3. Not possess or use tobacco or look alike products, matches or
4. Not possess, use, sell, distribute or be under the influence of alcoholic beverages, controlled substances (drugs) as defined by state law (other than a drug legally prescribed to the specific student), or look alike products.

5. Not eat or drink at any time while on the bus. Exceptions may be granted for longer trips.
6. Not talk loudly, or cause unnecessary confusion at any time while on the bus. This diverts the driver's attention and may result in a serious accident.
7. Keep all body parts inside the bus at all times.
8. Not throw anything within the bus or out the bus window.
9. Assist in keeping the bus safe and clean at all times. Riders will not spit, stick gum or leave trash on the bus.
10. Treat all bus equipment with respect. Riders will not mar, cut, tear or otherwise damage bus equipment. Damage to seats etc. will be paid for by the offender and further discipline consequences occurring.
11. Not tamper with the bus or any of its equipment.
12. Not leave books, lunches or other articles on the bus.
13. Keep books, packages, coats and all other objects out of the aisle.
14. Remain in the bus in case of a road emergency, unless directed to do otherwise by the driver.
15. Always remain seated, in their seats, while the bus is in motion.
16. Always be courteous to fellow students, the bus driver and passers-by.
17. Keep absolutely quiet when approaching a railroad crossing.
18. Help look after the safety and comfort of small children.
19. Ride three to a seat when necessary.
20. Not fight (i.e., engage in any act of or leading to, physical aggression or harm, or physical assault upon a person, regardless of whether or not prompted by the action of others).
21. Not use profane or indecent language (i.e., abusive or derogatory remarks intended to be uncomplimentary or unacceptable), or possess or distribute material which is sexually suggestive or otherwise inappropriate (ie., photographs, text material, messages, or videos).
22. Not engage in conduct that puts others on the bus in danger of being harmed.

#### After Leaving the Bus

Bus riders shall:

1. Cross the road at least 7 feet in front of the bus but only after checking to make sure no traffic is approaching and after receiving a signal from the driver.
2. Help look after the safety and comfort of small children.
3. Be alert to and obey the pre-arranged danger signal from the driver.

4. Not engage in conduct that puts others in danger of being harmed.
5. Not leave the bus at other than their regular stop unless a written parent/guardian request has been approved in advance by the appropriate school administrator.

#### Extracurricular Activity Trips

Bus riders shall:

1. Obey the above rules.
2. Respect at all times the directions of the chaperones appointed by school officials to accompany students.
3. Return on the same bus. Parents/guardians and the building principal may arrange for an exception to this rule ahead of time.

#### **B. BUS RIDER DISCIPLINE PROCEDURES**

The following procedures will apply to all students, who ride a school bus. These procedures have been developed with the primary concern of safety for all individuals in mind. All administrative staff and bus driver staff will be fair and consistent in the implementation of these procedures.

1. If a student misbehaves, the bus driver will first attempt to talk with the student individually, whenever possible, to resolve the problem. The student may be assigned to a specific seat for a period of time. A description of the misconduct may be written up. If so, a copy shall be forwarded to the student's parent(s)/guardian(s), the bus contractor and the school.
2. If the student's misconduct continues, the driver will fill out a school bus discipline report. The driver or bus contractor will make personal contact with the student's parent(s)/guardian(s). This contact will be documented on the discipline report and filed for possible future use.
3. If the student's misconduct continues, the driver will fill out a second school bus discipline report which will be attached to the initial report containing the results of the parent/guardian contact. Both reports shall be forwarded to the bus contractor and the student's principal for appropriate action.
4. Upon receipt of the second report, the building principal will notify the parent/guardian of the misconduct and has the option of:
  - a. Reprimanding the student
  - b. Requiring a parent/guardian conference
  - c. Requiring monetary or service restitution
  - d. Suspending the student's bus riding privileges
5. If the student's misconduct continues, the driver shall fill out a third school bus discipline report which shall be attached to the previous misconduct reports. The reports shall be forwarded to the bus contractor and the student's principal for appropriate action.

A third school bus discipline report shall result in a parent/guardian conference called by the building principal. The student's bus riding privileges shall be suspended for up to five days and a recommendation that the student's bus riding privileges be revoked may be made to the District Administrator.

6. If the student's misconduct continues, the driver shall fill out another bus discipline report which shall be attached to the previous misconduct reports. The reports shall be forwarded to the bus contractor and the student's principal for appropriate action.

This and any additional school bus discipline report shall result in a recommendation to the District Administrator that the student's bus riding privileges be revoked. The student's bus riding privileges shall be suspended for up to 15 consecutive school days pending a final decision of the possible revocation of bus riding privileges by the District Administrator.

7. A single incident of a very serious nature which threatens the health, safety or welfare of the individual or other individuals may be referred directly to the building principal or District Administrator for action. This shall include, but shall not be limited to:
  - a. Direct refusal to follow the instructions of the bus driver or others in charge.
  - b. Violation of rules relating to tobacco, alcohol, controlled substances, fighting, profane or indecent language, vandalism, weapon or look-alike weapons.
  - c. Creating a dangerous environment (e.g., throwing objects on the bus or out of a window or any behavior which results in distraction of the driver or otherwise puts others on the bus or not on the bus in danger of being harmed).
8. If a student, due to his/her behavior, must be removed immediately for the safety of all involved, the bus driver shall contact the bus contractor to pick up the student from the bus and transport him/her home. If the bus contractor is unavailable, the driver shall contact the student's parent/guardian, or if unavailable, the police.

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