

BUS CONDUCT

Bus Rider Rules

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated and facing forward while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not eat, drink, or bring or use any prohibited substances or items, as defined by Board Policy 5131, while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school and governed by Student Use of Technology Board Policy, Administrative Regulation, and Exhibit 6163.4. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item inside, into, at, or from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited.

BUS CONDUCT (continued)

13. Preparation for boarding and departing from the bus shall take place after the bus has come to a complete stop and the door is opened. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the District's transportation safety plan when crossing the road and exiting the bus.
15. Students shall ride the bus to/from their designated bus stop only. Exceptions require prior authorization of the Director, Transportation or designee.
16. Glass articles of any kind are prohibited on school buses.

The following procedures shall apply for all violations of Bus Rider Rules:

- The bus driver will issue a written bus referral to the student
- The referral will be mailed to the parent/guardian
- A copy of the referral will be given to the Principal of the school where the student attends
- The referral must be signed by the parent/guardian and be returned to the bus driver within two (2) school days
- Generally, the following progression of discipline shall apply within the school year:
 - 1st Offense: Written warning issued by the bus driver and/or the Principal and sent to the parent/guardian
 - 2nd Offense: Suspension from bus riding privileges for minimum of 3 days and maximum of 2 weeks
 - 3rd Offense: Revocation of bus riding privileges for the remainder of the school year
 - The parent/guardian of a student whose bus riding privileges have been revoked may appeal the decision to the Superintendent or designee. The appeal shall be made in writing within three (3) school days of receipt of a notification of revocation. The Superintendent or designee shall render his/her decision within five (5) working days of receipt of the written appeal request.
- The Director, Transportation and/or the Principal may deem a violation to be severe in which case, more severe or accelerated disciplinary action may apply.