

Transportation Code of Conduct

Bus Rules must be followed for safety of students

In order to guarantee all children riding the bus the safe transportation they deserve, certain rules have to be followed. Parental support is essential to a safe transportation program. The prime responsibility for the application of these rules is with the parent. The schools will assist parents in any way possible. We are publishing the rules so that the district's expectations are clear.

Responsibilities of Students

1. Students must be on time as designated bus stops. Buses cannot wait, so students should leave home in time to arrive at the bus stop about 5 minutes before the bus is due. Unless there are unusual weather conditions or the bus has an emergency situation, the established schedule should be accurate.
2. Students must stay off the roadway at all times while waiting for the bus, and conduct themselves with courtesy and consideration for others. The safety and conduct of the students at a bus stop is the responsibility of the parents.
3. Students are required to cross in front of the bus when crossing a roadway, NOT in back of the bus.
4. Students must wait until the bus has come to a stop before attempting to enter or leave the bus.
5. Students should be seated immediately upon entering the bus. Students may be expected to sit three (3) in a seat. Personal belongings are to be held on the rider's lap. Only items fitting on students' laps will be accepted on the bus. The aisle must be kept clear.
6. No pets or other animals may be transported on the bus.
7. Students are expected to conform promptly with directions of the bus driver.
8. Students must inform the driver when absence from school is expected.
9. Students must help keep the bus clean and orderly at all times.
10. Students must report to the driver at once any damage to the bus. Any student disfiguring or mutilating a bus will be suspended from riding until a satisfactory adjustment is made.
11. Loud, boisterous, or profane languages, indecent conduct, scuffling, or throwing of object will not be tolerated. Student causing trouble after they have been warned will lose their privilege of riding the bus.
12. No windows or doors are to be opened except by permission of the driver. Students are required to enter and leave by the front door ONLY, except in case of an emergency and then the back emergency door may be used.
13. Students must keep hands and head inside the bus at all times.
14. Smoking, eating, or drinking will not be permitted on the bus.
15. Only students registered to ride the bus are permitted to ride. We do not carry a commercial license. This prohibits us from carrying students not listed on the original registration sheet. Students may not ride any other bus to homes of friends or places of employment.

16. Students must not leave the bus without the driver's consent, except at home or at the school.
17. Students are expected to be picked up and dropped off at one (same) bus stop only.
18. Students may be assigned a seat by the bus driver.
19. Complete silence at railroad crossings is required.
20. No use of cell phones on the bus.

Failure to observe bus rules may result in the issuance of a bus conduct report.

Students are reminded that bus riding is a privilege. They are expected to observe bus safety rules and failure to do so many result in the bus driver issuing a bus conduct report, which will be reviewed by a school administrator. The administrator reviewing the report has the right and responsibility to reprimand according to the student's disciplinary history. In instances of severe bus misconduct, administrators may invoke any or all of the corrective measures listed for each offense. If a bus misconduct results in a suspension from school, the student's suspension from the bus is effective upon return to school. The following is the district procedure with regard to bus conduct reports:

- 1. Warning Notice:** At the bus driver's discretion, and based upon the severity of the offense, issues may be addressed through verbal warnings. In these cases, a copy of the Transportation Code of Conduct may be provided to the student as a reminder of the transportation expectations.
- 2. 1st Conduct Report** - the student receives a warning that further conduct reports could result in suspension of bus riding privileges; however, a student may be removed for 1st conduct report in case of serious offences, such as fighting.
- 3. 2nd Conduct Report** - the student is suspended from riding the bus for five (5) school days.
- 4. 3rd Conduct Report** - the student will be suspended from riding the bus for up to thirty (30) school days.
- 5. 4th Conduct Report** - the student will be suspended from riding the bus for the remainder of the school year.

Note: If a student's misbehavior is serious, the bus may return to the school so that the student can be removed. If this happens, he/she will be removed from the bus a minimum of five (5) days.

Bus Suspension Appeal Process- Elementary:

1. Parent/Guardian may appeal bus suspensions of less than ten (10) days to the principal.
2. Bus suspensions of ten (10) or more days shall follow the appeal process outlined below:
 - a. If a parent/guardian disagrees with a suspension, an immediate appeal must be made to the building principal. Immediate is defined as by the end of the next school day. If the principal is not in the district, the parent will be directed to the assistant superintendent of CITA who will be the first and final administrator in the appeal process.
 - b. If a parent/guardian disagrees with the principal's decision, an appeal must be made to the assistant superintendent of CITA within twenty-four (24) hours of the principal's decision. Within twenty-four (24) hours is defined as the next school day. The decision made by the assistant superintendent of CITA is final. If the assistant superintendent of CITA is not in the District, the Superintendent or his/her designee will handle the appeal.
 - c. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.

Bus Suspension Appeal Process- Secondary:

1. Parent/Guardian may appeal bus suspensions of less than ten (10) days to the administrator issuing the suspension. Often this is the assistant principal.
2. Bus suspensions of ten (10) or more days shall follow the appeal process outlined below:
 - a. If a parent/guardian disagrees with a suspension, an immediate appeal must be made to the administrator issuing the suspension. Immediate is defined as by the end of the next school day.
 - b. For bus suspensions issued by the assistant principal:

If a parent/guardian disagrees with the assistant principal's decision, an appeal must be made to the principal within twenty-four (24) hours of the assistant principal's decision. Within twenty-four (24) hours is defined as the next school day. The decision made by the principal is final.

If the bus suspension was issued by the assistant principal and he or she is not in the district, the parent will be directed to the principal who will be the first and final administrator in the appeal process.

For bus suspensions issued by the assistant principal, the final administrator in the appeal process will be the school principal.
 - c. For bus suspensions issued by the principal:

If a parent/guardian disagrees with the principal's decision, an appeal must be made to the assistant superintendent of CITA within twenty-four (24) hours of the principal's decision. Within twenty-four (24) hours is defined as the next school day. The decision made by the assistant superintendent of CITA is final.

If the bus suspension was issued by the principal and he or she is not in the district, the parent will be directed to the assistant superintendent of CITA who will be the first and final administrator in the appeal process.

If the assistant superintendent of CITA is not in the District, the Superintendent or his/her designee will handle the appeal.
 - d. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.