



## School District of Jefferson

### Jefferson Bus Service



## School Bus Conduct Policy

The purpose of this School Bus Conduct Policy is to ensure safe transportation of our students to and from school. In general, appropriate conduct is expected on the school bus just as it is on the school grounds and in the buildings. Students should consider their time on the school bus, whether riding to or from school, or on field and athletic trips as an extension of their school day. The bus driver is in full charge of the bus and the students and should be accorded the same respect and obedience as that of any school staff. It is a privilege, not a right, to ride the school bus.

### I. SCHOOL BUS PASSENGER BEHAVIOR GUIDELINES

1. Respect should be given to all the other passengers as well as the driver.
2. All school rules apply to students while on the bus.
3. Be at your bus stop 3-5 minutes before the bus is scheduled to arrive.
4. Before crossing the road to board the bus or after being discharged from the bus, wait for the driver to signal that it is safe for you to cross.
5. Follow the same dress code the school requires while on the bus.
6. All rules apply whenever you are on a bus, be it for regular transportation, field and athletic trips, shuttles, etc.

### II. SCHOOL BUS PASSENGER RULES

1. Remain seated while on the bus, keeping your feet and belongings out of the aisle.
2. Do not litter on the bus - trash receptacles are provided in the front of each bus.
3. The use of profanity, obscene gestures, verbal abuse or harassment will not be tolerated.
4. Excessive noise and/or horseplay will not be tolerated.
5. Do not distract or argue with the driver while on the bus.
6. A written note, signed by the parent/guardian and also by the school office is required if a student will be riding a bus other than their assigned bus or if a guest is accompanying a student on the bus.
7. Keep your head, hands, etc. inside the bus at all times.
8. Do not throw/shoot any objects while on the bus.
9. Fighting or physical aggression against any person will not be tolerated.
10. Do not open any Emergency Doors, Emergency Windows or Roof Hatches without being told to do so by the driver.
11. Respect the bus company's property - cost of repair for vandalism will be your responsibility.
12. Alcohol and tobacco products, including lighters and matches are prohibited on the bus.
13. Items, including but not limited to such things as guns, knives, flammable materials, fuel containers, animals, or any other objectionable or harmful materials are not allowed on the bus.

Inappropriate behavior on the bus will have consequences. While disregarding the above guidelines and rules may result in a Bus Conduct Report being filed, they should not be considered the only behavior that will have consequences. Appropriate behavior is expected from all passengers while on the bus. Video and audio recording equipment may be in use on the buses.

### III. Bus Conduct Offenses and Consequences

#### Class I Offences

1. Excessive noise or horseplay (rule 4)
2. Leaving seat/standing while bus is in motion (rule 1)
3. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable materials (rule 3)

4. Distracting or arguing with the driver (rule 5)
5. Littering on the bus (rule 2)
6. Other offenses as reported by the driver or other school official

#### **Class II Offences**

1. Hanging out of windows (rule 7)
2. Throwing/shooting of any object (rule 8)
3. Physical aggression against any person (rule 9)
4. Use of tobacco or any controlled substance (rule 12)
5. Vandalism to bus (restitution will be made) (rule 11)
6. Lighting of matches or lighters or possession of harmful materials (rule 13)
7. Violation of Safety Procedures (rule 10)
8. Other offenses as reported by the driver or other school official

### **III Consequences**

1. Class I
  - a. First Offense - Courtesy Note to Parent/Guardian or Warning
  - b. Second Offense - Warning or 1 to 5 day suspension
  - c. Third Offense - 5 to 10 day suspension
  - d. Fourth Offense - 10 day minimum suspension  
Parent/Principal meeting (optional)  
Possible loss of all bus service
2. Class II
  - a. First Offense - 5 day suspension
  - b. Second Offense - 5 to 10 day suspension
  - c. Third offense - 10 day minimum suspension  
Parent/Principal meeting (optional)  
Possible loss of all bus service
  - d. Fourth Offense - loss of bus service

The use of a Courtesy Note would be a way for the driver to let the parent/guardian know that there is a problem with the student's behavior on the bus and would not have to be brought to the schools attention. These would be used for very minor infractions or attitudes in the hope of preventing a more serious problem in the future. If the student does not return the signed note to the bus driver in an appropriate time frame, the matter would then be brought to the schools attention through the use of a Bus Conduct Report.

Bus suspensions if necessary will be for consecutive routes beginning as close to the date of the infraction as possible. The student's lack of other available transportation in the event of a suspension shall not influence the level of discipline.

The use of the above disciplinary actions is at the discretion of the School District of Jefferson in cooperation with Jefferson Bus Service. Depending on the situation, the consequences may be escalated if deemed necessary with regards to the severity of the infraction.

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