

Book	Administrative Guideline Manual
Section	8000 Operations
Title	TRANSPORTATION
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## 8600 - **TRANSPORTATION**

### **BUS RIDER RULES**

#### **Previous to Loading (on the road and at school)**

- A. Students should be at the designated school bus stop when the bus arrives.
- B. If a sidewalk or paved walkway is not available, it is recommended that a student walk on the side of the road facing traffic to get to the school bus.
- C. Students should stay off the road at all times while waiting for a bus.
- D. Students should wait until the bus comes to a complete stop before attempting to board the bus, they should line up in single file, and not rush to board the bus.
- E. Students should not move towards the buses at the school loading zone until the buses have been brought to a complete stop.
- F. Students should use a grab rail and watch their step while boarding the bus.
- G. Students should be courteous on the bus. They should not take advantage of younger children in order to get a seat.

#### **After Boarding a Bus**

- A. All students shall remain seated while the bus is in motion.
- B. Head, hands, arms, legs, and feet shall be kept within the bus.
- C. Scuffling, fighting, or using obscene language shall not be tolerated.
- D. Students shall not litter the bus with food or other debris.
- E. Students shall not tamper or vandalize the bus or any of its equipment.
- F. Students shall not leave books, lunches, or other articles on the bus. Bus driver or chaperones are not responsible for articles left on the bus.
- G. Students shall keep books, packages, clothes, and all other objects out of the aisles.
- H. Items of an objectionable or dangerous nature are not allowed to be transported on the bus.
- I. A rider is not permitted to place any large item, including instruments, in the aisle or in the front of the bus. If the items to be transported are too large for the student to hold without depriving another student of his/her seat, s/he must make other arrangements for their transportation.
- J. Students shall not throw anything out of bus windows.
- K. The driver is responsible for controlling bus riders.

- L. Students will cooperate with the bus driver at all times.
- M. Seats will be assigned to students at the discretion of the bus driver. Students are to sit in the assigned seat unless the driver reassigns the student to a new seat.
- N. Students should keep absolutely quiet while approaching a railroad crossing stop.
- O. Students should remain on the bus in case of accident or emergency, unless directed to do otherwise by the bus driver.
- P. Students shall not strike or hit a bus driver or school official.
- Q. Students shall not use or have possession of tobacco, alcoholic beverages or other drugs.
- R. Students shall not violate any other rules set by the driver, bus company, or School District.

#### **After Leaving the Bus**

- A. When necessary, the students must cross the road at least ten (10) feet in front of the bus. However, they must check to be sure that no traffic is approaching and they have received a signal to cross from the driver.
- B. Students should be alert to the danger signal of the driver (a loud blast of the horn).
- C. Students are not permitted to get off the bus at other than regular stops, unless proper authorization has been given in advance. The permission must be authorized in writing by the parent/guardian and/or school official(s).

#### **Extracurricular Trips**

All student bus rules apply to every trip under school sponsorship. Students shall respect the wishes of chaperones appointed by school officials who accompany bus trips. Chaperones and non-bus students should review the bus rider rules before the trip.

#### **General**

- A. Parents should notify the bus driver or the bus company when their child will not ride the bus.
- B. Damage to the bus from other than regular usage that has been caused by a rider will be paid by the rider or his/her parents.

#### **Disciplinary Procedures**

Parents will always be notified when their child has been disciplined for misbehavior on the bus. Parental contact will always precede suspension. Students who violate any of the bus or school rules will be disciplined as follows:

- A. First Offense: The student will be warned by the school principal and the parent/guardian notified.
- B. Second Offense: A conference involving the student, parent and building principal will be held.
- C. Third or more Offenses: The student will be suspended from bus riding privileges up to five (5) days. A parent conference will be required before the student can ride again. During that time parents or guardians, as required by law, must ensure that the student attends school.
- D. Expulsion from Bus Riding: A student who repeatedly violates bus rules and regulations or endangers the health and safety of others may be expelled from riding the bus as per Wisconsin Statutes.

**SEVERE CLAUSE:** A student who is flagrantly disrespectful or insubordinate may advance to any step at the discretion of the building principal.