Support Services

I. Student Code of Conduct Bus Rules

Riding a school bus is a privilege. This privilege may be denied for improper conduct while riding the school bus. Length of this denial may vary from one day to the complete school year depending on times reported and seriousness of the misconduct.

The bus driver is in charge of the bus when it is in operation and has authority to demand observance of proper student conduct and the bus rules. Discipline must be maintained for the safest operation of the school bus. A rowdy, noisy, destructive student will not be tolerated by the driver or the school administration. Drivers have authority to stop the bus to talk with a student not conducting himself or herself properly and to report the student to the Transportation Service and/or Principal. Disciplinary action taken against the student will be recorded by the Principal.

1. The Transportation Service has the authority to deny students the privilege of riding for a one (1) day period for failure to comply with bus rules. The driver must personally contact the parent or guardian prior to denial however, and indicate reason for denial. Repeated offenders may be asked to secure their own transportation to and from school.

2. A copy of the Bus Rules has been placed in each school bus in three (3) locations to insure older students are aware of these. Parents/guardians are strongly urged to review these rules with their younger children.

3. Students are to be ready and waiting for the bus ten minutes prior to scheduled pick up time. The bus is not required to wait while students walk from the house to the pick point. This is time consuming and dangerous for the bus and its student.

4. In the afternoon, students are to board the buses only at the school or loading point they attend. Likewise, students may be discharged only at their bus stop unless they have specific written permission from their parent/guardian and authorization by the school principal and Transportation Supervisor.
5. School bus capacity is established with three students sitting in each seat. Buses will be filled to capacity, which will mean that it is necessary to have each seat filled.

6. Always cross in front of the bus and never behind the bus. Make sure you look for possible moving traffic even though the bus has on its flashing lights.

7. Students not planning to ride home must notify the bus driver personally, preferably in the morning. Students wishing to board another bus (other than their own) must have a written permit from their parent/guardian and principal.

8. Students will take a seat immediately upon entering the bus and will remain seated until departure from the bus.

9. The bus driver may assign seats to students. If this is done, the student is not to change his/her seat without the permission of the driver.

10. The driver will establish a regular time schedule for each stop and is expected to keep that schedule.

II. **Building Principal – Responsibility**

1. The building principal has complete authority over students assigned to him/her from the time they board the bus for school in the a.m. until they exit the bus for home.

2. Principals or their designees shall review every bus conduct referral form presented, take appropriate action, and when required, coordinate the parental contact.

3. Every referral form received by the principal or his/her designee shall be promptly returned to the student. These forms are faxed to the Transportation Service.
III. **Bus Drivers – Responsibility**

1. The drivers are in charge of the school buses. They are expected to enforce to the best of their ability the “Student Code of Conduct – Bus Rules.” Drivers do have the authority to suspend. Every suspension and every slip issued must be justifiable.

2. Under no circumstances may a driver physically strike a child in his/her charge. It may be necessary for a driver to physically restrain a child to prevent injury to him/herself or others.

3. Drivers will not discharge a student from their bus for disciplinary reasons at any point, except the regular stop for that student, the school attended by that student, or the Transportation Office at Race Street, providing the Transportation Service or his/her designee is present.

4. If a student is discharged from the bus at any point other than home, school or Race Street, the driver shall notify the Transportation Service before removing the student or one of the Administrators at the Board of Education Building.

5. It shall be the responsibility of the bus drivers to initiate proper disciplinary action against students when their conduct places the safety of the driver, the bus, or its passengers in jeopardy. Such action may include:
   a) Stopping the bus and personally pointing out to the offending student the applicable violations.
   b) Initiating a written disciplinary report with copies to the parents of the student, his/her building principal, and the Transportation Service.
   c) Suspension of the privilege to ride the bus for a one day period. The driver must return the student to his/her designated stop (except in those situations relating to #3 above) prior to initiating suspension, must personally notify the parent of the suspension, and give the reasons for the suspension. Unless the parent is contacted by the suspending driver, the student's ride privileges shall not be revoked.
6. Student conduct citations shall be issued at the time of occurrence and shall cite the bus rule(s) violated on forms provided by the district. Drivers are strongly urged to narrate citations.

7. When it becomes necessary to suspend the student’s riding privilege for more than one day, disciplinary action is the responsibility of the building principal or his/her designee, and the student will not be returned to riding the bus until administrative action is complete and the bus driver notified.

IV. Records and Disposition

1. The original copy of student discipline reports will be filed at the Transportation Service.

2. All student discipline reports filed at the Transportation Service will be destroyed at the end of each school year.

3. Each building principal shall determine the need to copy or retain information concerning school bus rider discipline.

V. Field Trip/Special Trips Rules

1. The primary purpose of the Transportation Service is to transport eligible children to and from school. Therefore, transportation equipment and personnel shall be used secondarily for field trips and extracurricular activities.

2. The Superintendent or his/her designee shall be authorized to approve the use of buses for field trips. All arrangements for buses are to be made by administrators on on-line extra-curricular bus request assignment forms and e-mailed to the Transportation Service.

3. Only students enrolled in the Adrian Public Schools and chaperones authorized by the building administrators shall be allowed to ride buses assigned the field trip.

4. Students provided transportation for a field trip or any other extracurricular activity must return to the point of origin of the field trip on the bus.

5. At least one teacher or adult shall chaperone each special bus trip, with more than one adult person recommended whenever possible. At least one member of the school’s professional staff must travel in each fan bus.
6. The teacher accompanying students on a special trip shall be responsible for the conduct and disciplining of the students. However, the driver shall be responsible for the safety of the passengers and the vehicle and may refuse to continue the trip under disorderly circumstances if the driver has first warned the chaperone and/or the director of the trip that such an eventuality would take place if the disorder continues. Drivers have the authority to determine the most direct route to and from the designated destination. Unscheduled stops en route may occur if mutually agreed upon by the driver and director of the trip, if these do not interfere with the time schedule and/or passenger or vehicle safety. However, it is recognized that emergency situations can occur, and in such circumstances, decisions should be mutually made by the director of the trip and the driver.

7. Eating and drinking on the busses are prohibited. Exceptions may occur when all of the following conditions apply:

a. There is a coach, teacher or chaperone on the bus responsible for the conduct and discipline of the students on the bus;

b. The exception is approved by the building administrator as part of the field trip application form; the coach, teacher or chaperone may allow eating on the bus without pre-approval when circumstances warrant, such as, to arrive at a destination or home on time despite an unforeseen event, bus breakdown, change of weather, etc.;

c. The students are on a field trip, including, but not limited to, athletic and music trips, and;

d. The coach, teacher or chaperone on the bus shall see that the students clean up after themselves.

VI. Applying the Student Code of Conduct – Bus Rules

Definition of offenses can be found in the Student Code of Conduct – Policy JFC.

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