

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

**BUS SAFETY AND STUDENT CONDUCT ON BUSES**

It is the intent of the Board of Education of the School District of Wauzeka-Steuben to provide safe and responsible transportation to and from school, extracurricular events, field trips, and all scheduled school activities. The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Students and drivers should be made aware of procedures to follow in bus emergency situation. The administration shall develop a plan which includes annual driver safety training and annual school bus safety drills.

All vehicles used to transport students shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruptions of such service due to mechanical or equipment failure. School buses shall be inspected regularly in accordance with guidelines established by the Department of Transportation and District Administration.

**SCHOOL BUS RULES:**

**Before Getting on the Bus**

1. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in a single file.
2. Do not move toward a bus at the school loading zone until the buses have been brought to a complete stop.
3. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.

**While on the Bus**

1. Keep hands and head inside the bus at all times after entering and leaving the bus.
2. Never tamper with the bus or any of its equipment. Treat the bus equipment as you would any valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
3. Do not throw anything out of the bus windows.
4. Remain in your seat while the bus is in motion except when going to the door to leave as you approach your stop.
5. District behavior standards apply while around or on the school bus.
6. Quiet when approaching a railroad crossing stop is required.
7. The possession or use of tobacco, alcohol and/or controlled substances is not permitted on the bus.

8. The bus driver is responsible for controlling the bus riders. Riders must obey him/her and all rider rules and expectations.
9. Riders are only permitted to leave the bus at their regular stops unless proper authorization has been given in advance in writing by parent(s)/legal guardian(s) and school officials.
10. Keep books, packages, coats, instruments and all other objects out of the aisles.
11. In case of a road emergency, remain on the bus unless otherwise instructed.

**After Leaving the Bus**

1. When necessary, cross the road after getting off the bus (at least 10 feet in front of the bus), but only after checking to be sure no traffic is approaching and after receiving the signal from the driver.
2. Be alert to the danger signal from the driver.

**To All Riders**-If the above rules relative to while you are on the bus are not complied with, disciplinary action may be taken by the driver and/or school administration.

**School Bus Courtesy:**

**Before Getting on the Bus**

1. Be on time at the designated school stops - keep the bus on schedule.

**While on the Bus**

1. Assist in keeping the bus safe and sanitary at all times;
2. Remember that loud talking and laughing, distracting noises and/or actions, and unnecessary confusion divert the driver's attention and may result in a serious accident;
3. Make sure you have picked up any books, lunches, or other articles on the bus;
4. Help look after the safety and comfort of small children;
5. Be courteous to fellow students and the bus driver;
6. Inform the bus driver, if possible, when a rider will be absent.

**Procedures for Handling Bus Discipline Problems**

Discipline related to bus transportation will be handled in the following manner and in the following order:

1. Between the driver and student;
2. Between the driver, student, and parent(s)/legal guardian(s) by a telephone call or by personal contact;

3. Meeting with the Principal - the principal will talk personally with the student, driver, Transportation Supervisor, and parent(s)/legal guardian(s) as appropriate.

Depending upon the seriousness of the problem, disciplinary actions may include the following:

- Change of seating; assigned seating
- Suspension from riding the bus (duration of time dependent on severity of offense and history of offenses) on daily routes
- Suspension for riding the bus for field trips and/or extracurricular activities

#### **Bus Discipline Guidelines - For Drivers:**

If you have a discipline issue in the morning on your route, deliver the student(s) to the school and then inform the Transportation Supervisor (make a written referral as appropriate).

If you have a discipline issue in the afternoon on your route, take the student(s) home and contact the Transportation Supervisor after your route. Inform the parent(s)/legal guardian(s) and the principal of such problems as appropriate.

Unless it is an extreme emergency the student should not be denied bus riding privileges until you have exhausted all other means of discipline.

The bus driver cannot deny the student the privilege of riding the bus. This can be done only by the Transportation Supervisor, Principal, and/or District Administrator.

#### **Note to All Drivers:**

Discretion should be used in all areas of disciplinary action. You have to be firm, fair, and consistent.

**Cross References:**    **Policy 831**

**Adoption Date:**     **12/21/1998**

**Date Revised:**      **6/16/2016**