

**Bus Rules:**

- Students are to follow the directions of the driver at all times.
- Students are to remain seated, facing forward at all times while the bus is in motion.
- Keep the aisle clear.
- Talk quietly, no loud voices or noises that may distract the driver.
- No fighting, pushing or horseplay allowed.
- Do not open windows without the driver's permission.
- Do not place hands, arms or feet out of the window.
- Do not throw any object on the bus or out the window.
- Keep all possessions such as books and instruments in your lap or under your seat.
- Do not eat or drink on the bus.
- Do not discard trash on the bus.
- Glass containers are not to be carried on the bus.
- Do not touch the emergency door or any other bus controls or equipment.
- Insects, reptiles or other animals may not be transported on the bus for any reason.
- Tobacco, alcoholic beverages, drugs and weapons shall not be transported on the bus.
- When departing remain seated until the bus is completely stopped. Cross in front of the bus. Never run back toward the bus after departing.

**School Bus Discipline**

The following procedures shall be followed upon student misbehavior on the school bus:

**1st Offense:** When a student misbehaves for the first time, the driver will explain the necessity for good behavior.

**2nd Offense:** If after being warned the student continues to violate the rules, the student will be informed that the rule violation will be reported to the Director of Transportation-Administrator. This report will be made on a School Bus Incident Report Form that lists the offense and the action taken by the administrator. There will be a letter written to the parent/guardian.

**3rd Of fense:** If misconduct continues, the driver will again report the incident to the Administrator. After discussion it will be decided whether to suspend bus privileges of the student and if so for how long. The parent/guardian will be notified.

**4th Offense:** If misconduct continues, the Administrator will discuss with the driver how long the student's bus privileges will be suspended. When a student is not allowed transportation by the school bus the Administrator will inform the parents/guardians of the penalty, the reason for it and how long the penalty will last. In such cases the parent/guardian becomes responsible for seeing that the student gets to and from school safely. A student who is put off the bus will not be allowed transportation by any drivers for the specified period. This includes athletic events, field trips, etc. Severe infractions may result in immediate suspension of student's bus privileges by the Administrator. Whenever a driver feels any student to be unmanageable, a danger to others or for the safe operation of the bus, it is his/her right and responsibility to radio the school to advise them of the problem. Return responsibility to the school so the Administrator can take immediate action to correct the situation, to ensure the safety of other passengers and motorists. Parents/guardians will be notified to pick up the student from the school and will be notified of disciplinary action.