

## BUS RULES

- 1) **Bus driver is in charge of the bus. Follow all driver instructions.**
- 2) **Remain seated facing forward in the “L” position until bus is stopped at your stop.**
- 3) **Treat others with courtesy, kindness and respect.**
- 4) **Communicate quietly without using profanity or inappropriate gestures.**
- 5) **Keep head, hands and objects to yourself and within the bus.**

## BUS DISCIPLINE PROCEDURES

ONCE THE DRIVER HAS EXHAUSTED ALL OF THE RESOURCES PROVIDED TO CREATE A SAFE ENVIRONMENT, THE FOLLOWING STEPS WILL BE INITIATED.

**First offense** will initiate a verbal warning which may include a seat reassignment.

**Second offense** will initiate a second verbal warning and parents may be called.

**Third offense** the student will receive a written bus conduct warning report.

Parents will be notified by the driver.

Parents, Principal, and Driver must sign the warning report.

The warning report is kept on file.

**Fourth Offense** will initiate a second written bus conduct probationary report.

Parents will be notified by the driver.

Parents, Principal, and Driver must sign the probationary report.

The probationary report is kept on file.

**Fifth Offense** will initiate a third written bus conduct suspension report which will also require:

A conference call involving the parent, student and the principal.

Terms of the suspension report will be discussed.

Then the bus driver will be notified by the principal as to when the student will be allowed to return to the bus.

## SEVERE CLAUSE

The severe clause includes disorderly conduct, harassment, assault, arson, vandalism, defiance, fighting, using illegal substances, and/or any other endangering behavior. The driver will stop the bus as soon as possible, assess the incident and gain control. When it is safe to proceed the driver will continue. If the incident cannot be brought under control the driver will notify the district office using the fastest means possible. The district will send an administrator to the bus location. When delays are longer than thirty minutes the appropriate school will be notified and will begin contacting parents. The driver, when the incident has been brought under control, will complete an incident report for the school. The school administrator will follow up with appropriate action. When the incident threatens the safety of students and/or others, the student may be immediately suspended from the bus without going through all of the steps listed above.