

## *School Vehicle Regulations (Rules) For All Riders*

**Dear Parent/Rider:**

**Please read the following regulations. If your rider is too young to read this, please read and discuss these regulations with your rider before he/she travels in a school vehicle. Safety is of the utmost importance for these riders.**

1. The driver is in full charge of the students and the school vehicle. The driver's relationship with the students should be on the same level as that of a teacher in the classroom. School vehicle transportation for students is not a right but a privilege, conditioned upon courteous behavior and obedience to the established regulations. The safety of the students and the school vehicle demands complete cooperation from all of the students.

It shall be the duty of the school vehicle driver to report to the school administration, in writing, the names of any students who persist in violating the regulations. The administrator may withhold the privilege of riding in a school vehicle from those students who fail to cooperate accordingly (see Bus Discipline Policy below).

2. Students shall obey all instructions from the school vehicle driver, or other individual so authorized.
3. Students **MUST** ride on assigned school vehicles and **MUST** sit in the seat at all times.
4. The same courteous conduct code, as expected in the classroom or on school property, must also be observed while riding in a school vehicle. Ordinary conversation is permitted. Loud and/or vulgar language is **NOT PERMITTED**.
5. Students must refrain from unnecessary conversation with the driver. The driver's main responsibility of driving safely requires his/her full attention.
6. Students must be on time at the designated school vehicle stops; the school vehicle cannot wait beyond the regular time schedule for tardy students. If more than one child from each family rides, they should all be on time, and not come out of the home one at a time. It is easy to see that if a school vehicle has to wait two minutes at each stop, thirty minutes can be wasted by having to wait for tardy students.
7. Students will assist the bus driver in keeping the interior of the school vehicle clean, sanitary and in orderly condition. Students shall not throw waste paper or rubbish on the floor, or out of the window of the school vehicle.

8. Students will not open or close the windows of the school vehicle without the permission of the driver.
9. Students shall not, at any time, put their hands, arms, or heads out of the school vehicle window.
10. Students shall not move about inside of the school vehicle or try to get on or off while the vehicle is in motion.
11. Students will immediately report to the driver any damage occurring to the school vehicle. Students, or their parents, will be held responsible to pay for any damage done by that student.
12. Students must follow the instructions of the driver when entering or exiting the school vehicle, and when the student needs to cross the street, road, or highway.
13. Students must await the signal from the driver to cross a street, road or highway. When the driver has indicated it is okay to cross, the student must cross promptly, taking care to look both ways before moving. The crossing should be made approximately ten (10) feet in front of the school vehicle, in full view of the driver.
14. Students desiring to exit the school vehicle at another stop other than their designated stop MUST present the driver with written permission to do so from their parent/guardian.
15. Students will be courteous to the driver, fellow students, and the general public. No pushing, shoving or hitting will be tolerated on a school vehicle. Fighting or physical threats will result in an immediate ten (10) day school vehicle riding suspension.
16. Soft drinks and candy are not permitted on the school vehicle, unless prior permission is given by the school vehicle driver, and approved by the students' supervisor.
17. Alcohol and drugs shall not be in possession or used on a school vehicle. If a student is found to be in possession or in use of said alcohol and/or drugs, said student shall be suspended for school vehicle riding privileges and/or possible expulsion.

## *Bus Discipline*

**First Incident:** School vehicle drivers will give students a verbal warning for inappropriate behavior. The driver will give the student a written warning for the second warning. The second warning will result in the student's loss of riding privileges for one (1) day. Parents, administrator, and driver will discuss the situation before the student's riding privileges are suspended.

**Second Incident:** If the disciplinary action described in the first incident is not sufficient to encourage proper student conduct, the driver will involve the administrator from the beginning of the incident. The administrator will suspend the student from riding a school vehicle for up to three (3) days. Parents, driver, student, and administrator will be informed of the principal's actions in writing.

**Third Incident:** If further disciplinary action is required, the student will lose riding privileges for five (5) days without exception. A meeting will be held with the student, parents, driver and principal.

**Fourth Incident:** If disciplinary action is taken by school at this level, there will be the loss of ridership of not less than twenty (20) school days, up to the remainder of the year, as determined by the superintendent of schools.

**\*\*In the event that alcohol, drugs, damage and/or fighting occurs on the school vehicle or at the school vehicle stops, the principal may immediately move ahead to incident levels three or four to take appropriate action\*\***