

School Bus Procedures and Regulations

Bus Rules Overview

Riding a bus to and from school in RRESA is a privilege not a right. All procedures and regulations stated are not to be taken lightly. All students attending RRESA schools will at times ride a bus either to & from school, for a field trip, athletic trips, or other school functions. Students must understand and observe good behavior, cooperation, and respect for the authority of the bus driver. Please review the following procedures and regulations with your children. Ignorance of the rules is not an excuse for non-enforcement. Violation of these procedures and regulations will result in the disciplinary actions outlined.

Bus Stops

- **Be on time, at least 5 minutes before the scheduled time.**
- There is an established gathering zone for all students and parents to wait for the bus. Please wait patiently in this area. If you miss the bus at the bus stop, return home immediately. If you miss the bus at school, notify a teacher or office personnel. **Do not walk home.**
- Stay at least 10 feet away from the edge of the road (three giant steps)
- Respect the property of others.
- Remember not to endanger yourself or any other students with careless behavior at the bus stop.
- Proper and expected school behavior begins at the bus stop. Misbehavior of any type will be reported to the principal, which could result in the loss of bus riding privileges.
- If parents are not at the bus stop to pick up their child, the bus driver will wait **1 minute** and proceed to the next stop or return to school with the child. **A bus driver will only stop at designated bus stops.**

Boarding the Bus

- When the bus arrives, line up quickly and wait for the bus to come to a complete stop.
- Wait for the driver to signal to board. Board the bus quickly but without crowding or pushing. Use the handrail when getting on the bus.
- Go directly to your assigned seat, sit up straight, and face the front of the bus.

Bus Conduct

- Follow the directions and instructions from the bus driver and bus aide.
- No eating or drinking on the bus (other than water), **ABSOLUTELY NO GUM.**
- Stay in your assigned seat and face forward, never stand up on a moving bus.
- Be courteous always.
- Keep your hands, arms, feet, legs and head away from others and inside the bus.
- Talk quietly. Do not yell, use profanity, obscene language or gestures.
- Do not throw anything inside the bus, from the bus, or at the bus.
- Keep the aisle clear.
- Always keep your belongings in control.
- Aerosol sprays, perfumes, etc. must be kept secure and unopened during the bus ride.
- Do not discard trash, abuse or deface the bus or bus equipment.

Exiting the Bus

- Wait for the bus to stop completely before getting up from your seat.
- Do not push or crowd when leaving the bus.
- Use the handrail when exiting the bus.

Crossing the Roadway

- If you must cross the road, walk at least 10 feet ahead of the bus along the side of the road until you can see the driver.
- Make sure the driver can see you.
- Wait for a signal from the driver before beginning to cross.
- When the driver signals, walk across the road, continuously looking to the right and left for traffic.
- Walk quickly across the road, but do not run.
- Always cross in front of the bus, never behind the bus.

In addition to these procedures and regulations outlined the following are additional examples of behavior that will result in disciplinary action.

Offense:

- Defiant behavior shown to the bus driver or bus aide.
- Verbal abuse of another student.
- Spitting on the bus.

Severe Offense:

- Lighting matches/lighter on the bus.
- Verbal abuse of, or physical assault on bus driver, or bus aide.
- Physical assault on a student or spitting on a person.
- Igniting fireworks, smoke/stink bomb or any explosive device on the bus.
- Tobacco, alcohol, or drug use or possession on the bus.
- Using or possessing a weapon, simulated weapon, firearm, destructive device or dangerous instrument on the bus or at a stop.
- Shoving students into the path of an on-coming vehicle.
- Sexual or other improper harassment/discrimination of individuals on the bus.

Prohibited items on the bus:

- Tobacco, alcohol, drugs, or electronic smoking devices.
- Any type of weapon, explosive device, harmful drug or chemical.
- Any insect, reptile, or other animal.
- Skateboards, glass items, balloons, or large objects that occupy a seat space.

Actions Taken for Violation of School Bus Procedures and Regulations

- When a student violates one (1) or more of the District's school bus procedures or regulations, the bus driver or bus aide will describe on a bus misconduct form the behavior the driver or aide observed; indicate the driver's previous disciplinary actions with the student; and sign and date the form. The driver must submit this form to the Transportation Director no later than the next school day, unless precluded by extenuating circumstances.
- The responsible administrator must complete the remainder of the form, indicating the administrative action taken, which may range from conference with the student, conference with the parent/student, suspension of bus riding privileges, or other appropriate District or legal action.
- When an administrator recommends an action different from the indicated minimum consequences outlined on the bus misconduct form, the administrator must provide a written rationale for the action. Administrators must complete bus misconduct forms no later than three (3) school days following the receipt of the form from the bus driver/aide, unless precluded by extenuating circumstances. The bus driver/aide may be requested to attend any conferences regarding the misconduct form the driver/aide prepared.

- Upon completion of the bus misconduct form, the student's parents will be notified in person, by telephone, email, or by mail of the administrator's decision. A copy of the bus misconduct form will also be sent to the parent for the parent to sign and return to the administrator.
- Because **riding the bus is a privilege, not a right**, the consequences of misconduct could result in denying student transportation. A student suspended from riding the bus is also prohibited from riding buses on field trips and other activities and may, therefore, be denied the opportunity to participate on such trips. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.