

# *United Community School District*

## *Grades 7<sup>th</sup> – 12<sup>th</sup> Bus Expectations & Procedures*



***General Transportation Rules For Buses and Other School District Vehicles***  
*(Code No. 711.2R1)*

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving bus. The Transportation Director or driver has the ability to discipline a student and may notify the Principal of a student's inappropriate bus conduct. Video cameras may be in operation on the school buses.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Students must ride their assigned bus unless a note is given to the building secretary prior to departure time. The secretary will notify the bus driver of a change in student route.
- Musical instruments are to be kept in their cases on the bus.
- Riders must be at the designated point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Permission to open windows must be obtained from the driver.
- Riders must not extend arms or heads out of the windows or throw items from the windows.
- Riders must remain seated at all times that the bus is in motion and aisles must be kept clean.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Students may not bring visitors on the bus without notification from both sets of parents and permission of the Transportation Director.
- Riders may be assigned a seat by the driver.
- No food, candy or beverage may be consumed on the bus.

- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacements.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must keep their feet off the seats.
- Rough housing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing while on the vehicle.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- Flame producing items are not allowed.
- Parents and other adults are not allowed to board school buses without prior permission.
- Cell phones must be turned off and put away during the bus ride. Cell phones are not to be used on the bus.
- The good conduct rule is in effect.

NOTE: The term “vehicle” is used to address school buses as well as cars and vans. A school district may change the term to “bus” if the term “vehicle” is inappropriate with the school district’s practice.

### ***Bus Discipline Procedures (Code No. 711.2R1)***

If a violation is of a serious enough nature, in the judgment of the bus driver, supervisor of transportation, principal or superintendent, the incident could result in dismissal of bus riding privileges.

#### **First Violation**

The driver will discuss the problem with the student, explaining what will happen if the problem continues. A Bus Conduct Report will be written by the driver and given to the student. In addition, the driver will contact the parent/guardian regarding the problem.

#### **Second Violation**

A bus conduct report will be issued to the student by the driver. A copy of this report will be sent to the parent/guardian by mail and the transportation supervisor will contact the parent by phone. Consequences will be given by the transportation supervisor.

#### **Third Violation**

A bus Conduct Report will be issued to the student by the driver. A copy of this report will be sent to the parent/guardian by mail and the transportation supervisor will contact the parent by phone. Consequences will be given jointly by the principal and the transportation supervisor.

#### **Fourth Violation**

A Bus Conduct Report will be issued to the student by the driver. The transportation supervisor will inform the student immediately that he/she is dismissed from any further riding of the bus. Riding the bus may be resumed, but only after a meeting of the student, parent, driver, supervisor of transportation, and principal.

**\*Students who are in serious violation of rules on the bus may be referred to law enforcement.**

**I have read my child's school bus brochure and am aware of the United Community School District expectations and procedures.**

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**Parent Signature**

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**Date**

***Please return this form to your child's bus driver.***