

BUS TRANSPORTATION

| DATES (Adopted/Revised) | GUIDE WORDS |
|---|---|
| Adopted August, 1973 Revised July, 1978 Revised July, 1988 Revised October, 1991 Revised August, 1992 Revised June, 1996 Revised August, 2003 Revised November, 2004 | Attendance Discipline Transportation Bus Rules Special Needs Transportation Related Services |

VIOLATION OF SCHOOL BUS DISCIPLINE POLICYINCIDENT/WARNING TICKETS

Incident/warning tickets which identify misconduct may be issued to students at the discretion of the bus driver. The bus driver will call the parent(s)/guardian(s) to discuss safety aspects of the warning ticket (if the driver cannot call, the Bus Driver Supervisor will make the call). Such warning tickets will require a parent(s)/guardian(s) signature after the incident has been discussed in order for the student to again board the bus. A school principal may intervene at the request of the student in the event a parent(s)/guardian(s) is not available.

Bus drivers will report all cases of conduct violations to the Coordinator of Pupil Transportation by filling out a "School Bus Incident Report" form. Distribution of copies are: 1. student, 2. bus driver, 3. principal and 4. transportation department file.

First Offense

The transportation department will investigate the circumstances of the incident outlined on the School Bus Incident Report. The bus driver will call the parent(s)/guardian(s) and discuss the incident. The driver will report the incident to a Bus Driver Supervisor who will determine whether a conference will be set up with the student, parent(s)/guardian(s) and a Bus Driver Supervisor at the transportation office. If there is a conference, the charges will be reviewed and the student's version of the incident will be heard. Depending on the severity of the offense and the attitude of the student, it is possible for the student to temporarily lose bus privileges on the first offense. The Coordinator of Pupil Transportation will record action taken concerning the incident and send a copy to the principal.

BUS TRANSPORTATIONSecond Offense

A Bus Driver Supervisor will contact the parent(s)/guardian(s) and advise them that they have the option of setting up a conference within five working days where the student can present his/her version of the incident. If parent(s)/guardian(s) choose not to attend the conference, bus riding privileges may be denied for a period of five to ten days, depending on the severity of the infraction. The conference will include viewing a safety film and reviewing the Safety Bus Conduct Rules relating to the safety and well being of all students. The Coordinator of Pupil Transportation will record and send a copy of the incident to the principal.

Third Offense

The Bus Driver Supervisor will notify the parent(s)/guardian(s) that the student will be denied bus riding privileges for a period of five to ten days, depending on the severity of the infraction. The Coordinator of Pupil Transportation will notify the parent(s)/guardian(s) and principal of the action taken.

Fourth Offense

The Coordinator of Pupil Transportation or Bus Driver Supervisor will conference with the parent(s)/guardian(s) which may be by telephone. Depending on the severity of the infraction, the student may lose bus riding privileges for up to one semester. The parent(s)/guardian(s) and principal will be notified of the action taken.

DESTRUCTION OF PROPERTY

Deliberate destruction or defacing the bus by a student will result in immediate loss of bus transportation privileges for a minimum of one week and possibly for the remainder of the school year. Restitution for damages must be made before student's bus transportation privileges will be reinstated.

APPEALS PROCESS

After a fourth offense has been issued, any appeal involving suspension of bus riding privileges for the remainder of the school year can be directed to the School District Expulsion Officer.

PROGRESSION POLICY

With the exception of severe violation incidents determined by the Coordinator of Pupil Transportation, elementary school students could accumulate four offenses. Matriculation into middle school will start the process over beginning at the second offense level. Matriculation into high school will start the process over beginning at the third offense level.

BUS TRANSPORTATION

EXCLUSION OF STUDENTS FROM BUS TRANSPORTATION

1. The Coordinator of Pupil Transportation will decide on the exclusion or reinstatement of the student regarding the privilege of riding the bus.
2. The bus driver will not exclude a student from the bus as it goes to and from school unless an emergency endangering the safety of other students demands immediate exclusion of the violator.
3. In all cases except emergencies, exclusion will come after notification of parent(s)/guardian(s) by the Coordinator of Pupil Transportation as outlined in the above regulations.

ATTENDANCE

Compulsory attendance laws require attendance of all minors under 16 years of age. Any student whose bus privileges are suspended must continue to attend school with parent(s)/guardian(s) assuming responsibility for student transportation. Any absences resulting from suspension of bus privileges will be considered as a truancy.

REPORT BUS PROBLEMS

Parent(s)/guardian(s) should report bus problems to the principal of the school, who, in turn, should communicate with the Coordinator of Pupil Transportation.

TRANSPORTATION DISCIPLINE POLICY/PROCEDURE FOR SPECIAL NEEDS TRANSPORTATION

The Individuals with Disabilities Education Act guarantees students with disabilities their right to a free and appropriate public education, which may include transportation if it is part of the student's Individualized Education Program (IEP). However, students receiving special education are not immune from school disciplinary processes, nor are they entitled to remain in a particular education setting when their behavior substantially impairs the education or safety of other children. With this in mind, the following transportation disciplinary provisions shall be followed as pertaining to bus transportation.

- I. **If Transportation is not Identified as a Related Service on the Student's IEP:**
 - A. Students attending school with an Individualized Education Program and utilizing the busing system to where transportation is not listed as a related service to their program are expected to follow the bus rules and are subject to the same disciplinary actions as all other students. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school.

BUS TRANSPORTATION

In these cases, the student and parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus. The disciplinary process is outlined in Board Policy 8212, which stipulates that transportation is a privilege, not an undeniable right. Students who violate the bus rules are required to attend a conference with the Transportation Coordinator to review the bus rules and the expectations regarding student conduct on the bus, and to work toward a solution to correct inappropriate behavior. If the student continues to violate the bus rules and/or jeopardizes his/her own or another student's safety, additional disciplinary action may result in the suspension of the student's riding privileges for five to 90 school days depending on the severity of the infraction.

A copy of each bus incident ticket is forwarded by the Transportation Department to the student's attending school. Bus tickets should be reviewed by the student's case manager/special education teacher to determine if a reasonable behavior intervention plan could be coordinated through the Transportation Department to help correct inappropriate behavior and keep the student from being suspended from the bus. If a student's behavior continues and results in a suspension from the bus, the IEP team must determine whether the behavior on the bus is similar to behavior in the classroom that is addressed in the IEP. If the behavior is not similar, the IEP team should consider modifying the existing behavioral intervention plan or develop a new plan for the bus behavior.

II. If Transportation is Identified as a Related Service on the Student's IEP:

- B. Students with an Individualized Education Program, where transportation is a related service under their plan, may be suspended from the bus for disciplinary reasons up to 10 days per year in conjunction with school suspensions. If a student's behavior in the bus results in a suspension from the bus, the IEP team must determine whether the behavior on the bus is similar to behavior in the classroom that is addressed in the IEP. If the behavior is not similar, the IEP team should consider developing a behavioral intervention plan for the bus behavior.

Prior to suspending a student from the bus, the Transportation Department should work with the student's school and the Special Services Teacher Consultant to explore modifications in an existing behavior plan or develop a behavior plan to correct the student's behavior. This approach should be used whenever possible to reduce the need for suspensions. Bus suspensions should be used only for more serious incidents or as the final discipline steps of a behavior plan.

BUS TRANSPORTATION

Nothing within this written procedure should discourage the district from using the judicial system to help prevent harm to the student or others. Regardless of the student's educational status, if at any time the district believes a student's behavior is likely to result in injury to the student or others, a court order may be sought to remove the student from the bus.