

## Transportation Discipline Procedures

### Bus Riding Policies

1. Children may be required to walk a reasonable distance to a bus stop. Please note, parents/guardians are responsible for the safety of your child while going to or from the bus stop and while waiting for the school bus. Stops will be chosen with concern for safety and numbers.
2. Bus drivers will pick up/drop off only at scheduled assigned stops.
3. Students will ride only on assigned buses unless prior authorization has been granted.

### Bus Expectations: Boarding, Riding and Unloading

#### Boarding

Arrive to bus stop 5 minutes before bus arrival.  
For your child's safety, refrain from chasing a moving bus.  
Wait for the bus to come to a complete stop.  
Hands to self when boarding the bus.  
Backpack on back or carry on.  
Enter one student at a time.  
If seats are assigned, go to assigned seat.  
Fasten seat belt if one is provided and remain in seat when bus is in motion.

#### Riding

Back to back, Seat to seat,  
Feet to floor, and out of the aisle.  
Backpack in your lap or in front of you in your space.  
Hands to self and away from equipment on the bus.

#### *When riding the bus please remember:*

- Use a reasonable conversation voice.
- Hands to self.
- Toys, pencils/pens or other items, should stay in your backpack.
- Treat each other with respect.

#### Unloading

Be prepared for your stop: backpack/items ready to go.  
Wait until bus stops completely and door opens.  
Exit single file.  
Walk away from bus.  
Wait for the bus driver's **point in motion** to cross in front of the bus staying 10 feet away from the bus in the "danger zone".

#### *For everyone's safety when riding the bus, please remember:*

- Tell the bus driver of any danger or emergency.
- Ask to open or close a window.
- Language should be clean and free of profanity.
- Head, arms, or any object must stay inside the bus.
- Place any trash in bus trash can before unloading.
- Avoid bringing food, drinks and/or gum on the bus. Eating, drinking, or chewing gum is not permitted for the safety of all students.
- Be kind and courteous to other riders and the bus driver.
- Refrain from using scents such as perfumes, hand sanitizers due to existing health conditions (allergies, asthma) of students and transportation staff.

*The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, tobacco, electronic cigarettes, flammable items, ammunition, explosives, firearms, knives, or any other dangerous materials or objects.*

The bus driver is trained to take care of emergency situations. Students need to: **stay seated and remain calm.**

#### Misbehavior on the bus

Per BCSC Transportation policy 8600 - B: *school bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported.* In the event a disciplinary action needs to be taken due to misbehavior on the bus, please note the following.

***The severity of the offense may overrule the following disciplinary action.***

1. Written Warning:

- The student's parent/guardian will be provided a yellow copy of the School Bus Incident Report.
- Once the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may board the bus and ride.

2. First Offense:

The bus driver/Transportation Department may reassign seating, speak to the student regarding their behavior and, if necessary will converse with the building administrator regarding possible suspension of riding privileges for one day.

In the event of a bus suspension:

- Suspension will take place the following day.
- Parent/guardian will be provided a yellow copy of the School Bus Incident Report.
- Once the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may board the bus and ride.

3. Second Offense:

The bus driver/Transportation Department will converse with the building administrator regarding possible suspension of riding privileges for up to ten days.

In the event of a bus suspension:

- Suspension will take place the following day.
- Parent/guardian will be provided a yellow copy of the School Bus Incident Report.
- After the completion of the suspension and the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may board the bus and ride.
  - A bus contract notifying the student, parent/guardian and school officials that another bus discipline report may result in loss of bus privileges for the remainder of the school year may be completed.

4. Third Offense:

Upon notification to the principal by Transportation of the student's third offense, the principal may take action to suspend the student from riding any BCSC school bus for the remainder of the school year.

- Parent/guardian will be provided a white copy of the School Bus Incident Report noting violation of the contract.

**Parents/guardians should note that any damage by your child to the school bus, personal or public property is your responsibility per BCSC Transportation policy 8600 B 2.c.**

For more information on BCSC Transportation policy 8600, please refer to <http://www.neola.com/bartholomew-in/>.