

TITLE: Transportation - Discipline/Behavior of Students
State Board of Education Ref: 18A-5-1; 4335

The driver shall post at least one copy of the "Regulations For Pupils Transported in School Buses" in a prominent place in the operator's compartment of the bus and shall replace them when their effective appearance suggests. He shall further cooperate and assist in instructing the pupils and any other passengers in such rules and regulations and shall take reasonable, but firm, steps to enforce them.

It shall be the duty of the principal and teachers to instruct the pupils in said rules and regulations governing transported pupils at the beginning of each school year.

Any case requiring disciplinary action should be reported to the Director of Support Services via the driver. The Director of Support Services is to take suitable action, depending upon circumstances. In most cases the following procedures are to be followed:

1. The driver will report the matter to the parents, principal, and Board of Education on form SDF-001.
2. The principal will discuss the matter with the driver, student, and the parents if felt necessary.
3. Other measures may be taken depending on the severity of the situation. Consideration must be given as to whether this is a first offense or not.

The law, in effect, makes the school system responsible for the child. Therefore, the pupil should most always be returned to his destination, and any removal of transportation privileges should take effect from that time. It is also well for the students to know that they are in the care of the principal or bus operator until they are returned home. This also means that the students are responsible for their good behavior to any principal or member of his staff when coming into contact with them at another school or schools.

A teacher who is a passenger on a bus must not neglect his or her responsibility as an instructor, as well as a disciplinarian, in the school system. The bus operator must be aware of this and have a common understanding with the principal or instructor so that proper discipline is assured at all times. School staff riding as a passenger or chaperone, must enforce regulations governing pupils being transported.

Pupils will observe the following:

1. Cooperate with and respect any monitor on duty.

2. Walk on the left side of road facing traffic.
3. Never stand or play on roadway while waiting for a school bus.
4. Have shoes clean before entering bus. This should be done before bus arrives and not exercised so as to delay the bus.
5. Avoid unnecessary conversation with the driver.
6. Except for ordinary conversation, observe classroom conduct in the bus in order not to distract the bus operator's attention.
7. The use of profane or immoral language will not be tolerated. The use of tobacco is prohibited.
8. Arms and head must be kept inside bus windows at all times.
9. Report any damages to the bus at once to the driver.
10. Get on or off the bus or change seats in the bus only when it is not in motion and with permission of the operator.
11. Proceed safely, but alertly, when getting on or off the bus.
12. If emergency door or emergency window exits are found open or partially open, they must be reported to the driver immediately.
13. No object of any nature shall be thrown or passed into or from the bus door or window by a passenger nor the same be permitted of others who are not passengers.
14. Passengers seated in the bus shall willingly admit other passengers boarding the bus to vacant spaces in the seat or seats they occupy.

Two of the most careful and mature pupils being transported may be appointed by the operator to serve as bus monitors. Some of the duties of the monitors may be as follows:

1. Have all pupils aboard the bus seated before the bus is moved from the loading point at a school.
2. Act as a lookout for the driver at dangerous railroad crossings.
3. Assist the driver by encouraging pupils to remain in an orderly and safe position when bus arrives at bus stop.
4. Assist the driver in his duties for the safety of all pupils transported.
5. No passenger, including the bus monitor, may ride in the step-well or forward of the front row of seats.