

CONNER CREEK ACADEMY EAST SCHOOL DISTRICT STUDENT BUS HANDBOOK

Bus transportation to and from school is offered as a service to the students of Conner Creek Academy East School District. Passenger and driver safety is the most important consideration. Any conduct that distracts the driver's attention from the road threatens the safety of everyone on the bus. It is imperative that students conduct themselves in the best possible manner. The driver is responsible for the bus and must have authority to control passenger conduct. All students are to cooperate with the driver. If a student fails to obey the driver's instructions, or this Bus Code, the driver will initiate disciplinary action by completing the appropriate form and notifying the transportation supervisor. If a bus suspension is necessary, it will be the responsibility of the parent/guardian to provide transportation. Student bus behavior is to be consistent with the entire Student Code of Conduct. If violations occur, the bus driver may, under both the Student Code of Conduct and the Bus Code, administer discipline. In order to achieve safe transportation, it is important that students, parents, drivers and staff work together to promote orderly behavior and safe conditions on the bus. Conner Creek Academy East School District busses may be monitored with security cameras. Bus Violations will include, but not be limited to, the bus itself, designated pick-up/drop-off locations and any school related use of the bussing program.

Bus Violations and Disciplinary Procedures

LEVEL I BUS CODE VIOLATIONS

A Level I violation is behavior that interferes with the safe and efficient operation of the bus. A Level I violation may become a Level II violation if the action compromises passenger or driver safety.

1. **Boarding or Leaving the Bus** in an Unsafe Manner – Failing to line up properly at the bus stop. Students should be off the roadway. Pushing and shoving while boarding or exiting the bus.
2. **Consumption of Food or Beverages** – Eating and drinking is not permitted.
3. **Inappropriate Personal Property** – Possessing personal property prohibited by school rules and otherwise disruptive to the safe operation of the bus, animals, pets, or glass containers.
4. **Littering** – Scattering, discarding or leaving refuse.
5. **Sitting Improperly on the Bus** – Changing assigned seat without permission of the driver. Not staying seated until arriving at final destination. Failing to sit as directed by the driver. Saving or reserving seats.
6. **Tampering with Windows** – Lowering or raising windows without driver's permission.

7. **Tardiness** – Failing to be at the bus stop at the appropriate time.

8. **Unsafe Riding Practices** – Acting in a manner detrimental to the health or safe transportation of the student, passengers or driver

LEVEL 1 Violation Discipline Procedures

1. First Violation – Written Warning

- a. Driver/student contact
- b. Driver/parent verbal contact
- c. Driver completes ticket
- d. Driver files completed ticket with transportation supervisor
- e. Transportation department forwards copy of ticket to building administrator
- f. Ticket mailed to parent/guardian by the school

Level 2 Bus Code Violations

A Level II violation interferes with the safe and efficient operation of the bus in a more serious manner. A Level II violation may result in a bus and/or school suspension. A Level II violation may become a Level III violation if the action compromises passenger or driver safety.

1. **Disruptive Behavior** – Behaving in a manner which interrupts or interferes with the safe operation of the bus, i.e., making excessive noise, roughhousing or distracting the driver.

2. **Extending Anything Out of the Windows** – Extending your body, books, papers, etc. out of bus windows.

3. **Harassment/Verbal Abuse** – Disturbing by teasing, pestering or tormenting, including any verbal, electronic or written intimidation because of a person's race, ethnicity, color, religion, gender, national origin, sexual orientation, disability or physical characteristic(s).

4. **Holding onto the Outside of the Bus in Any Manner** – Touching mirrors, fenders, bumpers, doors, etc. while stopped or moving.

5. **Improper Crossing** – Crossing behind the bus. Stopping in front or returning across the road in front of the bus. Reaching under the bus or the tires for any reason.

6. **Inappropriate Use of Emergency Door** – Using the emergency door in a non-emergency situation without authorization from the driver.

7. **Insubordination/Refusal to Follow Directions** – Failing to comply with a reasonable direction or instruction. Refusing to identify one's self.

8. **Mutilating or Defacing the Bus in Any Manner** – Writing on seats, cutting seats, etc. ***

9. **Physical Aggressiveness** – Engaging in aggressive physical contact such as pushing, shoving, tripping, etc.

10. **Possession/Use of Tobacco Products** – Possessing or smoking a cigarette or using tobacco products, such as smokeless tobacco, etc.

11. **Tampering with any Part on the Bus** – Tampering with switches, doors, steering wheel, etc.

12. **Throwing Objects** – Throwing objects in the bus, out of the bus or at the bus/driver.

13. **Use of Profanity** – Writing, saying or gesturing in a manner which conveys an offensive, obscene or sexually suggestive message.

14. **Using Undesignated Bus Stop** – Getting on or off the bus somewhere other than the student's designated stop without a pass from the school.

1. First Violation

- a. Driver/student contact
- b. Driver/parent contact
- c. Driver completes violation ticket
- d. Driver files ticket with transportation supervisor
- e. Administrator contact
- f. Possible administrator/parent contact
- g. Ticket mailed to parent/guardian by the school
- h. Bus suspension from one (1) to three (3) school days, if applicable

*** Students are responsible for any damages they have done. Student may be suspended from bus until repairs for damages have been paid.

2. Second Violation Repeated offenses may result in a Level III ticket

LEVEL III BUS CODE VIOLATIONS

A Level III or IV violation is behavior of an aggravated nature, generally unlawful. All Level III* and IV* violations and discipline procedures in the Student Code of Conduct apply at this level. Any issues with a bus or a bus driver must be first directed to the bus supervisor. Any confrontations at the bus stops may result in temporary or permanent loss of bussing privilege for any students who are:

1. Directly confronting driver themselves
2. Under the guardianship or being represented by anyone who violates this policy

LEVEL III BUS CODE DISCIPLINE PROCEDURE

1. Driver/parent contact
2. Driver completes violation ticket
3. Driver files ticket with Transportation Supervisor
4. Administrator/transportation conference
5. Ticket mailed to parent/guardian by the school
6. Possible administrator/parent contact
7. Bus suspension for five (5) school days or more up to, and including, a bus suspension for the remainder of the school year

LEVEL IV BUS CODE DISCIPLINE PROCEDURE

Possible expulsion

*** See student code of conduct

** Requires District action

FAILURE OF STUDENTS TO BE PICKED –UP OR LEAVE STOPS BY DESIGNATED TIMES

Student safety is important and young students cannot be left unattended at bus stops. This includes anytime a student is utilizing the bussing service (After school drop-off, tutoring, sporting events, etc.) Parents need to arrange for their child to be picked-up on time. Failure to do so will result in the following*:

1st Time: Student will be brought back to the elementary to await pick-up from parent or designated guardian.

2nd Time: Student will be brought back to the elementary to await pick-up from parent or designated guardian. Student will be suspended from bus use for 3 days.

3rd Time: Student will be brought back to the elementary to await pick-up from parent or designated guardian. Student will be suspended from bus use 5 days.

4th Time: Student will be brought back to the elementary to await pick-up from parent or designated guardian. Student will be suspended from bus uses remainder of the year and child protective services may be called.

*Any student who refuses to get back on the bus to return to elementary will be suspended from bus until committee meeting.

BUS CODE APPEAL PROCEDURE AND RESTRICTIONS

Because of the safety-sensitive nature of school bus transportation, the bus driver is vested with discretion in the issuance of tickets, and in determining to suspend students from the bus. There shall be no appeal to a bus suspension that does not exceed three (3) school days. In cases of suspension from the bus in excess of three (3) school days, a parent or guardian may appeal the suspension to the Bus Safety Appeal Committee. To make an appeal, the parent or guardian must contact the transportation department within 24 hours (with the exception of weekends) of the notice of suspension. The Bus Safety Appeal Committee shall be convened within two (2) scheduled school days of the request for appeal. The committee membership shall include the transportation supervisor or his/her designee, the building administrator, or his/her designee, a bus driver not involved with the Bus Code violation. All appeals will be held between 10:00 a.m. and 1:00 p.m., Monday through Thursday.