

**BUS CONDUCT**

The Board of Trustees believes that bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. (5 CCR 14103)

Students found to be in violation of the District's bus conduct rules shall be subject to discipline in accordance with Board policy.

The Superintendent or designee shall establish regulations related to bus conduct, bus driver authority, the suspension of riding privileges, and shall make these rules available to parents/guardians and students. (5 CCR 14103)

**Instruction in Acceptable Bus Conduct**

At the beginning of the school year all K-8 students will be given classroom instruction at the school site on safe and proper student passenger conduct at bus stops, while boarding and disembarking and when on the bus. This instruction shall include the fact that unacceptable behavior will result in action being taken, up to and including, suspension of bus riding privileges and/or reimbursement to the District for repair of any damage to buses. Schools will distribute this information to students in written form.

The following regulations apply at all times when students are riding a school bus, including on field trips and on other special trips. School personnel, parents/guardians, and the students themselves all must see that these regulations are followed:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude or abusive behavior is prohibited.

**BUS CONDUCT** (continued)

6. Riders shall refrain from participating or causing noise or behavior that distract the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges and/or other disciplinary action.
7. Riders shall not put any part of the body, hands, arms or head out of the bus window.
8. Riders shall not throw any item from the bus.
9. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
10. Riders shall not bring animals on the bus. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)
11. Riders should be alert for traffic when leaving the bus. After disembarking, riders should cross streets in designated crosswalks and should not under any circumstances cross streets in the middle of the block or in unmarked areas.
12. Riders shall not use tobacco products, eat, or drink while riding the bus.
13. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may prohibit the use of the device on the bus.

**Bus Conduct Reports**

Bus conduct reports will be issued by school bus drivers to inform school administrators of the misconduct of student passengers. Except for serious infractions, these reports will be issued only after students have failed to respond to drivers' instructions.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the Superintendent or Designee, up to the remainder of the school year.

Bus drivers shall not deny transportation, except as directed by the Superintendent or Designee.

**BUS CONDUCT** (continued)**Bus Driver Responsibilities**

1. Notify student a Bus Conduct Report will be issued, write report, turn it in on the day of the infraction or no later than the morning of the next school day, and retain last copy. In the case of a serious major infraction that creates an extreme safety hazard, the school administration should be notified immediately either personally or through the Transportation Department.
2. Driver shall retain a copy of all reports for the duration of the school year.
3. Drivers shall notify their immediate supervisor if they have not received the copy signed by the site administrator on the 5th school day after issuance of the citation.

**School Administrator Responsibilities**

1. Deal with bus conduct report on the same day it is turned in, either personally or through a designated representative. Notify Transportation of suspension of riding privilege prior to implementation of suspension.
2. Confer with student on Bus Conduct Reports. Advise student and, as needed, their parent/guardian, that persistence in irresponsible behavior will result in denial of the privilege of riding District buses.
3. Make direct parental/guardian contact on first report as necessary, and contact parents/guardians on each subsequent report.
4. Impose appropriate disciplinary sanctions for Bus Conduct Reports including counseling student on safe riding practices, denial of privileges, detention, bus suspension or other action, depending on the severity of the infraction. Minimum consequences of bus misconduct are as follows:

**First Report**

Grades K-12	Written warning
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**Second Report**

Grades K-5	1-day bus suspension or parent/guardian conference
Grades 6-12	1-to 3-day bus suspension
Grades 6-12	1-week bus suspension

**BUS CONDUCT** (continued)

Third Report

Grades K-5                      1- to 3-day bus suspension

Fourth and Subsequent Reports

Student must be considered a continuing safety hazard on the bus and serious consideration should be given to denial of bus privilege for an extended period.

5. Notify Transportation Department of action taken via a copy of the report. Telephone the Transportation Department with any urgent messages.
6. Follow up to make sure conduct report is signed by parent/guardian and turned in to school.

**Hazardous Articles**

To assure safe loading and fastening of bulky items, or other articles that may be hazardous to bus passengers, the following regulations shall be observed:

1. It shall be the responsibility of the school administrator, or designee, to ensure equipment or other bulky items are properly packaged so they can be stored safely during bus transit.
2. It shall be the responsibility of the school bus driver to supervise the loading of equipment or other bulky items in a safe manner.
  - a. The aisles and exit ways of the bus must be kept clear at all times.
  - b. All hazardous or potentially hazardous articles shall be stored in the baggage compartment if possible.
  - c. Athletic equipment and other heavy objects that may roll shall be carried in a bag or case and stored in the baggage compartment, if possible.
  - d. If heavy or bulky objects must be stored in the passenger compartment, they should be placed on the floor immediately behind the rear seat. When any article is stored in the rear of the passenger section, no more than one-third of the article shall be permitted to extend above the top of the back seat.

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- e. Poles used for pole vaulting and other items that are too long to be stored in the baggage compartment shall be loaded before passengers board the bus and unloaded after passengers disembark from the bus. The items shall be stored in a manner that will avoid blocking aisles, and they must be securely fastened to seat frame alongside the aisle. The school transporting the poles and other items shall supply the rope or straps required to tie the objects in place.
- f. No sharp objects that may cause injuries shall be transported on a bus unless they are properly packaged. All objects made of glass, such as containers, must be placed in a bag or case so that passengers will be protected in the event of an accident.
- g. Band instruments and other large objects that must be carried in the passenger compartment must be stored so that they do not block aisles or exit ways. They will be carried only if the number of passengers allows for their safe storage.

**Bus Surveillance Systems**

The Board believes that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

The Superintendent or designee shall notify students, parents/guardians, and staff that surveillance may occur on any school bus and that the contents of a recording may be a student record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. As a confidential student record images of other students may not be shared with parents. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a surveillance monitoring system.

The Superintendent or designee shall monitor the use and maintenance of the District's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

The content of any recording is a student record and may only be accessed in accordance with the District's policy and administrative regulation concerning student records.

**BUS CONDUCT** (continued)

Legal Reference:

**EDUCATION CODE**

35160 Authority of governing boards

39800 Transportation

39839 Transportation of guide dogs, signal dogs, service dogs

44808 Duty to supervise conduct of students

48900 Grounds for suspension and expulsion

48918 Expulsion procedures

49060-49079 Student records

49073-49079 Privacy of student records

**GOVERNMENT CODE**

6253-6270 California Public Records Act

**CODE OF REGULATIONS, TITLE 5**

14103 Authority of the driver

**CODE OF REGULATIONS, TITLE 13**

1200-1228 General provisions, school bus regulations

**UNITED STATES CODE, TITLE 20**

1232g Family Educational Rights and Privacy Act

**CODE OF FEDERAL REGULATIONS, TITLE 34**

99.1-99.67 Family Educational Rights and Privacy