

# **Student Management Plan For School Bus Transportation**

## **Purpose:**

The purpose of this plan is to provide safe and pleasant bus transportation for Salem Community School (SCS) students; to define and communicate to our students and their parents or guardians what behavior is acceptable while riding the school bus and the consequences likely to follow for unacceptable behavior; and to develop guidelines for SCS bus drivers that is appropriate and consistent. This document shall be used as a training source and reference for all bus drivers.

## **Student Management:**

SCS drivers are responsible for maintaining discipline on their bus, just as the teacher is responsible in the classroom. A bus driver's jurisdiction is from the front door of the student's home to the front door of the school.

Bus drivers will keep order, maintain discipline, treat all children in a civil manner, see that no child is imposed upon or abused and will use every care for the safety of the children under his/her charge.

Bus drivers will coordinate student behavior problems with the Principal or his designee. If a pupil does not cooperate with the driver, the driver will report the matter to the Principal of the school where the student attends.

Bus drivers are authorized to deny student bus riding privileges at any time for one (1) full day. For persistent and/or serious conduct problems, drivers may recommend more than one day off the bus. The Principal bears final responsibility for the conduct of the pupils on the bus and for disciplinary action. A student should never be removed mid-trip by driver.

## **Student Conduct:**

***Riding the school bus is a student privilege and not a student right.*** Students are expected to be well behaved while on the school bus. Students have the right to be safe while on the school bus and not be mistreated or threatened.

## **Student Safety Rules:**

Students are responsible to comply with the following safety rules:

1. Students have the responsibility to report dangerous situations to the driver or school administration.
2. Students shall use established school bus stops as determined by the Board of Education. Without notification, the driver will not allow a student off at any other bus stop. Students wishing to ride an unauthorized bus must provide transportation and school administration with written notification prior to the trip.
3. Each student shall be at the bus stop five (5) minutes prior to the scheduled pickup time. Students should be waiting at their designated bus stop at a safe distance when the bus arrives. Students are not to approach or run to the bus until motioned by the driver.
4. Students who arrive late at the bus stop must not cause delays on the bus route. Drivers cannot hold up highway or street traffic for any unreasonable length of time.
5. Upon boarding the bus, students are expected to take a seat as timely as possible.

6. Students at the bus stop who are required to cross a road or street before loading or unloading must wait to cross the road until the driver signals that it is safe to cross.
7. Students at the bus stop must wait on the bus to completely stop before approaching the bus.
8. Students crossing in front of the bus (loading or unloading) must walk at least ten (10) feet away from the front of the bus to a position where the driver can plainly see all students.
9. Students are not permitted to transport pets, balloons, flowers, or any large items (including large band instruments).
10. Students transporting items must be small enough to be held on the student's lap and not interfere with other students.
11. Students will have assigned bus seating.
12. Students must remain seated and facing forward while the bus is moving.
13. Students preparing to depart the bus must not leave their seat until the bus comes to a complete stop.
14. Students loading/unloading the bus should approach the door in a single line and not push or crowd the bus door.
15. Any student dropping a personal item outside the bus when loading/unloading **MUST leave the item where it is and move to a point of safety away from the bus.** When the student is in a safe location the student should attempt to get the driver's attention to retrieve the object. This applies to items left on the bus.
16. When speaking, students should use indoor voices and refrain from shouting, loud boisterous talking, and making annoying noises.
17. Students must not smoke, use other tobacco products, or any other incendiary device on the bus. This includes electronic cigarettes.
18. Students must remain silent at all railroad crossings.
19. Students must not be submitted to teasing, name-calling, put-downs, offensive gestures or comments, profane language, or indecent conduct.
20. Student conduct such as scuffling, tripping, holding, hitting, throwing or tossing an object, the use of hands, feet or body in any objectionable manner that may cause student injury is unacceptable and will not be tolerated.
21. Students must model conduct acceptable during the school day.
22. Students should not open below the safety lines or close the bus windows or doors except by permission of the bus driver.
23. Students must not extend hands, arms, feet, head, or any other object outside the bus windows.
24. Students must not eject any object and/or substance out the bus window.
25. Students should not consume any food, gum, or beverage while on the bus unless approved by the driver.
26. Students are expected to help keep the bus clean by not littering and carrying all items off the bus.
27. Students should not vandalize (write on or poke holes in seats, damage bus equipment) the bus. Students damaging bus equipment will pay restitution.
28. Students must not bring any type of weapon on the bus. The word weapon applies to any dangerous object capable of being readily used to inflict serious bodily injury.
29. Students must follow bus driver instructions promptly and respectfully.
30. Student suspension of riding privileges from one bus also denies riding privileges for all SCS buses.
31. Students are not to use electronic devices on the bus with the exception of a small handheld radio or MP3/iPod player. Those devices may be used provided the user is listening through personal headphones and the volume is low enough that others cannot hear the music.

## Student Discipline

***The following procedures shall be followed if a student violates a rule:***

### **Driver Consequence**

Bus Discipline Form: First and second minor written violation (one verbal warning minimum) \*Major Violations do not require a verbal Warning.

Bus Suspension (1 day): First major violation (further violations will be counted as major violations)

### **School Consequence**

Bus Suspension (3 days) or Second major violation (further violations will be counted as school choice on consequence major violations)

Bus Suspension (10 days) or Third major or first dangerous violation (further violations will be school choice on consequence: be counted as major violations)

Bus Suspension (90 days) or Fourth major or first extreme violation (further violations will be school choice on consequences: be counted as major violations)

Note: A discipline form after the fourth major or first extreme violation will result in a 180 day bus suspension.

## Introducing the Plan to Students and Parents/Guardians

In the beginning weeks of each school year, every bus driver will familiarize all students with the RULES & CONSEQUENCES of the Student Management Plan for School Bus Transportation. Bus RULES & CONSEQUENCES will be posted on the school bus. Copies of this plan will be sent home with each student for parent/guardian awareness.

## Parent and Student Agreement

**I have read and discussed the Student Management Plan for School Bus Transportation with my son or daughter. We understand the guidelines for proper behavior and the discipline structure when misbehavior occurs. Should we have any questions regarding this policy, we will speak to the driver or school administration.**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent(s) Name (please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Revised: 10/18/2023