

2010

5710

POLICY

Non-Instructional/
Business Operations**SUBJECT: TRANSPORTATION PROGRAM**

It is the intent of the Board of Education to comply with the letter and spirit of the New York State Education Law; with the regulations of the Department of Motor Vehicles and of the Department of Transportation and with the Commissioner of Education's regulations and decisions pertinent to student transportation, and these shall govern any questions not covered by specific declaration of policy herein. Pursuant to Board Policies 1420 and 4320, the Superintendent is authorized to issue such administrative regulations as he/she deems necessary and appropriate to implement the transportation policy of the Board and achieve its policy directives.

The purposes of the transportation program are to transport students to and from school within the boundaries of the City of Buffalo, consistent with fiscal responsibility, to transport them for extracurricular activities, to transport them on field trips, and to transport those requiring special services.

Particularly given the limitations of fleet, human and financial resources, all private, parochial, charter or non-District schools with students receiving transportation services shall be expected to collaborate in a reasonable manner with the District in the scheduling of class hours and transportation.

The Board of Education recognizes and assumes the responsibility for all aspects of the transportation of children wherein the health and safety of students are involved, for the Board of Education has a legal obligation to safeguard the welfare of bus-riding children.

Education Law Sections 2554, 3602(7), 3625,
and 3635 et seq.
Appeal of Reilly, 46 Ed. Dept. Rep. 184 (2006)

Adopted: 4/24/02
Revised: 6/24/09
Revised: 11/10/10

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POLICY

Non-Instructional/
Business Operations

SUBJECT: SCHEDULING AND ROUTING

Bus routes are authorized by the Board of Education and any requests for a change must be submitted to the Superintendent or his/her designee.

Transportation services shall be provided to meet the needs of the students of the District within specified limits and areas established by the Board of Education.

Transportation services shall be provided to and from schools located within the boundaries of the City of Buffalo, and as provided under Policy 5730.

Transportation services shall be provided to and from schools in accordance with the approved school calendar of the Buffalo Public Schools, and only on those days on which Buffalo Public School students are expected to attend school.

Education Law Sections 2554, 3621, 3625, and 3635

Adopted: 4/24/02
Revised: 6/24/09
Revised: 11/10/10

POLICY

Non-Instructional/
Business Operations**SUBJECT: TRANSPORTATION OF STUDENTS****Eligibility for Transportation**

Generally, the following students are eligible to receive transportation provided by the Buffalo City School District:

- a) Students attending schools more than one and one-half miles and less than fifteen miles walking distance from their home. A student's 'home' is defined as the legal residence of that student's parent or guardian. Legal residence must be within the boundaries of the Buffalo City School District (BCSD), and
- b) Students in temporary housing who are eligible for assistance through the McKinney-Vento Act (Homeless Education), and
 - ❖ When the school district of the current location is designated as the school district the homeless child will attend, that school district must provide transportation to the homeless child on the same basis as it is provided to resident students. – NY Education Law 3209 (4)(d); 8 NYCRR 100.2 (x)(6)(iii).
 - ❖ If the homeless child designates the school district of origin or a school district participating in a regional placement plan, then that school district must provide transportation to and from the homeless child's temporary housing and school. Such transportation cannot exceed 50 miles one way, unless the Commissioner determines that it is in the best interest of the child. – NY Education Law 3209 (4)(6); 8 NYCRR 100.2 (x)(6)(iii).
 - ❖ Homeless children are entitled to transportation during any disputes regarding school selection and enrollment. 8 NYCRR §100.2(x)(7)(ii)(c). And
- c) Students attending schools whose transportation pattern was developed as a result of the BCSD's response to Court Ordered Desegregation, and
- d) Students with disabilities if they need these services to receive an appropriate education. The child's Individual Education Plan (IEP) or 504 Plan must include transportation needs in order for the child to be eligible, and
- e) Under limited circumstances, the BCSD may modify transportation guidelines to prevent serious safety hazards.

(Continued)

SUBJECT: TRANSPORTATION OF STUDENTS (Cont'd.)

The BCSD will provide this transportation by either:

- a) A transportation pass on public buses or trains operated by the Niagara Frontier Transportation Authority (NFTA) good within the boundaries of the City of Buffalo. The Board reserves the discretion, superseding any more limiting provision of the transportation policy to provide transportation passes good for passage to and from schools outside of the city limits, for students enrolled in grades nine through twelve.
- b) On school buses furnished by the BCSD.

TRANSPORTATION EXPENSES AND COLLABORATION WITH SOCIAL SERVICE and RHY PROVIDERS FOR TRANSPORTATION OF STUDENTS IN TEMPORARY HOUSING

- A school district may receive State aid to offset expenditures incurred by the school district for the transportation of homeless children under certain circumstances.
- To the extent funds are provided for such purpose, the office for Children and Family Services OCFS must provide transportation for each homeless child who lives in a residential program for runaway youth and homeless youth located outside of the designated school district. OCFS may contract with a school district or board of cooperative educational services ("BOCES") to provide such transportation.
- If the runaway and homeless youth shelter is not capable of transporting or contracting for transportation, the school district must provide transportation. The costs for transportation will be reimbursed by the Department with the submission of a Runaway and Homeless Youth Act Transportation Program Form, which is available from the Homeless Education Program Office (518-473-0295). *NY Education Law §3209(4)(b)*
- A social services district is responsible for providing transportation to homeless children who are eligible for benefits under Social Services Law §350-j and placed in temporary housing arrangements outside their designated districts. A social services district may contract with the school district or BOCES to reimburse the district or BOCES for providing transportation. If the social services district fails to provide such transportation, the school district must provide the transportation for students in temporary housing who wish to continue enrollment in their original school.

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POLICY

Non-Instructional/
Business Operations**SUBJECT: TRANSPORTATION OF STUDENTS (Cont'd.)****Measuring Distance For Transportation Eligibility**

Distances from home to school to determine eligibility for transportation are measured by the nearest available publicly maintained route from home to school. Any and all streets are considered eligible for determining distance, not just preferred routes of the parent. The distance is measured from the point where the student's driveway joins the public street to the point where the sidewalk serving the main door of the school joins the public street.

Seat Belts

All children will receive instruction on the proper use of seat belts on school busses at least three (3) times each year.

Effective July 2, 2010, twenty percent of the District busses will be equipped with three point (lap/shoulder) seat belt systems. The number of busses so equipped will increase on July 1 of each subsequent year through 2014. By July 2014, all busses will be equipped with lap shoulder belt systems.

On busses equipped with three point (lap/shoulder) belt systems, seat belt use shall be mandatory for student riders. The Bus Driver and Bus Aide shall be charged with enforcing this requirement using their standard procedures for student behavior management.

Through this transition period, for legacy busses equipped with only a lap style seat belt, the following policy remain in effect:

Seat Belt Policy

- a) The Buffalo City School District does not mandate the use of seat belts on school busses.
- b) Parents can direct that their child wear a seat belt.
- c) The parent must notify the bus driver concerning this request.
- d) The child will be allowed to wear a seat belt if the parent so desires.
- e) The District cannot guarantee to the parent that the child will keep the seat belt on for the entire trip.
- f) All children will receive instruction on the proper use of seat belts on school busses at least three (3) times each year.

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POLICY

Non-Instructional/
Business Operations**SUBJECT: TRANSPORTATION OF STUDENTS (Cont'd.)****Emergency Drills**

Commissioner's Regulations require emergency drills on school buses. These drills must include practice and instruction in the location, use and operation of the emergency door, fire extinguisher, first-aid equipment and windows as a means of escape in case of fire or accident.

Drills also must include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark and move away from the bus after disembarking. They must include specific instructions for students to advance at least 10 feet in front of the bus before crossing the highway after disembarking. They must address specific hazards encountered by students during snow, ice, rain and other inclement weather, including, but not necessarily limited to, poor driver visibility, reduced vehicular control and reduced hearing. They must include instruction in the importance of orderly conduct by all school bus passengers, with emphasis on student discipline. This instruction and the conduct of the drills will be provided by the bus driver and bus aide working together as a team.

A minimum of three (3) drills must be held during the school year: the first to be conducted during the first week of the fall term, the second between November 1 and December 31, and the third between March 1 and April 30.

Second Address Transportation – Yellow Bus

To receive transportation to or from an address other than your home address such as a daycare, an after school program or a relative, a student must meet the following conditions:

- a) The student is eligible for transportation on a yellow bus as per Buffalo City School District policy.
- b) The second address must be within the existing bussing pattern of the student's school. Locations out of the bussing pattern will not be honored.
- c) The morning pick-up point must be the same for all five (5) days of the week. The afternoon drop-off point must be the same for all five (5) days of the week. The pick-up and drop-off points may be different.

Once begun, second address transportation will continue indefinitely.

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POLICY

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Non-Instructional/
Business Operations

SUBJECT: TRANSPORTATION OF STUDENTS (Cont'd.)

Supervision of Students Taking the School Bus

The Buffalo City School District is not liable for the supervision and safety of students who are outside the District's physical custody or authority prior to boarding or after disembarking from a school bus. Custodial control and responsibility at those times rest with the parents.

Education Law Sections 2554, 3635, 4401(4), 4404,
and 4405;
8 New York Code of Rules and Regulations (NYCRR)
Section 156.3(h)

Adopted: 04/24/02
Revised: 06/24/09
Revised: 11/10/10
Revised: 06/11/14

2002

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POLICY

Non-Instructional/Business
Operations

SUBJECT: SCHOOL BUS SAFETY PROGRAM

The safe transportation of students to and from school is of primary concern in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

To assure the safety and security of students boarding or exiting school buses on school property, it shall be unlawful for a driver of a vehicle to pass a stopped school bus when the red bus signal is in operation.

The Assistant Superintendent for Service Center Operations and Transportation, in cooperation with the principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. There is no substitute for training to develop safe habits in pedestrian and vehicular traffic.

All buses and other vehicles owned by vendors/contract bus companies with whom the School District contracts will have frequent safety inspections, and will be serviced regularly. The contractor shall maintain bus maintenance records for periodic inspection and review by the District.

Every bus driver is required to report promptly any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once by the bus companies to the Assistant Superintendent for Service Center Operations and Transportation; the Assistant Superintendent for Service Center Operations and Transportation will then inform the Superintendent or his/her designee(s).

Education Law Section 3623
8 New York Code of Rules and Regulations
(NYCRR) Section 156.3
Vehicle and Traffic Law
Section 1174, subdivisions a and b

NOTE: Refer also to Policies #7340 -- Bus Rules and Regulations and #7520 -- Accidents and Medical Emergencies.

Adopted:4/24/02

POLICY

2005

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Non-Instructional/Business
Operations

SUBJECT: SCHOOL BUS IDLING

The Board of Education recognizes the need to promote the health and safety of District students and staff and to protect the environment from harmful emissions found in bus exhaust, in particular diesel exhaust, by eliminating the unnecessary idling of all school buses on school property including all schools within the District or at any school or school related activities to which District students are transported. For purposes of this policy, an "idling school bus" shall mean a school bus that is parked or stopped at a school or other location and has its engine running. This policy applies to the operation of every District-owned and/or contracted school bus. The District shall strive to eliminate all unnecessary idling of school buses such that idling time is minimized in all aspects of school bus operation.

In accordance with the Rules and Regulations of the New York State Department of Environmental Conservation (DEC), excessive idling of certain vehicles is illegal in New York State. State regulations provide in part that buses exceeding 8,500 pounds and designed primarily for transporting persons or properties (i.e., a "heavy duty vehicle") shall not idle for more than five (5) consecutive minutes when not in motion unless otherwise authorized by the regulations. Significantly, the state regulations apply to a heavy duty vehicle whether or not powered by a diesel or non-diesel fueled engine.

Further, the five (5) consecutive minute limitation on idling applies to buses whether owned, operated or leased; or to one who owns, leases or occupies land and has the actual or apparent dominion or control over the operation of the bus present on such land.

Exceptions

Exceptions to the five (5) consecutive minute limitation on idling of school buses will be as enumerated in state regulations and include, but are not limited to, the following:

- a) The bus is forced to remain motionless because of the traffic conditions over which the driver has no control; and
- b) Auxiliary function such as wheelchair lifts IF the operation requires the engine to continue running.
- c) When operation of the vehicle is required for maintenance, including necessary pre-trip safety inspections.

(Continued)

2005

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POLICY

Non-Instructional/Business
Operations

SUBJECT: SCHOOL BUS IDLING (Cont'd.)

Publication of District Policy/Bus Driver Training

This policy shall be posted at the Transportation Department and bus garage; and the Supervisor of Transportation shall provide training to District bus drivers/transportation personnel on the District's idling reduction program and other practices for environmentally friendly bus operations to reduce school bus emissions and minimize exposure to bus exhaust.

Also, as may be applicable, the District shall ensure that each vendor/contract bus company receives a copy of the District policy regarding idling of school buses and shall provide any educational materials, regulations and/or procedures developed by the District with regard to meeting training requirements of the District's idling reduction program. The vendor/contract bus company shall provide training for all currently employed bus drivers/transportation personnel. The vendor/contract bus company must also ensure that newly hired bus drivers, upon employment, are informed of the District policy and provided appropriate training regarding the idling of school buses.

Sanctions for Violation of District Policy

District employed bus drivers as well as other District employees who are known to have engaged in prohibited behavior with regard to excessive idling of school buses are subject to disciplinary action pursuant to the applicable collective bargaining agreement, as well as the sanctions provided for in law and/or regulations.

Any significant violations by vendors/contract bus companies of District policy and/or regulations regarding excessive idling of school buses shall result in revocation of their contract for the transportation of District students; and they may be subject to sanctions provided for in law and/or regulations.

The District will monitor and enforce compliance with this policy; and any person may report incidents of noncompliance by contacting the Supervisor of Transportation.

State Regulations: 6 New York Code of Rules and Regulations (NYCRR) Subpart 217-3

NYC Regulations: New York City Administrative Code Section 24-163

Adopted: 3/2/05

POLICY

Non-Instructional/Business
Operations

SUBJECT: QUALIFICATIONS OF BUS DRIVERS

A person shall be qualified to operate a bus only if such person:

- a) Is at least twenty-one years of age;
- b) Has been issued a currently valid driver's license or permit which is valid for the operation of a bus in New York State;
- c) Has passed the annual bus driver physical examination administered pursuant to Regulations of the Commissioner of Education and the Commissioner of Motor Vehicles. In no case shall the interval between physical examinations exceed a 12-month period;
- d) Is not disqualified to drive a motor vehicle under Sections 509-c and 509-cc and any other provisions of Article 19-A of the Vehicle and Traffic Law;
- e) Has on file at least three statements from three different persons who are not related to the driver/applicant pertaining to the moral character and to the reliability of such driver/applicant;
- f) Has completed, or is scheduled to complete, State Education Department safety programs as required by law;
- g) Is in compliance with federal law and regulations, as well as District policy and/or regulations, as it pertains to meeting the standards governing alcohol and controlled substance testing of bus drivers if and when applicable.
- h) Has taken and passed a physical performance test at least once every two (2) years and/or following an absence from service of sixty (60) or more consecutive days from his/her scheduled work duties;
- i) Is in compliance with all other laws and regulations for operating a school bus, including licensing and training requirements.
- j) Each transportation contractor/vendor will provide evidence to the Superintendent of Schools/designee that each driver is qualified in terms of the above criteria.

(Continued)

POLICY

2002

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Non-Instructional/Business
Operations

SUBJECT: QUALIFICATIONS OF BUS DRIVERS (Cont'd.)

Special Requirements For New Bus Drivers

Before employing a new bus driver, the transportation contractor/vendor shall certify to the Superintendent or his/her designee that the driver meets these criteria:

- a) Require such person to pass a physical examination within four (4) weeks prior to the beginning of service;
- b) Obtain a driving record from the appropriate agency in every state in which the person resided, worked, and/or held a driver's license or learner's permit during the preceding three years;
- c) Investigate the person's employment record during the preceding three years;
- d) Require such person to submit to the mandated fingerprinting procedures;
- e) Request the Department of Motor Vehicles to initiate a criminal history check;
- f) Require that newly hired bus drivers take and pass the physical performance test, as mandated by Commissioner's Regulations, before they transport students.

Sections 509-c, 509-cc, and Article 19-A of the
Vehicle and Traffic Law
Education Law Section 3624
15 New York Code of Rules and Regulations
(NYCRR) Part 6
8 New York Code of Rules and Regulations
(NYCRR) Section 156.3
Omnibus Transportation Employee Testing Act of 1991
(Public Law 102-143)
49 United States Code (U.S.C.) Section 521(b)
49 Code of Federal Regulations (C.F.R.)
Parts 40, 382, 391, 392, and 395

NOTE: Refer also to Policy #5751 -- Drug and Alcohol Testing For School Bus Drivers and Other Safety-Sensitive Employees.

Adopted: 4/24/02

POLICY

2002

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Non-Instructional/Business
Operations

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

In accordance with federal regulations, employees in safety-sensitive positions as defined in regulations, including school bus drivers who are required to have and use a commercial drivers license (CDL), are now subject to random testing for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP). The District shall adhere to federal law and regulations requiring the implementation of a drug and alcohol testing program for such employees in safety-sensitive positions.

The District shall ensure that vendors/contract bus companies establish and manage their own program, by contract, or through a consortium for the provision of alcohol and drug testing of employees in safety-sensitive positions. Safety-sensitive employees (SSE), including school bus drivers who drive a vehicle which is designed to transport 16 or more passengers (including the driver), shall be subject to this requirement.

Federal regulations require that school bus drivers and other SSEs be tested for alcohol and drugs at the following times:

- a) Drug testing will be conducted after an offer to hire, but before actually performing safety-sensitive functions for the first time. Such pre-employment testing will also be required when employees transfer to a safety-sensitive position.
- b) Safety-sensitive employees are also subject to a random drug and/or alcohol test on an unannounced basis just before, during or just after performance of safety-sensitive functions.
- c) In addition, testing will be ordered if a trained supervisor has a "reasonable suspicion" that an employee has engaged in prohibited use of drugs and/or alcohol.
- d) There will also be post accident testing conducted after accidents on employees whose performance could have contributed to the accidents.
- e) Finally, return-to-duty and follow-up testing will be conducted when an individual who has violated the prohibited alcohol and/or drug conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least 6 tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return-to-duty.

All employee drug and alcohol testing will be kept confidential and shall only be revealed without the driver's consent to the employer, a substance abuse professional, drug testing laboratory, medical review officer and any other individual designated by law.

(Continued)

POLICY

Non-Instructional/Business
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND
OTHER SAFETY-SENSITIVE EMPLOYEES (Cont'd.)**

The following alcohol and controlled substance-related activities are prohibited by the Federal Highway Administration's drug use and alcohol misuse rules for drivers of commercial motor vehicles and other SSEs:

- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- b) Being on duty or operating a commercial motor vehicle (CMV) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- c) Using alcohol while performing safety-sensitive functions.
- d) Using alcohol 4 hours or less before duty.
- e) When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- f) Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
- g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the SSE uses any controlled substance. This prohibition does not apply when instructed by a physician who has advised the SSE that the substance does not adversely affect the SSE's ability to safely operate a CMV.
- h) Reporting for duty, remaining on duty or performing a safety-sensitive function, if the SSE tests positive for controlled substances.
- i) Independent of the requirements of the Act and the Regulations promulgated thereunder, selling, buying, soliciting to buy or sell, transporting or possessing illegal drugs while on District time or property.

(Continued)

POLICY

2002

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Non-Instructional/Business
Operations

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES (Cont'd.)

Drivers and other SSEs who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to disciplinary action and penalties pursuant to the vendors'/bus companies' policies and collective bargaining agreements, as well as the sanctions provided for in federal law. SSEs who have engaged in such prohibited behavior shall not be allowed to perform safety-sensitive functions until they are:

- a) Evaluated by a substance abuse professional (SAP).
- b) Complete any requirements for rehabilitation as set by the District and the SAP.
- c) Pass a return-to-duty test with the result below 0.02 if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use.
- d) The SSE shall also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the SAP, and consist of at least 6 tests in the first 12 months.

The Superintendent of Schools/designee shall ensure that each vendor/contract bus company receives a copy of District policy, educational materials that explain the requirements of the alcohol and drug testing regulations, and any regulations and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or his/her designee shall ensure that a copy of these materials is distributed to each vendor/contract bus company, who shall sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of alcohol and controlled substance testing as well as at the beginning of each school year or at the time of hire for any safety-sensitive employees.

The Superintendent or his/her designee can assist vendor/contract bus companies in arranging for training of all supervisors who may be utilized to determine whether "reasonable suspicion" exists to test a driver for prohibited conduct involving alcohol or controlled substance use/abuse.

Any significant violations of District policy and/or District procedures, and applicable federal and state laws by vendors/contract bus companies and other employees shall result in revocation of the contract for transportation of students and/or disciplinary action, as may be applicable, pursuant to law and any applicable collective bargaining agreement.

Omnibus Transportation Employee Testing Act
of 1991 (Public Law 102-143)
49 United States Code (U.S.C.) Section 521(b)
49 Code of Federal Regulations (C.F.R.)
Parts 40, 382, 391, 392 and 395

NOTE: Refer also to Policy #6151 -- Drug-Free Workplace.
Adopted: 4/24/02

Bus Behavior Management Policies and Procedures

1. School Bus Rules

Basic principle: The bus ride is a part of the school day. If it is not allowed in school, it is not allowed on the bus.

For safety reasons, it is important to comply with these rules. Failure to comply will be cause for disciplinary action including possible loss of bus riding privileges. Safety is the number one concern and riding the bus is a privilege.

For the safety of all, the following rules will be observed while riding the bus:

- Observe classroom conduct. "If it is not allowed in school, it is not allowed on the bus."
- Cooperate with the driver and aide.
- Be polite and use acceptable language.
- Do not fight, push, or shove.
- Do not eat, drink, or chew gum on the bus.
- Do not bring smoking materials, alcohol or drugs on the bus.
- Do not damage the bus or equipment.
- Do not tamper with bus equipment.
- Keep the bus clean.
- Stay in your seat, facing forward. Do not stand or jump around.
- Keep head, hands, and feet inside the bus.
- Do not bring animals on the bus.
- Do not throw anything out the window.
- Do not bring any weapon or other dangerous item on the bus.
- Remain on the bus until arriving at school or the assigned bus stop.
- Cell phone usage is not allowed on the bus. Cell phones must be turned off or in the vibrate position and put away.

Bus Behavior Management Policies and Procedures

2. Process and Consequences

General:

The following procedures describe a normal sequence of progressive responses and consequences. Serious incidents may require a serious response (Level 4 or 5) without the preliminary steps.

The first solution belongs on the bus with the Bus Driver and or the Bus Aide controlling the children's behavior through training, feedback and bus based responses (e.g. assigned seat changes). Students are asked to correct their behavior when problems become evident. Students should first be warned unless the behavior is so dangerous that a Conduct Report is required.

Level 1 (Bus Team):

When student misconduct is of a nature that does not jeopardize the safety or welfare of other students or the operation of the bus; the Bus Driver or Bus Aide talks to the student about the inappropriate behavior.

If the Level 1 response is inappropriate or does not work a Conduct Report will be generated and the following procedures will be followed:

1. The Bus Driver or Bus Aide will give the original copy of the Conduct Report to their Terminal Manager or Bus Aide team Leader.
2. The Bus Driver or Bus Aide will give the second and third copies of the Conduct Report to the designated School Official. The referral shall be given to the School Official by the Bus Driver or Bus Aide in person.
3. The Bus Driver and or Bus Aide will retain the last copy of the Conduct Report for their records.
4. The School Official will investigate and appropriately respond to the Conduct Report.

Bus Behavior Management Policies and Procedures

5. The School Official will fax the Conduct Report noting their response to the Bus Aide Office at 816-4886. The Bus Aide Office will notify the Terminal ASAP of any response that involves a bus suspension.

6. The School Official will notify parents of any disciplinary consequences for misbehavior on the bus. Effort will be made to begin the disciplinary action as soon as possible after the infraction.

7. Data from the Conduct Reports will be retained in a database for analysis and follow up actions.

Level 2 (School talks to child):

When the Bus Driver and or Bus Aide are unable to resolve the problems with the tools available to them they will complete a Conduct Report and forward it to the School Official. The School Official will talk to the student and send a copy of the Conduct Report home to the parents.

Level 3 (School calls parent):

When inappropriate behavior continues unchanged, there shall be a follow up Conduct Report by the Bus Driver or Bus Aide to the School Official and the School Official will call the parent by telephone and send a written notice home. There will be in-school discipline.

Level 4 (Short bus suspension):

When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated notices fail to correct inappropriate behavior, there shall be a one (1) to three (3) day suspension from transportation. The option of enforcing a PM only bus suspension is available whereby the district will provide the student a ride into school but the parent is responsible for getting the student home.

Level 5 (Longer bus suspension):

When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated notices fail to correct inappropriate behavior; the student will be suspended from transportation for a longer period. The principle of progressive discipline will be employed. Repeating inappropriate behavior after a prior bus

Bus Behavior Management Policies and Procedures

suspension will result in progressively longer bus suspensions for each successive incident.

3. Standardized consequences

Infractions that should follow the normal progression of reporting:

- Not staying seated during ride
- Yelling or screaming
- Abusive language, inappropriate language, profanity
- Throwing objects, spitting or spit balls
- Eating on the bus
- Using a cell phone

Infractions that may or may not require an immediate and more serious response:

- Defiance, disrespect, insubordination, argumentative
- Threats or threatening behavior
- Getting off at the wrong stop

Infractions that require an immediate and more serious (Level 4 or 5) response:

- Fighting, hitting, slapping, punching, kicking, choking, tripping, pushing
- Sexual acts, inappropriate touching
- Possession or use of tobacco, alcohol, drugs, weapons
- A parent's failure to meet a PK or K student at the bus stop
- Damaging the bus or playing with the bus controls
- Intimidation, harassment, menacing, bullying

Bus Behavior Management Policies and Procedures

4. Sample Conduct Report

- Conduct Report – Bus Personnel To School -

* Information about who, when and where the incident occurred *			
Student name:		School:	
Date/time of incident:		Bus number:	
Report made by:		Bus Driver	Bus Aide

* Please check type of incident *	
<input type="checkbox"/> Eating on the bus	<input type="checkbox"/> Abusive language, inappropriate language, profanity
<input type="checkbox"/> Getting off at the wrong stop	<input type="checkbox"/> Damaging the bus or playing with the bus controls
<input type="checkbox"/> Not staying seated during ride	<input type="checkbox"/> Defiance, disrespect, insubordination, argumentative, refusal to follow directions
<input type="checkbox"/> Sexual acts, inappropriate touching	<input type="checkbox"/> Fighting, hitting, slapping, punching, kicking, choking, tripping, pushing
<input type="checkbox"/> Threats or threatening behavior	<input type="checkbox"/> Intimidation, harassment, menacing, bullying
<input type="checkbox"/> Using a cell phone	<input type="checkbox"/> Possession or use of tobacco, alcohol, drugs, weapons
<input type="checkbox"/> Yelling or screaming	<input type="checkbox"/> Throwing objects, spitting or spit balls
* "Other type of incident" or "further description of the above incident" *	

* School response *	
School response by:	

School: Please fax response to Bus Aide Office 816-4886
 Top copy to Bus Aide Office via Team Leader. Copies 2-4 for school, parent, bus driver/bus aide
 Please complete this form using a ball point while writing on a hard surface. Thank you. (11-08)

2/1/2008



Who needs to be met at the bus stop?

1. All Nursery, Pre K and Kindergarten children.
2. All children who are dropped off at their house (including day care drop offs).
3. Any student who is normally met at the bus stop.