

## SCHOOL BUS CONDUCT CODE

The Clarkston Community Schools Transportation Department travels over 600,000 miles per year, transporting an average of 8,000 students each day! Our bus drivers are the first and last people your children come in contact with every school day, and we want that meeting to be a positive one! The Transportation Department takes great pride in the care of our bus fleet to insure that our students have a safe ride, a secure environment and a positive attitude. Clarkston Community Schools employs over 60 bus drivers who are dedicated to their job and always willing to give assistance to your children, which is why the following rules are designed so that all passengers may have a safe and enjoyable ride to and from school.

### BUS CONDUCT

**Parents are to be informed that students and authorized school personal are the only persons allowed on the school bus. All parents / caregivers will be directed around to the driver's side window as the bus doors will be closed. Best practice would be to phone the Transportation Department 248-623-8040 if you need to speak with the driver, this is done for the safety of all students on the Bus. The bus driver is the sole authority on the bus while students are being transported. Students are expected to conduct themselves in a proper manner at bus stops. The District may not be involved in disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus at a bus stop, or after the student has disembarked from the bus at a bus stop on his/her way home. PARENT/CAREGIVER IS RESPONSIBLE TO INFORM STUDENTS OF AN ALTERNATIVE LOCATION TO GO TO IF PARENT / CAREGIVER ARE NOT AT HOME AT TIME OF DROP OFF. PARENTS/ CAREGIVERS MUST BE AVAILBLE FOR STUDENTS ANYTIME AFTER SCHOOL IS DISMISSED.**

#### I. GENERAL INFORMATION:

- A. Bus transportation is a privilege - not a requirement.
- B. Students must stay seated at all times when the bus is moving. This is a critical safety issue. Violations of this provision will not be tolerated.
- C. **Students must be at the bus stop five (5) minutes before the scheduled arrival of the bus, be visible to the driver and be ready to board the bus when it arrives.** Recommendation, during dark mornings a flash light will be helpful for your student to see and be seen. **If student is not visible or not seen by the driver the bus will not stop.** The driver cannot wait for tardy students.
- D. **Parents are responsible for student conduct at the bus stop and for student safety to and from the bus stop and their home.**
- E. Students must stand in an orderly fashion off the traveled roadway away from vehicles while waiting for the bus.
- F. Students must wait until the bus has come to a complete stop before getting on or off the bus.
- G. Students must follow direction given by the driver. They are responsible for the safety of all passengers.
- H. Students must keep all parts of their body inside the bus.
- I. Students must report to the driver at once any damage to the bus that is observed.

- J. Students must help keep the bus clean, sanitary, and orderly.
- K. A bus suspension means you are suspended from all Clarkston School busses operating on normal school routes (may include athletic and field trips at the building administrators discretion).
- L. In the event school is canceled for any reason, the bus suspension will be extended the number of days school is out.
- M. Students are forbidden to possess any item that is detrimental to the health and safe transportation of passengers and driver.
- N. No eating, littering, drinking, spitting, or inappropriate communications is allowed.
- O. Students may not bring anything on the bus that cannot be safely and comfortably held on the lap.
- P. Students are expected to approach the bus in an orderly fashion.
- Q. Student shall cross all streets at least ten (10) feet in front of the school bus and after driver has signaled the student that it is all right to do so. (thumb's up)
- R. The use of cell phones or other PCDS on school buses are to be used at the discretion of the bus driver. (Bylaws & Policies 5136 Personal Communication Devices)

## II. **BUS DISCIPLINARY PROCEDURE – SHALL BE PROGRESSIVE:**

- A. On the bus discipline (no written report);  
The driver may attempt to achieve cooperation through verbal warnings. (This may include assigned seats, cleaning the bus, etc.)
  - 1<sup>st</sup> – Written Warning – may be multiple for elementary
  - 2<sup>nd</sup> – Two school day suspension from transportation
  - 3<sup>rd</sup> – Five school day suspension from transportation
  - 4<sup>th</sup> – Ten school day suspension from transportation
  - 5<sup>th</sup> – Thirty school day suspension from transportation
  - 6<sup>th</sup> – Suspension from bus for the remainder of school year
- B. Written disciplinary report;  
Unusual circumstances may result in more severe discipline.
  - 1. Written warning:
    - a. If cooperation is not achieved through verbal warning, the driver will complete a written report advising of infraction and consequence.
    - b. The warning will be turned into the building principal.
    - c. Both parent and student will be advised of the problem by the principal or designate.
  - 2. No warning will be given for any action that impairs the safety of riders or driver.
  - 3. Suspension of bus riding privilege:
    - a. A written discipline report will be completed by the driver showing the problem and action to be taken.

- b. The driver may use discretion in assigning less than the authorized five (5) day suspension where elementary students are involved. Every attempt will be made to resolve problems involving K-5 grade students without suspension.
- c. The student will be informed of the suspension by the school principal or designate.
- d. The principal or designate will notify the student's parent/guardian of the suspension before action is taken.
- e. A conference may be requested or required in the solution process.

### III. BUS RULES:

The following examples of rules are designed so that all passengers may have a safe enjoyable ride to and from school. The driver is authorized to suspend riders from bus privileges through above procedures.

- A. A two-day suspension from the bus is authorized if the following rules are not observed. (Repeaters will move to the next disciplinary step.)
  - 1. Do not engage in disturbances that distract the driver's attention.
  - 2. Share seats when requested. (All Clarkston General Ed Buses are rated 77 passenger buses. (3) Students per seat.)
  - 3. Keep voices low - no shouting or whistling.
  - 4. No "rough housing" pushing, hitting, or throwing things.
  - 5. DO NOT OPEN WINDOWS on the bus without the driver's permission. Close the window when asked by the driver.
  - 6. No food may be consumed on the bus.
  - 7. Use of foul or obscene language and/or gestures will not be tolerated.
  - 8. If you must cross the road after getting off the bus, you are to go in front of the bus within the sight of the driver. Wait for a signal (thumb's up) from the driver to proceed.
  - 9. Throwing objects (snowballs, rocks, etc.) at the bus will not be tolerated.
  - 10. Any action that causes harm to riders or driver.
  - 11. Students getting on and off the bus at a stop other than their designated stop.
- B. Five-day suspensions are authorized for the following examples of misconduct: (Repeaters will move to the next disciplinary step.)
  - 1. Changing or getting out of seats while the bus is in motion.
  - 2. Fighting.
  - 3. Chewing tobacco.
  - 4. Smoking, lighting matches or other flammable items on the bus.
  - 5. Malicious damage to the bus or equipment. Payment for the damage may also be required..
  - 6. Foul language, verbal abuse and harassment, or threats to students or the driver.
  - 7. Unauthorized exit from the emergency door or window.
  - 8. Refusing to remain quiet at all railroad crossings.
  - 9. Any threats or disrespect directed at students or the driver.
- C. Unusual circumstance involving any of the above examples may result in more severe discipline.

### IV. IMPORTANT:

Great care and judgment must be used when discharging students prior to their regular stop. From time to time students and parents will request special arrangements for their transportation to and from school. To ensure the safety of your child, the following guidelines will be followed.

**(PLEASE ADVISE STUDENTS OF AN ALTERNATE LOCATION TO GO IF PARENT OR CAREGIVER IS NOT HOME AT DROP OFF TIME.)**

- A. Bus students wishing to get off their regular bus at a stop other than their designated stop must have a note from their parents with a countersignature. From the building Administrator. This will be strictly enforced for all students
- B. Students wishing to get on the bus in the morning at a bus stop other than their designated stop must receive prior approval through the bus garage. (248- 623-8040).
- C. A student may temporarily ride a bus other than their assigned bus under certain circumstances. Only **EMERGENCY CONDITIONS** should be considered. A request for overnight and weekend visits or social gatherings are not considered emergencies. A request for a student to reside with a friend while their parents are out of town is acceptable only if space is available on the bus.
- D. It is only permissible for students to ride a different bus home for childcare purposes on a **five-day-per-week basis**. To request to do so on a day-to-day basis is not permissible.
- E. A student who usually does not ride a bus must have similar circumstances as stated above before approval will be granted. Students are scheduled on buses to utilize the full capacity of the bus. A change without considering the number already assigned causes unacceptable conditions for students, drivers, and parents.
- F. Students are allowed to ride busses within the boundaries of that school's attendance area only.
- G. For additional information please contact Kevin Bickerstaff, Director of Transportation. 248-623-8040