

NONINSTRUCTIONAL OPERATIONS

Student Conduct on Buses**INTRODUCTION**

The objective of the program is to provide the most efficient and safe transportation possible. This requires the cooperation of the School District, bus carrier, parents, students, and community.

SCHOOL DISTRICT POLICY

Transportation by school bus is not mandatory. This service is provided for those who wish to ride under the terms and guidelines established by the school laws of Montana and School District policy.

Students who reside within the established bus boundary areas may ride the school bus on a fee basis of \$90.00 per year, to and from school, (\$45.00 per year, one way), provided that space is available on the bus. Bus fees must be paid in advance of service on an annual or per semester basis.

K-5 students that are force transferred to attend a school outside of their attendance area will be transported without charge. School bus passengers must ride the school bus route to which they are assigned. Passengers must board and leave the school bus only at their designated bus stops.

Temporary travel arrangement requests will not be considered unless space is available. Prior completion of a liability release form is required; A NOTE FROM THE PARENT IS NOT ADEQUATE. Only one (1) liability release per student on file at a given time with 24-hour notice will be allowed.

School bus passengers are required to follow the policies and rules and regulations established for their safety and welfare. It is the responsibility of the parents to notify the transportation services department of changes in location due to address changes.

Whenever school bus services are terminated, it is the responsibility of the parents to notify the school transportation department immediately. Refunds of less than \$10.00 will not be made.

Transportation services may be provided for students attending private schools within Bozeman School District No. 7. All private school students will be charged the same fee charged Bozeman Public School students living within the fee area. Students must be registered riders and all rules and policies will apply.

BUS REGISTRATION**ALL SCHOOL BUS PASSENGERS MUST BE REGISTERED**

Parents must request transportation services and bus registration for their children. Transportation fees must be paid at least 10 days prior to each semester. Registration of riders with the bus fees paid for one semester is only valid for that semester. The registration must be renewed for subsequent semesters.

Bus registration for all riders must be completed before school opens and before beginning to ride the bus.

SCHOOL BUS ROUTES

All school buses travel established and approved routes. Bus stops are established at designated locations. It is not possible to provide a bus stop at every street or lane. School bus route numbers are displayed beside the entrance door of the bus.

SCHOOL BUS DRIVERS

All school bus drivers must be qualified and must perform their duties as stipulated by Montana School Laws, the Montana Office of Public Instruction, the U. S. Department of Transportation, and the Interstate Commerce Commission. All school bus drivers receive continuous in-service training in the safe methods of operating a school bus.

INCLEMENT WEATHER CONDITIONS

In the event that weather conditions create hazardous driving conditions or the temperature is -20F (without wind chill), school bus transportation may be delayed or curtailed. Bozeman radio and television stations will make announcements regarding delayed or curtailed bus services.

SCHOOL AND EXTRACURRICULAR BUS CONDUCT

Parents are responsible for the conduct and welfare of their children, to and from, and while waiting at the school bus stop. By law, the District is authorized to discipline students who fail to meet the requirements this procedure and/or other district policies.

Good conduct aboard the school bus is imperative to the safety and welfare of the riders. The bus is an extension of the school and classroom behavior is expected.

The school bus driver is in charge of the bus and has the responsibility and authority to maintain discipline on the bus.

If provided, students are required to wear seat belts at all times.

School bus drivers have the authority to assign seats whenever they feel that it is necessary to do so.

Parents are legally and financially responsible for any malicious damage or vandalism done by their child to a bus. The child will be suspended from the bus at least until reimbursement has been made to the contractor.

The riding privilege of a student may be revoked without prior warning for violation of any of the bus safety rules or for conduct which is detrimental to the safe operation of the school bus.

Parents will be notified of continued misconduct of their children.

WHAT CAN PARENTS DO?

The interest and assistance of each parent are valued assets to the Transportation Program. Your efforts towards making each bus trip a safe and pleasant experience are appreciated. The following suggestions are ways that you can assist in this regard:

1. Insure that your children are at their bus stop **FIVE (5) MINUTES EARLY**
2. Dress your children in clothing appropriate for the weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

RULES AND REGULATIONS

The following rules and regulations have been developed to insure the safest, most enjoyable, and efficient transportation for all passengers. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 10 days, possible revocation of bus privileges, or a recommendation for expulsion/placement in the Alternative to Expulsion program. This list is not intended to be either inclusive or conclusive. Administrators reserve the right to modify consequences at their discretion pending determination of special circumstances.

PRIOR TO BOARDING THE SCHOOL BUS, EACH PASSENGER SHALL:

1. Arrive at their designated stop 5 minutes early.
2. Stay out of the road and do not loiter on or damage or destroy surrounding property while waiting for the bus.
3. Refrain from horseplay activities, such as throwing snowballs and other objects or hitting or kicking others.
4. Wait for the school bus to come to a complete stop before attempting to board the bus.
5. Walk toward the school bus -- do not run in an effort to be the first to board the bus. Board one at a time in single file.
6. Always watch for oncoming traffic before crossing the street. Maintain eye contact with the driver and cross only after receiving a hand signal from the driver.

AFTER LEAVING THE SCHOOL BUS, EACH PASSENGER SHALL:

1. Walk while getting off the bus -- do not rush or push while the bus is unloading.
2. Always watch and check for other vehicles before crossing the street.
3. Walk at least 10 feet in front of the bus when crossing the street so that the bus driver can see the passenger. Maintain eye contact with the driver and wait for a hand signal before crossing. Stop before leaving the protection of the bus and look both ways before continuing. Crossing the street to load or unload is a partnership between the driver and students – each are responsible for a safe crossing.
4. Get permission from the driver before picking up a dropped item anywhere near the bus. When a student bends over to pick up a dropped item, the driver loses sight of them.
5. Proceed directly from the bus stop to home.

TO AID IN THE ENFORCEMENT OF RULES, AUDIO AND/OR VIDEO SURVEILLANCE EQUIPMENT MAY BE USED ON ALL BUSES.

- Classroom behavior is expected on the school bus.
- Students must sit in their seats facing forward with their seat belts securely fastened while the bus is in motion.
- Students are responsible for their own items. Backpacks may not be worn while in a seat; rather they should be held on the student's lap or stowed under the seat directly in front of the student.
- Absolutely NO LASER POINTERS.

- No audio/video devices are to be played out loud. Devices with headphones are acceptable.
- School District cell phone and other electronic equipment policy (3630 – 3630P) and consequences applies to the school bus.

CONSEQUENCES RESULTING FROM MISCONDUCT

If a student displays inappropriate behavior on the way to and from school including on the bus, the student may be referred to the School District for disciplinary action, including possible revocation of bus privileges for the year. Any offense may result in a conference with the student and his/her parents at the school.

The following is a summary of rule violations and consequences separated into classes. Consequences are modified based on age/grade of the student and all will include a Conduct Notice issued and parent contacted by the Driver or Management.

If multiple offenses occur, consequences will default to the most serious offense for determining possible length of suspension of bus privileges.

CLASS I OFFENSE:

- *Failure to follow directions from the driver.
- *Failure to load/unload at assigned bus stop.
- *Eating, chewing gum, or drinking.
- *Throwing or projecting any object in or out of the bus.
- *The use of profanity, derogatory language, name-calling or inappropriate gestures.
- *Not sitting properly in the bus seat
- *Failure to keep seat belt fastened while the bus is in motion
- *Changing seats without permission from the driver.
- *Putting any part of the body out the window of the bus.

1st Offense – Warning

2nd Offense – 1-3 day (K-5) 3-5 day suspension (6-12) from all buses.

3rd Offense – 3-5 day (K-5) 5-8 day suspension (6-12) from all buses.

4th Offense – Immediate suspension of all bus privileges until meeting with parent/guardian to determine further corrective action.

CLASS II OFFENSE:

- *Causing harm or injury, or threatening harm or injury to any bus passenger.
- *Harassment of the bus driver or any bus passenger.
- *Bullying
- *Inappropriate use of Cell Phones and/or Electronic Devices.

1st Offense – Warning (K-5) 3-5 day suspension (6-12) from all buses.

2nd Offense – 1-3 day (K-5) 5-15 day suspension (6-12) from all buses.

3rd Offense – 5-8 day suspension (K-5). Immediate suspension of all bus privileges until meeting with parent/guardian to determine further corrective action (6-12).

4th Offense – (K-5) Immediate suspension of all bus privileges until meeting with parent/guardian to determine further corrective action.

CLASS III OFFENSE:

- *Intentional damage to any part of the bus. This includes damage to seats (parent/guardian will be held responsible for the cost of repair/replacement before transportation will be resumed).

*The use of matches, lighters, or any incendiary device on the bus.

*Possession or use of cigarettes, chewing tobacco, controlled substances or drug paraphernalia.

1st Offense – 20-day suspension from all buses. School Resource Officer contacted by Management.

2nd Offense - Immediate suspension of all bus privileges until meeting with parent/guardian to determine further corrective action.

CLASS IV OFFENSE:

This is the most severe class of violations and **ZERO TOLERENCE** classification. This offense is defined as being in possession of a firearm or any destructive device. A student who breaks the rules at this level may not be allowed to ride a school bus for one calendar year.

LOST AND FOUND ITEMS

All lost and found items will be left on the bus to be claimed the next day. Students who lose an item on the bus should check with the driver or call First Student at (406) 556-8039 Monday – Friday 8:00am to 5:00pm.