

## **BUS CONDUCT POLICY**

Students who attend Maize schools are fortunate to have transportation provided for them. This privilege contains certain responsibilities that include abiding by the State of Kansas and the Maize USD 266 school bus regulations. These regulations are posted and will be enforced on each bus. The driver is given the authority to ask for and expect discipline and courtesy from each student.

Procedure for disciplining a student using improper bus behavior:

1. Verbal Correction given to student(s) by the Bus Driver.
2. First Warning emailed to Parents/Guardians and School Administrator. School Administrator will issue discipline measures.
3. First Bus Conduct Report emailed to Parents/Guardians and School Administrator. School Administrator will issue discipline measures
4. Second Bus Conduct Report and beyond emailed to Parents/Guardians and School Administrator. Discipline Coordinator will issue discipline measures.
  - a. Second Bus Conduct may result in a bus suspension up to 5 days
  - b. Third Bus Conduct may result in a bus suspension up to 10 days
  - c. Fourth Bus Conduct may result in a bus suspension up to one semester
  - d. Fifth or beyond may result in a bus suspension for the rest of the school year

Disciplinary action can result in loss of riding privileges. Multiple reports will result in loss of riding privileges up to and including the school year. Suspension lengths can be longer if the offense is of a severe nature.

Once a month a Bus Safety class will be held at the Transportation Office on the second Saturday morning of each month. This class can be taken in lieu of the first Bus Suspension. The class will be approximately an hour long, the student and at least one Parent/Guardian will be required to attend. If the student fails to attend class, bus suspension will have to be served. Class is scheduled through the Discipline Coordinator in the Transportation Office.

Surveillance systems are used on the buses. The surveillance systems are intended to discourage student misconduct while students are being transported. Recordings will be reviewed, as necessary, by an administrative team with appropriate action toward misbehavior implemented. Video recordings capturing misbehavior may be used at conferences with parents and as evidence for disciplinary action. These rules are comprised of State Laws and Maize USD 226 regulations. The rules apply anytime the student is riding a school bus. Any act which may endanger the safety of others may be cause for temporary or permanent suspension of bus riding privileges.

Prior to loading:

1. Students must be at their assigned stop five minutes prior to scheduled pick up time. Be outside at the stop. In extreme weather students may wait inside, but must be on the way to the bus as it approaches. The bus cannot wait beyond its regular schedule for those who are tardy.
2. Bus rider shall conduct themselves in a safe manner while walking to the bus stop, waiting for the bus and boarding the bus. Walk on the far left-hand side of the road facing traffic when going to the bus stop. Never stand in the roadway. Stand single file in an orderly manner while waiting for the bus. If you must cross the street to board the bus, do so only after directed to do so by the bus driver and after you have looked both ways before you enter or cross the street. Wait until the bus comes to a complete stop and red safety lights are flashing before attempting to enter the bus. The bus will stop at least six (6) feet away from the closest student.
3. Students are advised to listen to local radio or TV stations or check the district Web site, [www.usd266.com](http://www.usd266.com), in the event of inclement weather to be informed of changes in bus service.

## Loading and unloading

1. Pick-up and delivery locations for students being transported by school vehicle will be determined at the beginning of the school year. Only one pick-up and drop-off location will be allowed at residential addresses or day care provider addresses within school district boundaries. When USD 266 students or their parents waive district provided transportation to off-campus service, the district will not be responsible for providing transportation cost reimbursement. A change of locations during the school year will be approved for the following reasons:

- a. Change of residence within District
- b. Change of day care provider within the District
- c. Court Order involving visitation rights during the week

2. If a student is going home on a bus other than their regular route, it is the responsibility of the student to have a building administrator's signature on the note sent by the parent before he/she gets on the bus. If a student is going home with another student, both students must have notes to that effect, signed by their parents/guardians and signed by an Administrator. This option is not available to use to create a secondary drop-off location that is part of a regular routine (such as every other Friday or riding home with the same student every Monday).

3. Pre K, Kindergarten, and any other student requiring an adult appointed representative, must have a Parent/Guardian or appointed representative wait with him/her to load the bus. Also, a Parent/Guardian or an appointed representative must meet the bus at the scheduled drop off time. If someone is not there to meet the Pre K/Kindergarten student, or any other student requiring adult supervision, the student will be taken back to their school. If the Pre K/Kindergartener, or any other student requiring adult supervision, has an older sibling, they may act as a representative with a note signed by the parent/guardian stating this. If a student continues to be in a position where they are left unsupervised, authorities such as local police or Department of Children and Families may be contacted.

4. Student(s) are not allowed to load or unload at unassigned stop without Transportation approval. i.e. If a student is late, they are not allowed to get on the next stop or any after.

## State of Kansas Laws and Regulations:

1. The driver is in charge of all passengers while they are riding, loading, and unloading from the bus.
2. Each school transportation provider shall ensure that openings for the service door, emergency exits, and aisles are kept clear of any obstructions.
3. Each school bus driver shall direct students who cross the roadway when loading or unloading from a school bus to cross only in front of the bus. The driver shall ensure all traffic has stopped and shall instruct students to wait for a signal before crossing the roadway.
4. Each driver shall ensure that all students who have unloaded from the bus have moved a safe distance away from the bus before the driver moves the bus.

## While on the bus:

1. Obey the driver promptly and courteously.
2. In the interest of safety, only low conversational volume levels are acceptable. Unnecessary conversation with the driver is prohibited while the bus is moving.
3. When boarding the bus, go quickly and quietly to assigned seat; face forward in the seat, with feet on the floor at all times.
4. Keep arms, head and all parts of the body inside the bus at all times.
5. Assist to keep the bus clean and free from trash.
6. Treat bus equipment with respect. Damage to seats, etc., must be paid for by the offender(s). Any damage to the bus is to be reported at once to the driver.
7. Students shall not tamper with the controls or the equipment on the bus.

8. Do not throw anything out of the bus windows. This is littering and could result in a fine from Law Enforcement.
9. Keep books, packages, coats, feet and all other objects out of the aisle.
10. All musical instruments and other personal items must be taken by the student to his/her seat. If these items are too large for the student to hold without depriving another student of his/her seat, then the student must make other arrangements for their transportation.
11. Students are to remain seated while the bus is in operation.
12. Absolute quiet is necessary at railroad crossings. Drivers may ask for silence from passengers when they are faced with adverse driving conditions such as snow and ice.
13. School projects are allowed on the bus, if they are in a closeable container. Students are responsible for any mess a project causes on the bus.
14. Swearing, use of obscene language, unacceptable signs or moral offenses are prohibited.
15. No food, drink or gum chewing will be allowed on regular route buses. Students are allowed to have water in closeable container. Drivers may confiscate water bottles if they become a nuisance.
16. Drivers are required to have assigned seats on regular bus routes. Tier 1 will separate Middle School and High School. Tier 2 will assign each individual student a seat.
17. Students will not throw any objects in the bus, at any time. All sports equipment is to be in a bag prior to loading the bus.
18. Use of electronic games, cell phones, portable speakers, etc., may be prohibited from a bus if creating a disturbance, offensive to other students, or safety hazard.
19. Student-owned electronic devices are not to be used to make recordings or take pictures when riding in a school vehicle
20. Students are not allowed to exit the bus until assigned drop off location. Approval from an Administrator or Transportation is required to exit prior to assigned drop off.
21. Drivers may confiscate any item deemed a safety issue from any bus passenger. The driver will give the item back to the student at their drop off location or to an Administrator.
22. Drivers have the right to ban items deemed a safety issue or causing disturbances from their respective bus.
23. Students should inform the driver, when possible, of their intention not to ride the bus

After leaving the bus:

1. Never cross behind the bus. If you have to cross the street after debarking, walk along the side of the road in front of the bus until you can see the driver's face. Wait until the bus driver signals you to cross. Then walk checking traffic in both directions before crossing the other lane of traffic.
2. Remain off the roadway until the bus pulls away. If your child checks the mailbox, teach him/her to wait in the drive until the bus pulls away before checking the box.
3. Never return to the bus for any reason after unloading.

It is recommended that students have a book bag or sport bag in which to carry all papers, books, shoes, etc. – all loose items. This is especially important for younger riders who might forget the danger of chasing a paper or other dropped item under the bus.

Any person(s) who wait for student(s), should stay well away from the street and never go near the bus at any time. Driver will stop the bus in a safe location away from anyone waiting at the bus stop.

Items Prohibited at all times on buses:

Weapons, tobacco, tobacco paraphernalia, alcohol, illegal drugs, vaping, flowers, balloons, pets (Approved Service Animals allowed), glass containers, and any other item determined to be a safety hazard or detrimental to the operation of the vehicle.