

**SCHOOL DISTRICT OF WESTFIELD**  
**Transportation Department**  
**“Rules of Conduct for All Bus Riders”**

**General Rules**

1. School bus transportation is a privilege, not a right.
2. The driver of any school bus is responsible for the orderly conduct of the students transported.

**Pupil and Parent Responsibilities**

1. Pupils will ride on assigned busses. Parents must request, in writing, an exception to this rule. Request shall be made to the District Administrator.
2. Pupils will board and depart from their assigned bus at selected destinations unless written permission is granted to be let off at a different destination. The bus driver must be presented such written request signed by the principal or his/her designee. Parents will assume the responsibility of the child when such a request is made and granted.
3. A certificate or statement from a medical doctor will be forwarded to the office of the District Administrator to substantiate all physically handicapped cases. Parents are responsible for obtaining the statement and forwarding it to the District Administrator's office. In addition to the regular transportation provided to all students, transportation as a related service is an important component of the program for many students with disabilities. Students with disabilities are entitled to this related service only if it has been determined by the Individualized Education Program (IEP) Team or 504 Planning Team that transportation is necessary for the student to benefit from special education or 504 plans.
4. School busses will not drive into private driveways, unless it is part of the designated route.
5. Non-students need prior authorization from the Transportation Coordinator, building principal, and District Administrator to ride on a bus.

**Prior to Loading (on the road and at school)**

1. Being on time at your designated school bus stop helps to keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. Wait until the bus comes to a complete stop before boarding the bus.
4. Be courteous. Do not take advantage of younger children in order to get a seat.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
6. Use the handrail and watch your step when boarding the bus.

**While on the Bus**

1. Keep all body parts inside the bus at all times.
2. Keep feet and legs out of the aisle.
3. Assist in keeping the bus safe and clean at all times.

4. Avoid loud unnecessary behaviors, which divert the driver's attention and may result in a serious accident.
5. Treat bus equipment appropriately. The offender will pay damages to the bus.
6. Never tamper with the bus or any of its equipment.
7. Do not leave books, packages, coats and/or other articles on the bus, unless authorized by the bus driver.
8. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out of the bus windows.
10. Always be courteous to fellow riders, the bus driver and others.
11. Keep books, packages, coats and other objects out of the aisle.
12. Keep quiet when approaching and while the bus is stopped at a railroad crossing.
13. Inform the driver, if possible, when a rider will be absent.
14. All explosive and flammable materials are banned aboard any school bus.
15. A student may be assigned to a specific seat and shall not be permitted to move from the assigned seat except with permission from the bus driver.
16. Bottles or glass containers are not allowed on or around the bus.
17. Live pets, animals, or wildlife are not permitted on the school bus.
18. No cleats or other type of spikes are allowed to be worn on the bus.
19. No radios, CD players, etc. are permitted on the bus unless authorized by the bus driver.
20. A student will not possess, use, be under influence, give, sell, or transfer illegal drugs, alcoholic beverages, other controlled substances, unauthorized prescription drugs, "look-alikes" or synthetic substances.
21. The above rules and regulations apply to all school-related trips.
22. Students shall follow directions of all bus chaperones.
23. All students will remain seated while the bus is in motion. The same expectations required of students in the school building apply to students riding the bus.
24. Students transported in a school bus will be under the authority of, and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to follow directions of the driver will be sufficient reason for a pupil to be denied transportation in accordance with the Rules of Conduct for All Bus Riders.

### **After Leaving the Bus**

1. Cross the road at least ten feet in front of the bus after checking to make sure no traffic is approaching and/or after receiving a signal from the driver.
2. Help look after the safety and welfare of others.
3. Be alert to the danger signal from the driver. (Note: This will be a pre-arranged signal).
4. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by school officials.

### **Drivers' Regulations**

1. When picking up and unloading children, the school busses shall always park on the school side of the street.
2. Safety is the first consideration a driver must make. The school bus is to be mechanically safe and driven in a safe manner by all drivers.

3. The bus driver is in complete charge of the bus. The students are governed by the bus driver. As soon as the student enters the bus, he/she falls within the jurisdiction of the bus driver.
4. The bus driver will be informed by the Transportation Coordinator of his/her designated route pick-up points. Pick-up points will be designated on the basis of the safety for the greatest number of children to be served.
5. Busses will be used only for the transportation of children to and from school, and for activities authorized by the Board of Education. Buses are not to be used for private purposes.
6. The busses will be clean. They will be cleaned inside, daily.
7. School bus drivers will maintain time schedules and designated routes insofar as it is practical barring mechanical trouble and road conditions.
8. Bus drivers will be courteous and neat in appearance.

#### **Administration of Rules Governing School Bus Conduct**

1. THE BUS DRIVER IS RESPONSIBLE FOR THE BEHAVIOR OF STUDENTS ON HIS/HER BUS. The bus driver will receive full administrative support in exercising his/her assigned duties in maintaining proper student behavior and safety aboard his/her bus. Bus discipline is based on the premise that the bus driver has exercised reasonable judgment in the performance of his/her duties. If violations occur the following procedure will be enforced:
  2. The first written notice of unsatisfactory conduct other than violation of a safety measure shall result in a written warning sent to the parents by the Principal. The unsatisfactory conduct report will be sent to the school, parent, student, and Administrative Office. This notice may result in minor consequences as deemed necessary by the Transportation Coordinator, Principal, or their designee.
  3. The second written notice of unsatisfactory conduct shall result in the suspension of bus riding privileges for a period of three (3) to five (5) school days for all students. The parents will be notified of their child's suspension of bus riding privileges by the Transportation Coordinator, Principal, or their designee.
  5. The third notice of unsatisfactory conduct shall result in a ten (10) school day suspension of bus riding privileges. The parents will be notified of their child's suspension of bus riding privileges by the Transportation Coordinator, Principal, or their designee.
  5. The fourth notice of unsatisfactory conduct shall result in a suspension of bus riding privileges for the remainder of the school year. The parents will be notified of this suspension by the Transportation Coordinator, Principal, or their designee.
  6. Any serious safety violation will result in immediate suspension of bus riding privileges for a designated amount of time.
  7. Parents and/or students (18 +) may appeal the action taken in items one through five by request through the Transportation Coordinator or Principal. Upon such request, the Transportation Coordinator will arrange a conference involving all parties involved. The decision arrived at may be appealed to the District Administrator and in turn to the School Board.