

INTRODUCTION

Bus transportation is a service provided by the NICE Community School District and the State of Michigan to students who abide by the rules set forth in this handbook.

Parents are requested to discuss these rules and regulations with their children since stressing their importance will assure safer transportation for all.

BASIC RULES FOR BUS RIDING SAFETY

Responsibilities of the Student:

1. Stay in your seat while the bus is moving.
2. Observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
3. Abstain from the use of profane language or indecent conduct.
4. Follow the driver's directions. He/she is in charge and may assign seats to maintain order or discipline students.
5. Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
6. Keep hands and head inside the bus at all times.
7. Help keep the bus sanitary and clean. Do not eat or drink on the bus. Nothing is to be thrown from the bus windows.
8. Do not smoke or chew tobacco on the bus at any time.
9. Report to the driver any damage to the bus that is observed.
10. Do not open or close windows and doors except with permission of the driver.
11. Wait until the bus has come to a complete stop before entering and attempting to leave the bus. Leave the Bus only Through the Front door, except in an Emergency. The Emergency Door will be used for Emergency Only.
12. Keep the aisle clear of equipment.
13. **Inform the driver when absence is expected from school.**
14. **Cellular telephone usage** is not permitted on the bus. If the phone is being used, it will be confiscated and a parent will have to pick it up from the office.
15. **Laser pointers/stun guns** are banned from any school property. Students in possession of such items will have them confiscated and will be subject to suspension, detention or other disciplinary actions.

BASIC RULES FOR BUS STOP CONDUCT

The safety and conduct of pupils while going to and from school or at a bus stop, and while waiting at a bus stop, is the responsibility of the parent. The school recognizes a secondary responsibility to assist and cooperate with parents.

1. Be on time at designated stops. Drivers cannot wait for tardy pupils. (Students are to allow 10 minutes before and after the scheduled time.)
2. Stay off the roadway while waiting for the bus.
3. Cross the traveled roadway in the following manner, if necessary, before boarding or after leaving the bus:
 - A. Take six or more giant steps forward off the bus before starting to cross the highway.
 - B. Wait for the proper signal from the driver before crossing.
 - C. Stop at the traffic side of the bus and look left, right, and left. Cross only if approaching traffic has stopped.
 - D. Walk.
4. Board the bus from a single-file line. Do not push, shove, or cut in line. Wait until the bus has come to a complete stop before approaching it to board.
5. Conduct yourself with courtesy and consideration for others while waiting for the bus.
6. Leave the bus when returning home in an orderly manner and proceed from your bus stop with the same kind of conduct that is expected at the morning boarding.
7. Board and leave the bus only at the assigned stop, unless a request in writing from the parent or guardian has been approved by the principal and the transportation director.

RESPONSIBILITY OF PARENTS AND GUARDIANS

1. Ensure that their children are at the bus stop on time.
2. **PROVIDE THE NECESSARY SUPERVISION OF THEIR CHILDREN WHEN GOING TO AND FROM THE BUS STOP AND WHILE AT THE BUS STOP.**
3. Accept joint responsibility with the school authorities for proper conduct of their children.
4. Make a reasonable effort to understand and cooperate with those responsible for student transportation.
5. Transport their children to and from school if buses are unable to run because of a shortage of bus drivers or work stoppages due to strikes by drivers.
6. Transport their children to and from school when bus-riding privileges have been suspended.
7. Transport their children to the nearest bus stop or to the school they attend when school bus transportation is discontinued to an area due to road conditions.
8. **Please note we cannot honor requests for transportation to birthday parties, sleepovers, play dates, etc.** Parents are responsible for transportation to these events. **ALSO, P.M. RETURN BUSES ARE AT OR NEAR CAPACITY AND EXTRA RIDERS CANNOT BE ACCEPTED.** We appreciate your cooperation and efforts in helping us make transportation a safe part of your child's school day.

DISCIPLINARY PROCEDURES

The School Bus Driver:

1. Shall handle routine student discipline on the bus and at the bus stop.

This includes advising students concerning rules and regulations, assigning seats and other generally accepted means of maintaining and developing constructive pupil-school relationships.
2. Shall report significant instances of misconduct in writing to the transportation director.
3. Shall not permit a suspended student to ride on the bus until the student has completed the suspension period.
4. In emergency cases of serious misbehavior which demand immediate action, the driver may request that any principal or assistant principal remove a student from a bus until regular disciplinary procedures are instituted.

DISCIPLINARY PROCEDURES

The Transportation Supervisor:

1. Shall review the driver's report of misconduct.
2. Shall discuss the matter with the driver.
3. Shall refer the matter to the student's building principal in writing for determination of action.
4. Shall forward all reports of misconduct to the student's building principal for action.

The Building Principal:

1. Shall review all reports of misconduct.
 - a. Reports submitted by bus drivers.
 - b. Reports submitted by parents or other adults of misconduct at the bus stops, etc.
2. Shall determine what disciplinary action is required.
 - a. May issue warnings for first time problems or minor problems.
 - b. If repeated warnings have failed to improve behavior, or because of gross misconduct on the bus; the principal may suspend a student from transportation services for a period of not more than 10 days, or for more than 10 days with the approval of the superintendent.
 - c. Shall notify the parents, the transportation director, and the bus driver of the action taken.
 - d. In cases of suspension, the principal will:
 - Issue the transportation suspension notice to the student. Notify the parents by phone and confirming letter and advise parents of the reason and terms of the suspension. In the case of a student over 18, it is not required that the parents be notified.
 - Send a copy of the letter to the transportation director. Advise parents of the procedure of appeal. The suspension will not be effective until the parents have been notified.
3. Shall refer to the special education services for evaluation any student who is continually disruptive on the bus and/or who is suspected of having a handicapping condition.
4. When the behavior of a handicapped child requires disciplinary action, that child shall be treated the same as a regular pupil unless the handicap itself is a contributing factor to the behavior.

PLEASE TAKE NOTE:

FOR THE **SAFETY** OF YOUR CHILD,
WE ARE UNABLE TO ACCOMMODATE
ANY CALLS MADE **AFTER 2:00 P.M.**
TO CHANGE A STUDENTS END OF
DAY BUS RUN.



PROCEDURE FOR APPEAL OF SUSPENSION

- Appeal of suspensions for ten (10) days or less shall be to the superintendent.

The parents of a student suspended from transportation service, or a student over 18, shall contact the superintendent.

The superintendent shall review the suspension and a meeting will be arranged with the parents, the principal, the transportation director, and the superintendent.

The superintendent will determine the final outcome.

- Appeal of suspensions for more than ten (10) days shall be to the board of education through the superintendent.

The parents of a student suspended from transportation service for more than ten (10) days, or a student over 18, shall contact the superintendent.

A meeting will be arranged with the board of education, the principal, the transportation supervisor, the parents, and the superintendent.

The board of education will determine the final outcome.

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ACKNOWLEDGEMENT OF BUS RULES

I have received a copy of the NICE Community Schools' rules for bus riders. These rules and the board of education transportation policy were developed to prevent behavioral problems on the bus. This action is necessary so our drivers can devote their undivided attention to the driving task. State on the back of this form any health problems that the bus driver should be made aware of.

Please return this form to your child's bus driver by FRIDAY, September 6, 2013.

STUDENT'S NAME _____ PHONE _____

Grade _____

Address _____

Parent's Signature _____ Date _____

Person to contact in an emergency _____ Phone _____