

STUDENT CONDUCT AND BUS DRIVER AUTHORITY

- A. The safety of the school bus passengers is the most important part of school bus operations.
- B. The State of California (Title 5, Section 14103) clearly recognizes that a key factor of the safety is the behavior of the passengers while being transported and under the authority of the bus driver.
- C. There are certain behaviors which are consistent with safe riding practices, and which the Office of Education may expect from all school bus passengers, unless, in the case of a special education pupil, the pupil's Individualized Education Program Team has determined that the rules and expectations should be modified for the individual pupil.

When it is anticipated that these rules and expectations may be modified for a pupil, the Transportation Supervisor shall be invited to attend the I.E.P. meeting.

- D. In order to define these behaviors and provide safety to passengers, the following rules are established to regulate conduct of school bus passengers:
 - 1. Passengers shall not approach the bus until it has come to a complete stop.
 - 2. Passengers shall remain seated, with their seat restraints secured, while the bus is in motion.
 - 3. Passengers shall not obstruct the aisles of a school bus with parts of their bodies or carry on items.
 - 4. Passengers shall keep all parts of their bodies inside the bus at all times.
 - 5. Passengers shall not transport animals, insects or reptiles, weapons, controlled substances or potentially dangerous or excessively bulky objects on a school bus.
 - 6. Passengers shall not tamper with bus equipment, litter or destroy the property of other passengers.
 - 7. Passengers shall not eat, drink or chew gum while being transported.
 - 8. Passengers shall follow the instructions of the bus driver at all times.
 - 9. Discourteous or improper behavior, excessive noise level, harassing or hitting other passengers or the driver, foul language or obscene gestures, use of tobacco products, or throwing objects in the bus are examples of behaviors that draw the attention of the

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bus driver away from the safe operation of the bus. Such actions create a safety hazard by demanding the driver's attention and are deemed to be misconduct on the bus.

10. Students shall not be discharged at any site other than his/her designated stop unless a written request from the parent/guardian has been received by the Transportation Supervisor or the bus driver requesting an alternate drop off. The only exceptions are if, in the event of an emergency, the Transportation Supervisor or a designated representative of the Office of Education may release pupils to a parent/guardian, medical authorities, peace officer or a representative from the Office of Education if it is deemed to be in the best interest of the pupil.
- E. In the event that passengers fail to comply with the preceding rules, the following procedures shall be followed:
1. **FIRST OFFENSE:** The driver may issue a verbal reprimand or warning to a student about his/her misconduct.
 2. **SECOND OFFENSE:** Continued misconduct after a verbal reprimand from the driver will result in the issuance of the "Notice of Unsatisfactory Conduct" form to the student. This form shall be signed by the parent/guardian and returned to the driver for routing as directed on the form.
 3. **THIRD OFFENSE:** A third offense shall result in a second "Notice of Unsatisfactory Conduct" form and a request for a meeting between the parent/guardian, or *student's* principal to determine what further action may be required.
 4. If the misconduct continues, the pupil may be suspended from the bus for a period of one to three days. In the event that a student is suspended from the bus, the Transportation Supervisor shall notify the student's principal and attempt to notify the student's parent/guardian by telephone regarding the suspension, prior to providing written notice.
 5. In extreme cases, where the passenger represents a safety hazard to himself/herself, other passengers, or the bus driver, the student may be suspended from the bus without prior verbal reprimands or written notices. In such instances, every effort will be made to comply with the suspension notice procedure outlined above.
- F. Suspension of pupils with previously identified exceptional needs
1. A pupil with previously identified exceptional needs who is currently enrolled in a special education

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program may be suspended from the bus for a period of one day for any of the reasons listed in Section D, above.

2. In the event that a special education student is suspended from the bus for a period of time that exceeds one day, an individualized education program (IEP) meeting shall be held as soon as possible to determine if the cause of the misconduct is related to the student's identified disability or by an inappropriate placement, and what future actions need to be taken. The Transportation Supervisor shall be invited to attend this meeting.
3. In an effort to reduce unintentional misconduct related to a student's disability, the Transportation Supervisor shall solicit input from the student's teacher, principal and parent/guardian as to the most appropriate way to modify the undesirable behavior.

Regulation

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HUMBOLDT COUNTY OFFICE OF EDUCATION

Eureka, California