

**STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, or chaperones are to follow the school bus disciplines procedure for student violations of this policy. Video cameras may be in operation on the school buses. Students and parents are responsible for knowing and reviewing the following the rules to ensure the policies and procedures are followed in the safest manner possible.

1. Bus riders shall be at the designated loading point five to ten minutes before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend any body parts out of windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission from the parents/legal guardians to get off at a different bus stop is sent to the building administrator or designee who will contact the transportation services to ensure space availability prior to approval. A note sent from the parent/guardian is not a guarantee the student(s) will be allowed to ride.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the transportation service for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Respectful behavior is expected.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and respectfully.
14. Students shall assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver. Students shall not throw objects about the vehicle, out through the windows, nor at the vehicle.
16. Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.

17. Students shall keep feet off the seats.
18. Roughhousing in the vehicle is prohibited.
19. Students shall refrain from crowding or pushing.
20. The use or possession of alcohol, tobacco, or look-alike substances is prohibited in the vehicle. Discipline will be subject to the substance abuse policy.
21. Board policy 504.3 *Student Conduct Code* is in effect.
22. When a bus violation occurs, the bus driver will fill out a discipline referral for misconduct of students on the bus and submit it to the building administrator. Students' choosing not to follow the bus expectations interferes with the drivers' ability to do their job and the safety of the other students.

Cross Ref.: 504.1 Drug-Free School Environment  
504.3 Student Conduct Code

ADOPTED: 3/1/00  
1/20/04

Reviewed: 1/8/04, 9/3/09, 4/7/16, 12/2/21