

## **Rules, Regulations, and Procedures for Bus Students**

In order to protect the safety of staff, students and drivers, it is of utmost importance that students are aware of and observe regulations regarding school bus transportation. It is considered a privilege to ride the bus. Violations of rules and regulations shall be addressed accordingly. *Please note that district methods of transportation may be equipped with audio/video recording devices.*

### **All students will please adhere to the following:**

1. Be at your bus stop at scheduled pick up time/drop off time.
  - a. Parents/Guardians are expected to be at the stop 10-15 minutes prior to pick up and drop off.
2. No "horseplay" at the bus stop.
3. Enter and exit the bus in an orderly fashion.
4. Remain seated until the bus stops.
5. Students are to be seated in assigned seats unless changed by the driver or building administrator.
6. No loud noises, talking, yelling, screaming, etc. is permitted.
7. Keep all objects as well and your head, arms, and legs in the bus at all times.
8. No profane language, spitting, throwing of objects, littering, or fighting.
9. No food or drink on the bus unless approval given by Administration due to a medical concern.
10. Smoking or the use of tobacco products, drugs or alcohol is not permitted.
11. No use of technology to record students, staff, and driver.
12. No vandalism of bus at any time will be tolerated and restitution will result on behalf of the student.
13. No physical contact with other students.

**Please note that any of the above behaviors/actions may result in disciplinary action.**

## **Reporting Procedures:**

1. Driver completes bus discipline referral form.
2. Form faxed to appropriate school administrator for investigation of incident.
3. If necessary, administrator speaks to STA director, driver, and requests a bus video to review.
4. Administrator interviews student identified on the discipline form.
5. Administrator interviews possible student witnesses.
6. Administrator gathers necessary information and provides a detailed account of the incident in Powerschool and personal disciplinary log.
7. Administrator contacts parents and/or guardians of student to be disciplined to review the issue and administration of disciplinary consequences if applicable.

## **Disciplinary Consequences:**

Violation of expected bus behaviors and administrative responses to such behaviors varies based on Disciplinary Code Levels.

### Level One and Two violations may result in the following:

- Verbal reprimand
- Bus seat reassignment
- Withdrawal of student privileges
- Parent/student conference
- Behavioral contract
- Progressive bus suspension
- Student conference
- Counseling
- Detention
- In School Suspension
- Out of School Suspension
- Bus reassignment
- Restitution

### Unmodified Level One and Two Behaviors along with Level Three and Four violations may result in the following:

- Mandatory parent/student conference
- Progressive bus suspension (10 days to indefinite)
- Loss of bus privileges (10 days to indefinite)
- Detention
- In School Suspension

- Out of School Suspension
- Counseling
- Criminal charges
- Notification to State Police
- Citation to Magistrate
- Expulsion
- Restitution

**Procedure for student vandalism and restitution:**

1. Driver checks student seats prior to and post school trip for vandalism, damages, etc.
2. Driver completes bus discipline referral form.
3. Form faxed to appropriate school administrator for investigation of incident.
4. If necessary, administrator speaks to STA director, driver and request a bus video and pictures of the damages to review.
5. Administrator interviews student identified on the discipline form.
6. Administrator interviews possible student witnesses.
7. Administrator gathers necessary information and provides a detailed account of the incident in Powerschool and personal disciplinary log.
8. Administrator speaks to STA director for costs associated to repair the damages and requests an itemized bill to be presented to the parents/guardians of the student responsible for the vandalism and/or damages.
9. Administrator contacts parents and/or guardians of student to be disciplined to review the issue and administration of disciplinary consequences and restitution if applicable.
  - a. Parents/ Guardians given the right to review pictures of damages.
  - b. Parents/Guardians receive itemized bill in regards to damage costs, material costs, labor costs, etc. to review with administrator.
  - c. Parents/ Guardians made aware of a possible repayment schedule and procedure with administrator.
  - d. Administrator can negotiate a payment schedule with parent/guardian if applicable.
  - e. After 60 days with no received initial payment or failure to maintain expected monthly payments for 2 consecutive months, charges will be filed with the local magistrate.
  - f. Administrator shares all relevant repayment information with STA director.
  - g. All payments for damages can be mailed to:

STA  
2151 Mount Pleasant Road  
West Newton, Pa. 15089

Checks Payable to: Student Transportation of America