

# First Student School Bus Policy

In keeping with the Board's responsibility for the health and safety of students in its care, the following rules are to be followed by all those riding buses to and from school or for other school-sponsored activities:

1. The bus driver is in charge of the bus and all its passengers, who are to follow the instructions and directions of the driver.
2. Students will be courteous to classmates and the bus driver.
3. Parents are responsible for any damage done to the buses by their children.
4. Students are to ride their assigned bus and to be discharged at their designated stop. For other stops or use of another bus, a bus pass, approved by the principal and given to the driver, must be secured in advance through a written parental request.
5. Students will be at their designated bus stop on time.
6. Students will follow safety rules at the bus stops. In particular:
  - a. As the school bus approaches a bus stop, students are to stand and wait at a safe distance for the bus to stop completely and for the door to open before approaching the bus.
  - b. Students leaving the bus must cross in front of the bus at the direction of the bus driver.
  - c. Students are not to interfere with anyone passing to or from a seat.
7. Students will not stand while the bus is in motion.
8. The emergency door will only be opened in emergencies.
9. Connecticut state law prohibits smoking or the lighting of matches on a school bus.
10. Students assigned to a seat by the bus driver are to sit in it.
11. Fighting is not allowed on the school bus.
12. There will be no throwing of objects on the bus.
13. Students will not play musical instruments on the bus.
14. Students will not transport any article that cannot be held in the lap, or that the bus driver determines to be unsafe, including glass containers.
15. Students will not have in their possession unauthorized items such as knives, clubs, firearms, other weapons, firearms, etc.
16. Students will not eat on the bus.

## Procedures for Handling Misconduct on School Buses:

1. When an incident occurs, the driver will pull the bus to the side of the road and stop the bus with lights flashing. The driver will then warn the person(s) involved to stop their behavior and continue en route, if possible. No driver may refuse transportation to a student designated by the Board of Education as having the privilege of riding, nor may the driver discharge any student en route, unless it is the student's authorized stop.
2. The driver must report, in a timely manner (usually within one school day), all cases of misconduct and bus damage to the building principal in writing utilizing the appropriate form.
3. The principal will determine whether a student will be suspended from riding the bus. The principal will also determine whether a case should be referred to the superintendent.

4. Bus drivers will issue verbal warnings to students before writing an incident report.
5. Incident reports are written at the discretion of the bus driver. In each case, the bus driver will give the student verbal warnings so that the student understands that what he or she is doing is distracting the driver. Any rules and regulations that are broken are considered an incident and may be reported as such. Incident reports are made out with an original and three (3) copies. The original and one copy are turned in to the principal. The principal mails one to the parents and sends one back to the bus manager stating what action the school has taken about the misconduct of the student on the school bus. The driver will turn in the third copy to the bus manager, and the fourth copy will go to the School Transportation official. The principal should maintain a separate record of all such reports and the action taken.
6. Students will be suspended from riding the bus for the following infractions:
  - Swearing or obscene gestures to the bus driver
  - Striking the bus driver
  - Bus driver being hit by a flying object
  - Distraction of the school bus
  - Opening the emergency door
  - Three incident reports
  - Lighting matches on the school bus
  - Smoking on the school bus
  - Fighting
  - Not sitting in assigned seat.
  - Unauthorized possession of a weapon such as a knife, club, etc.
7. Students suspended from riding the bus, after the parents have been notified, will not be allowed to ride any school bus to and from school. The parents will be expected to provide transportation.