

Jayhawk USD 346 School District

Student Bus Transportation Guidelines

Welcome to the transportation section of the Jayhawk USD 346 School District website. The district transportation provider is Apple Bus Company. Apple Bus provides the best equipment and superior safety record. Apple Bus is committed to setting the standard for quality, safety and service. Information concerning The Apple Bus Company can be found at www.applebuscompany.com.

The following transportation policies are established by USD 346 in the interest of maximum efficiency and safety for your student's transportation experience. Cooperation of students and parents is necessary for safe transportation.

GENERAL

1. Drivers will not admit unauthorized passengers without prior approval from the school or bus supervisor.
2. Bus drivers will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent and school office personnel. Changes in pick-up and drop-off locations should be made two working days ahead of the scheduled change.
3. In the management of students riding buses, the driver is in complete charge. Violations of school bus policies or failure to obey driver's instructions will be reported to the Director of Transportation.
4. Students riding buses should carry a book bag or backpack to keep loose papers and items from falling or being blown in front of buses at bus stops.

PRIOR TO LOADING

1. Be on time! Buses will not wait beyond their regular schedule.
2. Bus riders should conduct themselves in a safe manner while waiting for the bus and stand at least 10 feet off of the roadway.
3. Students should be careful in approaching bus stops. Students should wait until the bus comes to a complete stop and the driver gives a "thumbs up" signal before attempting to board the school bus.
4. Pre-schoolers and students not riding buses should not be at bus stops unless under the direct supervision of an adult.

WHILE ON THE BUS

1. Classroom conduct is to be observed by all students riding the bus. Students are to conduct themselves in a courteous and orderly manner while waiting for, riding on or unloading the bus. No horseplay is permitted.
2. The bus driver is in charge of all students and the bus. Students must obey the driver promptly and cheerfully.
3. All buses will have assigned seats designated by the driver.
4. Upon boarding the bus, students should proceed directly to their assigned seat.

5. Students should keep all appendages in the bus at all times. Windows may not be lowered more than half way or to the yellow line on each bus window.
6. No skateboards or scooters allowed on the bus or at bus stops.
7. Food and drink are not to be consumed on the bus.
8. In liquor or alcohol, illegal drugs or tobacco shall not be consumed or carried on the bus or at bus stops.
9. Animals shall be transported by students. Small specimens needed for classroom instruction such as insects and tadpoles may be transported if carried in metal or plastic containers. No glass containers are allowed on the bus. No snakes are to be transported.
10. Students shall not get on or off the bus or move about while the buses in motion.
11. No weapons of any type, except side arms carried by a law enforcement officer, shall be transported on a bus (K.S.A. 8-2009). Knives are not allowed on the bus.
12. Bus equipment should be treated as valuable personal property. Any damage to a bus by a student, must be paid for by the student responsible for the damage.
13. Students should assist in keeping the bus safe and clean at all times.
14. Students should never tamper with the controls or the equipment on the bus.
15. Books, packages, coats, musical instruments, feet, and all other objects should be kept out of the aisles.
16. Objects should not be thrown in the bus or out of bus windows.
17. Absolute quiet should be maintained when the bus approaches a railroad crossing.
18. Students should not endanger the safety of others, use obscene language, use unacceptable signs, or commit acts of vandalism.

EXITING THE BUS

1. Students must follow any instruction from the driver when exiting the bus.
2. Students must cross the road at least 10 feet in **front** of the bus, and only when the driver signals it is safe. The student should also look to be sure no traffic is approaching from either direction.

PERSONAL BELONGINGS

To reduce the risk of loss, Apple Bus *recommends* that students leave all personal electronic items at home. Cell phones should be stowed in backpacks. All money should be secured in a wallet, purse, or backpack.

USD 346 Bus Discipline Guidelines

The students are responsible for their behavior on the bus as their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported.

Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with the guidelines set forth by the school.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the Transportation Director on the forms provided.

Behavior Guidelines and Consequences

The following behaviors will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious misbehaviors will result in harsher consequences. The consequences will escalate if the child insists on repeating the unacceptable behavior. This list is a sample of unacceptable behaviors and is not meant to be exhaustive.

Minor Infractions	Major Infractions
Hitting	Assault
Spitting	Fighting
Profanity	Vandalism
Out of Seat - Standing Up	Insubordination (Open Defiance)
Throwing Objects	Possession of a Weapon
Obstructing Aisles	Possession or use of Drugs, Alcohol, or Tobacco
Making Loud Noises	Hanging Out Window
Insubordination (Failure to comply with reasonable request)	Other
Other	

Discipline

The Transportation Director will investigate each referral individually. The Transportation Director will assign discipline based on the severity of the infractions. Discipline could include, but is not limited to, a conference with the Transportation Director and a call to the parents, change in assigned seat, detention, ISS, suspension from bus riding privileges.

Each subsequent referral may increase the severity of the discipline up to and including suspension from the bus.