

Jayhawk USD #346 Bus Conduct Form

Student Name \_\_\_\_\_ Date of incident \_\_\_\_\_

School: JLHS or JES Bus # \_\_\_\_\_ Bus Driver \_\_\_\_\_

Description of incident: (use back if needed) \_\_\_\_\_

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- First offense - Bus Conduct Form sent home requiring parent signature (return to driver)
- Second offense - 1 to 3 day suspension of bus privileges
- Third offense – 5 days suspension of bus privileges
- Fourth offense – 10 days suspension of bus privileges
- Fifth offense – remainder of the school year suspension of bus privileges

Student behavior that endangers the health and safety of the passengers and/or driver will be deemed a “Serious offense” and will result in immediate suspension of bus service and subject to school discipline policies. Notification of such an incident will come from the bus manager and may be assisted by a school administrator. Examples, but not all-inclusive list, of “serious offenses” include: profanity, threats, vandalism, fighting, assault, weapon, use or possession of drugs, alcohol, or tobacco. If you have any questions please call the bus manager at 913-795-9907. **The school is not and will not be responsible for transportation of students who have lost bus privileges.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Student Bus Transportation Guidelines**

Our drivers top priority is the safe transport of your child to and from school daily. USD 346 establishes the following transportation policies in the interest of maximum efficiency and safety for your child. **Cooperation of students and parents is necessary for safe transportation to and from school. Remember that riding the bus is a privilege-not a right.**

#### 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 by letting school office personnel or bus supervisor know ahead of time.
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 bus supervisor.
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 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 cross the road to board the school bus.
4. Preschoolers and students not riding the 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.
2. The bus driver is in charge of all students and the bus. Students must obey the driver promptly and respectfully.
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. No skateboards or scooters allowed on the bus or at bus stops.

6. Animals are not allowed on the bus and shall be transported by other means. Small specimens needed for classroom instruction such as insects and tadpoles may be transported carried in metal or plastic containers. No snakes are to be transported.
7. Students shall not get on or off the bus or move about while the bus is in motion.
8. Students should never tamper with the controls or the equipment on the bus.
9. Absolute quiet should be maintained when the bus approaches a railroad crossing.

#### 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 gives the “thumbs up” signal that it is safe to cross. The student should also look to be sure no traffic is approaching from either direction.

#### PERSONAL BELONGINGS

To reduce the risk of loss, it is recommended that students leave all personal electronic items at home. Cell phones and ipads need to be stowed in backpacks. All money should be secured in a wallet, purse, or backpack.

#### BUS DISCIPLINE GUIDELINES

The students are responsible for their behavior on the bus as the 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 sagely 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 infraction to the bus supervisor on the proper forms.

#### BEHAVIOR RULES AND CONSEQUENCES

**Passengers are to respect themselves, the driver, and other passengers at all times** The following behaviors will not be permitted on the bus. More serious and repeated misbehaviors will result in more severe consequences. Following is a list of unacceptable behaviors and is not meant to be all-inclusive.

<b>Minor Offense</b>	<b>Reason for Rule</b>
Standing/Moving while bus is moving/Not sitting properly in the seat/Horseplay	<b>Safety issue. Passengers are to sit safely in their seats at all times while the bus is moving.</b> If not sitting safely in their seat, passengers could get hurt with the movement of the bus
Throwing objects inside of the bus	<b>Safety issue. Nothing is to be thrown inside a bus.</b> An object could hit a passenger or it could go in a passenger's eyes.
Obstructing the aisles	<b>Safety and legal issue. Aisles are to be kept clear at all times.</b> If a passenger has any part of their body in the aisle they are not sitting safely in their seat. Also the aisle is an emergency exit. We cannot have anything blocking the emergency exit. <b>This could result in a traffic ticket that will be paid by the person(s) obstructing the aisle.</b>
Making loud noises/not using headphones when listening to music or playing games	<b>Safety issue. Headphones are to be used when listening to music or playing games.</b> Loud noises can be distracting to the driver and irritating to other passengers, which can also lead to driver distraction.
Insubordination - Not following driver's instructions.	<b>Safety issue. Passengers are to follow the driver's instructions at all times.</b> If passengers are not accustomed to listening to the driver, they will not listen to the driver in case of emergency. The driver is in charge of the bus.
No food or drink on the bus/No glass containers. All containers are to be fully enclosed.	<b>Safety Issue. Any food or drink taken to or from school is to remain in the backpack or lunchbox while on the bus. Nothing is to be in glass containers.</b> Food and drink are a choking hazard. Glass can break and someone can get cut.
No trash is to be left on the bus.	<b>Safety issue. All trash is to go into the trashcan or taken with the passenger off of the bus.</b> This includes no trash on the floor, seat or stuffed anywhere around the seat. Passengers could slip and fall on trash that is left on the floor. Students should assist in keeping the bus safe and clean at all times.

No opposite gender sitting in the same seat.	<b>No improper public display of affection (PDA).</b> Current practice has shown we have too many instances of PDA to allow opposite genders to sit together. Siblings are exempt from this rule.
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**All serious offenses will result in immediate suspension of bus privileges and may also be subject to school discipline policies.**

<b>Serious Offense</b>	<b>Reason for Rule</b>
Assault/hitting/spitting/fighting/taking pictures of other passengers without permission/profanity/threats/bullying of any kind	<b>Safety issue and school policy. Passengers are not allowed to use their hands, feet, or words to hurt other passengers.</b> Passengers are to keep their hands and feet to themselves at all times. If passengers cannot say something nice to another passenger then they are not to say anything at all.
Vandalism	<b>Passengers are not to cause any type of destruction to the bus. Parents/Guardians are financially responsible for damages caused by the children in their care.</b>
Open Defiance	<b>Safety issue. Passengers are to follow the driver's instructions at all times.</b> In order to keep passengers safe the driver is in charge at all times.
Possession of weapons, drugs, alcohol, tobacco	<b>Safety and legal issue. Passengers are to follow school rules at all times.</b> These shall not be on the bus or at the bus stops.
Hanging out the window/putting arms out the windows	<b>Safety and legal issue. Passengers are to remain seated safely at all times. Passengers are not allowed to hang out the window.</b> Any part of the passenger's body outside the bus at any time could cause harm to the passenger. <b>This could result in a traffic ticket that will be paid by the person(s) who are outside of the bus window.</b>

Throwing things out the window/spitting out the window

**Safety and legal issue. Nothing is to be thrown or spit out the window. No littering of any kind. The object or spit can come back inside a window behind the passenger and hit another passenger. The object could hit a vehicle behind the bus and cause damage to it. This could result in a traffic ticket that will be paid by the person(s) who threw the object out of the bus.**

## DISCIPLINE

The bus supervisor will investigate each referral individually. The bus supervisor will assign discipline based on the severity and number of infractions. Discipline will follow the bus conduct form. Discipline could include but is not limited to a call to the parents, and suspension from bus riding privileges. **The school is not and will not be responsible for transportation of students who have lost bus privileges.**

An Equal Employment/Educational Opportunity Agency

Jayhawk USD #346 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
The Superintendent of Schools, 414 S 5<sup>th</sup> Street, Mound City, KS 66056 (913-795-2247)  
has been designated to handle inquiries regarding non-discrimination policies.

**Jayhawk USD 346**

**Notice of Receipt of Bus Guidelines and Emergency Conditions**

I have received a copy of the Jayhawk School Bus Transportation Guidelines and agree to review it with my child(ren). Please keep these guidelines for future reference. (One form per family).

In the event of weather making the road conditions unsafe or other unforeseen circumstances the driver shall make the determination as to the safety of travel on each road separately. If the driver determines that the road conditions are unsafe no attempt shall be made that day to the houses on the unsafe section of the route.

In the event of an emergency evacuation would you grant permission for the driver to evacuate the bus at your home? \_\_\_\_\_ Yes \_\_\_\_\_ No.

In the event of a tornado would you grant permission for the driver to evacuate the bus and to use your tornado shelter also? \_\_\_\_\_ Yes \_\_\_\_\_ No

We ask that you please call 913-795-9907 if your child regularly rides in the morning and will not be riding on a certain morning. Thank you.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Your child(ren) will be assigned a bus route within 24 hours of receipt of completed, signed, and returned;

- 1) Jayhawk Bus Information Form
- 2) Notice of Receipt of Bus Guidelines and Emergency Conditions

Note; Out of District Applications have to be approved by the administration before being assigned to a bus route. Therefore their assignments may take longer.