

Transportation Department Student Discipline Procedures:

In order to establish uniform procedures on district buses and mutual expectations among drivers, transportation department heads and building administrators, the common procedures should be followed.

The following general rules will be enforced on all buses:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. No yelling and/or screaming.
4. No broadcasting from personal electronic devices.
5. Do not eat or drink on the bus.
6. Keep the bus clean.
7. Cooperate with the driver.
8. Do not smoke.
9. Do not be destructive.
10. Stay in your seat.
11. Keep head, hands and feet inside the bus.
12. Bus driver is authorized to assign seats.
13. Do not throw any materials out of the bus windows.
14. Do not raise or lower bus windows without permission.
15. Stay clear of and do not bother emergency equipment.
16. Board and exit bus with care.
17. When crossing the street upon departing or approaching bus, keep in clear view of the bus driver and do not stop in front of the bus.

### Level I

A safe and orderly environment must be established on all buses and drivers, administrators and teachers are expected to discuss rules and regulations with all students through an orientation program at the beginning of each school year. Most discipline problems involving first offenses are to be handled by drivers.

Options:

1. Conference verbally
2. Assigned seat
3. Notify transportation supervisor.
4. Supervisor notifies parent.

### Level II

After a driver has talked with a student and the problem continues, the next level of referral is to the transportation supervisor. A meeting should take place and parents informed of the problem and the consequences of continued violation of bus rules.

Options: (Keep next level informed)

1. Conference/student plan
2. Assigned seat
3. Time out area

### Level III

This level of referral is to the building principal or designee. This referral should be preceded by conferences with drivers, supervisors and parent contact and could result in removing transportation privileges. The Assistant Superintendent should be made aware of this situation.

Options: (Keep next level informed)

1. Conference/written student plan. Suspension from bus/school until plan is accepted.
2. Student must develop plan for return to bus/school and share with principal, transportation supervisor and driver.

Level IV

Hearing with Superintendent/his designee

NOTE: Serious bus infractions should be reported to transportation supervisors immediately. These include:

1. Fighting
2. Drugs/Alcohol
3. Insubordination
4. Blatant profanity
5. Bullying/Harassment

Date of Board Adoption: November 8, 2011  
Johnson City Central School District, Johnson, City, New York