

ANACORTES SCHOOL DISTRICT #103

Legal References

[RCW 28A.600.010 Enforcement of rules of conduct — Due process guarantees — Computation of days for short-term and long-term suspensions](#)

[RCW 46.61.385 School patrol — Appointment — Authority — Finance — Insurance.](#)

[WAC 392-144 School Bus Driver Qualifications](#)

[WAC 392-145-016 Rules for students riding school buses](#)

[WAC 392-145-021 General operating requirements](#)

[WAC 392-151-017 Safety advisory committee—Selection.](#)

[WAC 392-151-025 Route plans.](#)

[WAC 392-400-225 School district rules defining misconduct — Distribution of rules](#)

Cross References

[3241 - Classroom Management, Corrective Actions Or Punishment](#)

[6700 - Nutrition and Physical Fitness](#)

Management Resources

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Procedure 6605
Management Support

STUDENT SAFETY WALKING TO SCHOOL AND RIDING BUSES

A Lighthouse for Public Education in Our Community:

Ensuring No Child Is Lost Creating Lifelong Learners Inspiring High Achievement Nurturing Responsible Citizenship

88

ANACORTES SCHOOL DISTRICT #103

Student Conduct on Buses

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus will be sufficient cause for the principal to suspend the transportation privilege.

Rules of conduct for students riding buses:

- Any misconduct by a student, which in the opinion of the bus driver or the director or transportation/designee is detrimental to the safe operations of the bus, shall be sufficient cause for the director of transportation/designee to suspend the transportation privileges.
 - Rules of conduct for students riding buses are the following:
 - The driver is in full charge of the bus and passengers and shall be obeyed. If an educational assistant is assigned to the bus by the district, she/he shall be responsible for student conduct under the direction of the driver. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall cooperate and obey both the driver and the teacher, coach or other staff members.
 - Students shall observe school rules and classroom conduct while on buses and shall refrain from talking to the driver unless necessary.
 - Noise shall be kept down to avoid distracting the driver. Students shall refrain from profanity, obscene gestures, or offensive acts.
 - Spraying perfume including but not limited to any form of body spray is prohibited on the bus.
 - Throwing tossing or shooting anything *within, from or at* the bus is prohibited.
 - Fighting, pushing, tripping, spitting, abusive language and violent behavior are prohibited on the bus and will not be tolerated. Harassment of any kind is prohibited.
 - Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to sticks, breakable containers, aerosol containers, straps or pins protruding from clothing, large bulky items, and laser lights etc. Musical instruments, which cannot be held or placed between legs on the floor; will not be allowed on the bus.
 - Books and personal belongings shall be kept out of aisles and off the back shelf of the bus.
 - Skateboards must be in a sports bag while on the bus. No Long boards.
 - Telephone Use/Electronic Devices. No mechanical or electronic device shall be used to audio or video record any activity on district provided transportation without the express permission of the driver and administrative staff at Transportation.
 - Students shall not smoke; possess tobacco, alcohol, drugs, or other illegal substances or paraphernalia of any kind.
 - Flammable or flaming devices, pepper spray, bombs of any kind, knives, firearms, weapons or facsimiles are prohibited.
- Procedure 6605
Management Support
- Students shall not eat, chew gum, or drink anything except water while on the bus. Exceptions to this rule must be pre-authorized by the transportation department.
 - Students shall not have animals on buses, except *Service Animals*.

ANACORTES SCHOOL DISTRICT #103

- Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.
- Students shall be at the bus stop five minutes before the scheduled bus time and wait in an orderly manner. Students shall ride on assigned bus and leave the bus only at assigned stop. Bus passes are required to board or depart at a different authorized stop.
- Students going to and from the bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic, when applicable. Students shall go directly to their homes after leaving the bus
- Students shall not sit in the driver's seat.
- Students shall go directly to their seat and sit facing forward once inside the bus and remain seated at all times unless the driver instructs otherwise.
- Students shall not open bus windows without the driver's permission. Window should be open to the 3rd notch only. Students shall not extend any part of their body out of the window.
- Students who have assigned seats shall use only that seat unless permission to change is authorized by the driver.
- Students shall use seatbelts on buses when available.
- Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school staff on duty. There shall be no pushing and/or shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
- Students shall cross in front of the bus when the driver signals it is safe to do so. They shall never cross behind the bus.
- Student shall keep the bus clean by depositing all trash in the container at the front of the bus.
- Student's misconduct shall constitute sufficient reason for suspending transportation privileges.
- Students shall follow emergency exit drill procedures as prescribed by the driver. They shall not tamper with emergency doors or equipment.
- Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- ***Students or parents must reimburse the school district for bus damage caused by the student's misconduct.***

Disciplinary Procedures

The Director of Transportation/designee, in conjunction with the building principal, is responsible for correcting those students whose unacceptable behavior results in a bus incident report or violation the rules above. The principal shall provide supervision during bus arrival and departure times at his/her school. The principal shall aid in enforcing that students comply with the specified regulations. Open lines of communication among school officials, bus drivers, and the transportation department must be maintained.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that applies to adults in public. That is, they must

Procedure 6605
Management Support

not abuse or cause damage to private or public property: they must not use obscene language or gestures; and they must not engage in criminal activity. Failure to adhere to these mores may result in formal complaints by citizens to the proper law enforcement agency.

ANACORTES SCHOOL DISTRICT #103

The principal will insure that students comply with the specified regulations. Principals must maintain open lines of communication among school officials, bus drivers and the transportation department.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in formal complaints by citizens which may be forwarded to principals for possible corrective action.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or bus supervisor communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules which is repeated by the student after his/her having received previous oral warnings from the driver or bus supervisor. In order for drivers and bus supervisors to effectively maintain control on their buses, it is expected that action be exercised by principals when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor will complete a report on the student describing the incident or damage that occurred. The driver or bus supervisor will provide the student with a copy of the report, hand the original report to the principal and submit a copy to the transportation supervisor. The copy of the report concerning special education students will be given to the principal for disposition.

The principal upon receiving the report will investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

Procedure 6605
Management Support



ANACORTES SCHOOL DISTRICT #103

- A. **Warning:** When a student’s misconduct is of a minor nature which does not jeopardize the safety or welfare of other students or the operation of the bus.
- B. **Suspension:** When a student’s misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.
- C. **Expulsion:** When a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., e.g. student assaulting the driver).

The action taken by the principal will be annotated on the report and forwarded to the student's parent for signature. The transportation department will be notified.

Drivers will be advised to file assault and battery charges against students who physically assault them. Under no circumstances will the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

PENALTIES FOR INFRACTIONS OF ESTABLISHED BUS RULES:

Pupils’ misconduct on the bus or at a bus stop is sufficient reason to discontinue bus transportation privileges to those pupils involved.

Citations accumulate for the duration of one year. These are the consequences that may be expected.

1.	First Citation:	Written warning or bus riding suspension.
2.	Second Citation:	Three (3) school days bus riding suspension.
3.	Third Citation:	Five (5) school day bus riding suspension.
4.	Fourth Citation:	Ten (10) school-day bus riding suspension. If the suspension occurs within the last ten (10) days of the school year the suspension may remain in effect for the start of the next school year.
5.	Fifth Citation:	Long-term bus riding suspension for the balance of the semester or school year.
6.	Serious Bus Rule Violation:	May result in immediate suspension of bus riding privileges for a minimum of five (5) school days suspension, or for the balance of the semester or school year.

- 7. Suspension may begin at the end of the school day during which the misconduct occurred. In other words, the student transported to school will be returned to his regular stop.
- 8. If a student is suspended for misconduct on either a morning or afternoon bus, the suspension will apply to all buses. (Suspended bus students may ride a field trip bus with Principal/Transportation Supervisor permission and assigned seated on the field trip bus.)

Procedure 6605



ANACORTES SCHOOL DISTRICT #103

Management Support

9. Prior to a long-term suspension, Special Education students, will have an MDT team review the process.
10. At any citation level, Principal, student, transportation, and parent conference may occur.
11. Parents/guardians will be advised of dates of suspension by mail, telephone, or school administration.

Appeal Procedures

Students and/or parents/guardians of students who wish to appeal a suspension may submit a request to the Transportation Supervisor for an informal conference with the Transportation Supervisor and/or principal as set forth in WAC 180-40-240.

Emergencies

The transportation supervisor will review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook. At the start of each field trip or extracurricular trip, the school bus driver will review with all passengers the location and use of the emergency exits, emergency equipment and any district emergency procedures.

In the event of a collision, the driver will make contact with the transportation supervisor who will:

- A. Determine the nature of the collision;
- B. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
- C. Contact the state patrol regarding the accident;
- D. Advise the superintendent of schools;
- E. Investigate the collision and gather the names of all students and witnesses;
- F. Dispatch another bus to transport the student to their destination; and
- G. Contact the parent(s) or guardian(s) of any students who are injured.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers that are authorized to ride each bus route.

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