

Students

Activities

Bus Rider Rules

All bus rider rules apply to every student riding school buses, private or public.

Definition of Main Road: A Main Road is any public road with a speed limit in excess of 35 mph with the exception of dead-end roads .5 of a mile in length or less.

Previous To Loading (On the main road and at school)

1. Students should be on time at the designated loading zone. (5 minutes prior to scheduled stop.)
2. Bus pick-up points on main roads need not be the end of a driveway in cases where a rural home is located on an inter-section provided the distance between the home and the inter-section does not exceed .5 mile and the alternative pick-up point is less than .25 of a mile. (Students would then walk across a yard or use a tractor path if by doing so, routing became more efficient.)
3. Students should stay off the main road at all times while walking to, and waiting for, the bus. They should line up single file perpendicular to the main road and off the roadway.
4. Students should wait until the bus is completely stopped before moving forward to enter. If a student must cross a highway, he/she should not cross until the bus driver signals that it is safe.
5. Students should enter the bus single file and go immediately to a seat and be seated.
6. If a student is going to be absent, his/her parents/guardian should call the bus company, so they can relay a message to the driver at (920) 261-5062.

While On The Bus

1. All riders are to remain seated while the bus is in motion. (No climbing on or under the seats at any time.)
2. Windows are to be kept closed unless permission is given by the driver to open them. Riders are to keep hands, head, and arms inside the bus should windows be open.
3. Riders are not permitted to litter on the bus or throw any materials or objects from the bus.
4. Riders are expected to obey the driver, who has full authority to operate the bus in the best safety and convenience of the rider. The driver has full authority to assign seats or restrict privileges, if necessary.
5. Riders are to keep books, packages and musical instruments out of the aisle and place them on their laps. Objects that cannot be held on the lap should not be carried on the bus, unless specific permission has been given by the driver. Animals are never to be brought on the bus.
6. Objects that may be dangerous or potentially harmful to other riders are strictly forbidden.
7. Card games and disruptive electronic devices inappropriate for bus riding are not permitted.
8. All riders are expected to respect all bus equipment and the possessions of other riders. The rider and/or parents of the rider will be held responsible for any damages incurred to the bus, its equipment, or the possessions of other riders.
9. Obscene language, gestures, or inappropriate sexual contact are forbidden.
10. Scuffling, fighting, yelling, etc. is forbidden.
11. Smoking is never permitted on the bus.
12. Eating, drinking, or chewing gum on the bus is not permitted to and from school.

Leaving The Bus

1. Students should not get up to leave the bus until the bus has come to a complete stop.
2. Students should cross the main road, when necessary, after getting off the bus (at least ten feet in front of the bus) only after the driver signals that it is safe.
3. Students should be alert to the danger signal from the driver.
4. The driver is not to discharge or pick up students at places other than their regular stop at home or at school, unless he/she has proper authorization from both parents and the principal of the school.

At All Times

1. Students shall follow the directions of chaperones appointed by the school officials.
2. Older students should help look after the safety and comfort of younger students.
3. Any action that endangers the safety and welfare of any person is forbidden.

Bus Discipline Procedures

The following procedures apply to all students, both public and private, who ride school buses. They are designed to provide a fair and responsible system in dealing effectively with unacceptable bus rider behavior and violation of bus rider rules. The primary objectives include correcting unacceptable behavior on the bus, providing for the best interests of all parties, and affording an individual and his/her parents due process should it be necessary to temporarily suspend or more permanently deny transportation services.

All school administrative staff and bus transportation staff shall be expected to be fair and consistent in the administration of these established procedures:

1. A single incident of a very serious nature, which threatens the health, safety, and welfare of other individuals on the bus or a school district employee, may be referred to the district/administrator/designee for action and/or hearing.
2. Initial phase of discipline for non-critical situation shall be between the bus driver and the rider.
3. If the bus driver is unsuccessful on a one-to-one basis with the rider, he/she shall be instructed to fill out a school bus discipline report on the rider. This report will be given to the Principal at the site the student attends. The Principal will make personal contact with the parent/guardian. This parent/guardian contact shall be documented on the discipline report and filed for possible future use.
4. If the discipline problem persists, the driver shall be required to complete an additional report, which is attached to the initial report containing the results of the parent/guardian contact. The student's principal will review the report and forward it to the Director of Business Services for appropriate action.
5. When the principal receives the report, he/she has the following options:
 - a. Reprimand
 - b. Parent/guardian conference
 - c. Temporary suspension of bus services
 - d. One or all of the above with a warning of more serious action if the problem persists and a third report is filed
 - e. School discipline

The principal shall be required to fully document all communications and actions for the record.

6. Persistent and/or severe infractions may result in a formal hearing with the superintendent/designee for the specific purpose of considering whether or not the evidence justifies a recommendation to the Board of Education for expulsion from transportation services.
7. If it is determined, that expulsion is appropriate, the Board of Education shall be notified and a date set for the hearing. The individual involved will be suspended from transportation services until the date of the hearing. If it is determined that not enough evidence exists to justify an expulsion hearing, the superintendent/designee will review a variety of other courses of action and issue a final warning that any additional referrals will result in a recommendation being forwarded to the Board with the student suspended from bus riding privileges pending a hearing before the Board.

The discipline report shall be completed by the bus driver and e-mailed immediately to the Principal of the student. The Principal will contact the parent/guardian, then complete the discipline section of the report, sign, date, and forward the report to the Director of Business Services. All forms are transferred via e-mail and kept on file by the Principal, Contractor, and Business Office.

An expulsion action by the Board of Education may be for the duration of a semester or the school year. Any student who is expelled from bus rider services will be given an opportunity to ride the buses following the term of expulsion and will again be subject to the discipline procedure.

The discipline procedure is designed to reasonably assure that the problems involved should be solved at the lowest possible level. Any report or complaint filed by parents/guardians should be made directly to their child's principal who will attempt to investigate the situation and initiate the discipline procedure as may be appropriate.

Legal Reference: **Section 120.13(1), Wisconsin Statutes**
 Section 120.40, Wisconsin Statutes
 Section 121.52, Wisconsin Statutes

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