



Safe Pupil Transportation Plan

And

Student Conduct Transportation Policy

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Mid States Bus Inc.

Safe Pupil Transportation Plan

1.) **Weapons** - Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation site manager and notify them of the situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from cellular telephone or from the nearest safe haven location. Example of safe haven include, but are not limited to any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
- B. Pull vehicle over to a safe and secure area.
- C. Give description of the weapon and participating parties to site manager.
- D. Site manager will immediately notify appropriate law enforcement agencies and school administration.

2.) **Transportation of Unsafe Items** - Drivers shall not permit on pupil transportation vehicle(s) to transport any items, animals, materials, weapons or look alike weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured. Service animals are allowed with prior approval through administration and site manager.

- A. Radio Transportation site manager and notify them of the situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from cellular phone or from the nearest safe haven location. Example of safe haven include, but not limited to any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
- B. Pull vehicle over to a safe & secure area.
- C. Give description of the weapon and participating parties to site manager.
- D. Site Manager will immediately notify appropriate law enforcement agencies and school administration.

3.) **Pupil behavior** - Students are expected to follow conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:

- A. First seek to resolve incident through discussion with the student(s) involved.
- B. Radio transportation site manager and notify them of the situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular phone or from the nearest safe haven location.
- C. Activate emergency flashers.
- D. Bring vehicles to a safe stop and **secure the bus take the key with you**. Seek to resolve the incident. **Do not touch child or student**. If necessary contact law enforcement
- E. Report and document discipline problems to the site manager on a **Bus Conduct Report form. APPENDIX A.**

4.) **Terrorist Threats** - A person commits a terroristic threats if a person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of the building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation site manager and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from cellular telephone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Site manager will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from site manager or law enforcement **if possible**.

5.) **Severe Weather** - Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation site manager and notify them of the situation **if possible**. If not possible, the driver will make every attempt to telephone site manager from a cellular telephone or from the nearest safe haven location.

- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the directions of the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
(if possible)
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

6.) **Hazardous Material** - Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation site manager and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone site manager from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous material in question to dispatch.
- D. Site manager will immediately notify law enforcement and school administration.
- E. Driver should wait for instructions from site manager *if possible*.

7.) **Medical Emergencies** - Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to :

- A. Radio transportation site manager and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone site manager from a cellular telephone or from the nearest safe haven location.
- B. Site manager will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from site manager, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. *Only if necessary*, the driver should move passenger only enough to get out of danger of traffic or fire. If moved, the driver are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as a calm as possible.

8.) **Mechanical Breakdowns Of Vehicle** - Upon becoming aware of a mechanical breakdown aboard a pupil transportation vehicle the driver will make every attempt to:

- A. Pull vehicle over to a safe and secure area *if possible*.

- B. Radio transportation site manager and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone site manager from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning reflectors in accordance with Dept. Of Transportation guidelines, if not in a secure area.
- D. Driver should try and keep student passengers as calm as possible.
- E. Site manager will arrange for assistance and a relief vehicle **if possible**.

9.) **Event Of Drop Off Location is Unsafe** - In the event the drop off location is uncertain or appears unsafe to leave the student, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with site manager to notify them of the situation **if possible**.
- B. Release children only if an adult responsible for the child is present. If not, keep the child or children on the bus or vehicle, continue with route and return the child or children who was to be released to the school.
- C. Site manager will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

10.) **Authorized Passengers** - Drivers will not allow no one except school personnel and schoolchildren regularly assigned to a pupil transportation vehicle for a particular route schedule or for a school approved activity/function may ride in such vehicle. Supervisory and monitoring personnel are recognized as authorized passengers.

Parents are not authorized passengers and we cannot allow them on any of the school buses unless allowed by the site manager or school administrator. The only adults that are permitted to ride the school buses are designated by the school district and the transportation company as bus aids, para or monitoring personnel, typically on the Handicapped buses. Also if parents or guardians are assisting Teachers to supervise students on field trips or activities.

Special Passengers- (emergency, spending the night babysitting, etc.) The driver will ensure the student has obtain permission from school administration and site manager before transporting the student.. The information the driver should know is name of student, where the student is going with drop off location, and contact number for emergency. If driver has any question will contact site manager if not available the school administrator of the student.

11.) **Supplemental Information** - A copy of this plan will be placed in each pupil transportation vehicle. In accordance with Title 92 NAC Rule 91 and Rule 92. This Safe Pupil Transportation Plan will be followed in conjunction with the school district we are providing transportation services.

BUS CONDUCT REPORT

STUDENT'S NAME		CLASS-GRADE	
DATE OF INCIDENT	<input type="checkbox"/> 1ST NOTICE	<input type="checkbox"/> 2ND NOTICE	<input type="checkbox"/> 3RD NOTICE
BUS NO.	TRIP NO.	DRIVER'S NAME	

NOTICE TO PARENTS
 1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

DRIVER'S REPORT:

- VIOLATION OF SAFETY PROCEDURES
- DESTRUCTION OF PROPERTY-VANDALISM
- FIGHTING-PUSHING-TRIPPING
- HARASSMENT-BULLYING
- EXCESSIVE MISCHIEF
- SMOKING
- EATING-DRINKING-LITTERING
- RUDE-DISOURTEOUS-ANNOYING
- UNACCEPTABLE LANGUAGE

PRELIMINARY ACTION:

- CHECKED STUDENT'S FOLDER
- HELD CONFERENCE WITH STUDENT
- CONSULTED COUNSELOR
- TELEPHONED PARENT

PRESENT ACTION AND RECOMMENDATIONS:

- STUDENT REGRETFUL, COOPERATIVE
- RECURRENCES WILL BE REPORTED
- DENIED BUS PRIVILEGE UNTIL _____
- PLACED ON PROBATION
- SUSPENDED
- REFERRED TO: _____

Driver's Signature: _____ Administrator's Signature: _____ Date: _____

If a check is entered in this box, Parent please sign and return:

PARENTS' COPY - WHITE OFFICE COPY - PINK DRIVER'S COPY - YELLOW

STUDENT CONDUCT TRANSPORTATION POLICY

STUDENT CONDUCT POLICY RULES: Students are expected to discipline themselves and comply with the instruction of the bus operator. The bus driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers. Misconduct on the buses will not be tolerated and will result in forfeiture of the privileges of riding.

Students will observe the following the rules of conduct while on the school buses.

1. Students should always be at the bus stops or pick up locations at least 5 minutes before the bus is scheduled to be there. Students should remain well back from the roadway at least 10 feet while awaiting the arrival of the bus and not move to board the bus until it is stopped the door is opened and the driver has motion for the student(s) to enter.
2. Students will be picked up or dropped at their designated stop unless prior arrangements have been made with parents. The new pick up or drop off location must already be on current designated route.
3. No extra riders without written authorization or prior approval of site manager or school administrator.
4. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and sitting position facing forward will the bus is in motion. And keeping out of the aisle. **(No moving around on the bus while it is motion!!)**
5. Students will keep their hands, arms and heads inside the bus. Bus driver approval is required for operation of the windows.
6. Shouting, screaming, running, fighting, vulgar talk, pushing and throwing objects (in and out of the bus) is not permitted.
7. Students shall not process or distribute pornographic material.
8. All riders should help to keep the bus clean and sanitary.
9. Any damage to the bus will be paid by the rider inflicting the damage.
10. Bus riders are expected to be courteous and obedient to the bus drivers at all times.
11. Any form of harassment, hazing or bullying (either verbal, physical or electronic) will not be tolerated.
12. Students shall not use, process or distribute tobacco, alcohol or drugs.
13. Any form of weapon or look alike weapon is strictly prohibited on the bus.
14. No peanut products.

15. No candy (gum,suckers,etc.)
16. No sunflower seeds or popcorn.
17. Use garbage cans in the front and back of the buses for trash.
18. No animal shall be transported on a school bus. Service animals are allowed with prior approval through administration and site manager.
19. Any additional rules may be set by the driver upon approval of site manager or school administrator.
20. *These rules apply to both route and activity buses.*

SCHOOL BUS TRANSPORTATION POLICIES

School bus drivers are responsible for the safety of all students riding their buses. Bus drivers are instructed to pick up and deliver students **ONLY** to their assigned school bus stops and their school unless prior approval and arrangements have been made. The new pick up or drop off location must already be on a designated route.

Company Wide Major Offenses:

1. Damaged or stealing property
2. Hitting, roughing, kicking, spitting or physical abuse
3. Defiance or disrespect of authority
4. Throwing objects
5. Disrespectful/abusive language or gestures
6. Continuous disruptive behavior
7. Possession or use of tobacco, alcohol, drugs, weapon, or pornographic materials
8. Getting off at a different bus stop or riding another bus without permission.

**ALL MAJOR OFFENSES WILL BE CAUSE FOR SUSPENSION FROM
THE PRIVILEGE OF RIDING THE SCHOOL BUSES.**

The school bus driver has full authority and responsibility for maintaining order and discipline needed to assure the safe operation of the bus while driving on busy roads. Those riding the bus have an obligation to obey the posted rules and bus driver's orders.

**TO ASSURE THE SAFETY OF ALL PASSENGERS THE FOLLOWING
STUDENT RESPONSIBILITIES WILL BE STRICTLY ENFORCED:**

- 1.) **Before boarding the bus, stand back 10 feet and wait until the bus comes to a complete**

stop and the driver opens the door and signal the students to enter. When leaving the bus, be careful, **LOOK & LISTEN**, for traffic and other hazards. Enter and exit the bus without pushing or shoving.

- 2.) **Remain in your seat** while the bus is moving. Keep head, hands feet (the entire body) inside the bus. When you are assigned a seat, you are **REQUIRED** to sit in it. If damage is done to a seat while assigned to it, the student will be responsible for payment of vandalism cost for repairs.
- 3.) **Students are to keep books, body parts, back packs, etc.** Out of the aisles at all times. Other arrangements must be made to haul objects too large to be held on laps or placed between the student's legs. Large band instruments that cannot be placed between the students legs or lap and interfere with other students space assigned to the seat will not be allowed on the school bus.
- 4.) **Talk must be kept** at a conversational level. Loud talking or shouting will distract the driver and constitute a safety hazard.
- 5.) **When it is necessary for a pupil** to cross the road at a bus stop, the crossing is required to be made in **FRONT** of the bus after looking both ways to make sure **ALL TRAFFIC HAS STOPPED IN BOTH DIRECTIONS!** Then the driver will signal you that it is safe to cross the road .
- 6.) **Authorized Passengers** No one except school personnel and school children regularly assigned to a pupil transportation vehicle for a particular route schedule or for a school approved activity/function may ride in such a vehicle. Supervisory and monitoring personnel are recognized as authorized passengers.
Special Passengers-(emergency, spending the night, baby sitting, scouts, etc)
The driver will ensure the students has obtained permission from school administrator and site manager before transporting the students. The information the driver should know is name of student, where the student's drop off location, and contact phone number for emergency.
Parents are not authorized passengers and we cannot allow them on any of the buses unless allowed by **site manager or school administrator**. The only adults that are permitted to ride the school buses are designated by the school district and site manager as bus aid, para or monitoring personnel, typically on the handicapped buses. Also if parents or guardians are assisting teachers to supervise on field trips or activities.
- 7.) **Profane, foul, and disrespectful** language or gestures are forbidden.
- 8.) **Possession or use of tobacco, alcohol, or other illegal drugs, weapons, or pornographic material** is prohibited. *Gum, food and drinks MUST remain in backpacks or lunch boxes and not eaten or taken out on the school bus. The driver may confiscate these items if they are out on the school bus! Eating food on the bus is with driver's permission only! Stereo/cd players, skateboards, scooters, etc. Are NOT allowed on the school bus except when prior approval has been given though Site Manager and School Administrator.*
- 9.) **Fighting on the bus is absolutely** prohibited and all students involved will be suspended from the buses (both AM and PM buses & field trip buses) despite not receiving a written warning first!!

- 10.) **Disruptive behavior or defiance** of authority is forbidden and will not be tolerated. ***Bullying will also not be tolerated!!***
- 11.) **All students are required to be at their bus stop 5 MINUTES BEFORE** scheduled leaving time in the AM. This will allow all the children in the district to be able to get to school on time. If the driver has to continually wait for children it puts all stops behind on Times! Students will be warned and then issued a discipline slip if it becomes habitual.
- 13.) **Students are under the supervision** of the school until they are at their own bus stop. Students are to maintain the same manner and good discipline on the school bus as they are to at school. *The school bus is considered to be an extension of the classroom.* We expect students to behave properly. We encourage parents, if possible, to maintain order at the bus stops prior to the bus arriving there to pick up students if you hear of any problems. The driver will maintain order when they come to the stop and while children are on the bus.

CONSEQUENCES OF VIOLATING RULES

If a student riding a school bus continues to make poor decisions regarding behavior, the following steps will be taken to improve this behavior:

1st offense: Conference with bus driver, written referral sent to the school administrator and the parents.

2nd offense: Conference with the driver, conference with administrator, written referral sent to school administrator and to parents.

3rd offense: Removed from bus for both routes, field trips and activities.

Understand that if the offense is of a more violent and serious nature, the student can be removed from the bus at any time without following the offense steps.

These types of violations would be referenced in numbers 4, 7, 8, 9, and 10 above.

However, this is not an inclusive list and the bus driver will have the authority to determine the discipline with the school administrator.

Parents & Guardians

We would appreciate your help too! Thank you so much!

Helping your child to be a responsible bus student helps keep everyone safe. Help them to be on time for their bus and to take the safest route to and from the bus stop.

Please help them learn all the bus rules and explain the importance of following the instruction of their driver. All of our drivers are Certified School Bus Drivers. The safety of your child is their first and foremost responsibility. This requires their attention to be on the road at all times. Disruption by students distracts the drivers from this responsibility. Drivers are there to deliver your children safely to and from school. This is why all the rules must be followed.

Please remember that there are always two sides to every story. If problems arise, as parents and the bus company, we need to be understanding and listen to both sides. Typically students will receive a verbal warning, a seating assignment change may take place, a written warning, call to parents, and then suspension from bus riding privileges. (This means AM & PM route buses. Also any field trips and activities that occur during the suspension period.)