

BUS CONDUCT:

Policy

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers conduct on school buses will be made available to each student at the beginning of each year. These rules will also be posted in each bus.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However the bus driver shall have final authority and responsibility.

Safety Rules and Regulations for Riding a School Bus

- 1.) Cooperate with and obey the driver at all times.
- 2.) Be courteous, use no profane language- spoken, written, or gestured.
- 3.) Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office.

- 4.) Each student may be assigned a seat in which they must be seated at all times.
- 5.) Food or beverage must not be consumed on the bus except by permission of the driver
- 6.) Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.
- 7.) Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW 9.41.250 for definition
- 8.) Windows may be opened 6 inches however; the driver may require the windows be closed at his or her discretion.
- 9.) Students must keep their head, hands, feet and belongings inside the bus at all times.
- 10.) Animals (except seeing-eye dogs) are prohibited from being transported on the bus.
- 11.) Belongings of students must be kept out of the aisle.
- 12.) Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.
- 13.) Students must enter and exit bus safely, crossing only in front of the bus and only with the consent of the driver.

Rules of Conduct at the Bus Stop

- 1.) Students should not stand or play on the roadway while waiting for the bus.
- 2.) Students should arrive at the bus stop five minutes before the scheduled bus time.
- 3.) Students should wait to board the bus in an orderly manner
- 4.) Students should respect private property while waiting for the bus
- 5.) Lake Washington School District policy specific to human dignity, harassment, and sexual harassment apply when students are awaiting the arrival of the school bus.

Penalties For Infractions of Established Bus Rules

Students misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration on the school year may include any combination of the following:

- **First Infraction:** Warning or loss of recess/detention (elementary). Warning or detention (secondary). A bus riding suspension may occur if the incident is considered a *serious offense.
- **Second Infraction** Warning or loss of recess/detention (elementary). Warning or detention (secondary). A conference with parent/guardian and Transportation Manager or Transportation Coordinator will be held. A

bus riding suspension may occur if the incident is considered a *serious offense.

- **Third Infraction:** Automatic bus suspension, length of time to be determined by the building principal. Principal/assistant principal will then contact parents/guardians notifying them of the suspension.
- **Fourth Infraction:** Long –term bus riding suspension, and parent/guardian contact. 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.

***Serious Infraction:** May result in immediate suspension of bus-riding privileges for the balance of the school year. **Examples of serious infractions:** weapons, alcohol, tobacco, drugs, or fighting while on the bus or at the bus stop.

- Suspension will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

Appeal Procedure

Parents/guardians of students who wish to appeal a suspension may submit a request to the school principal for an informal conference.

Discipline for Students Enrolled in Special Education

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA).

- Students with disabilities can be disciplined for misconduct while being transported.
- A disabled student can be suspended for up to ten (10) cumulative days a year without a change in placement.
- The district is required to provide some form of transportation unless the student is a danger to himself or others.

Procedures:

- **First Infraction:** A meeting may be called with the driver, principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others alternative transportation and/or suspension may be possible.
- **Second Infraction:** A meeting with the driver, principal, special education services and parents/guardians will be held. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, assignment of a monitor, alternative transportation, and counseling may be considered as action required
- **Multiple Infractions:** A meeting will held by the principal with the transportation department representatives, special education services, and the parents/guardians. A change in placement may be required. If the student has been suspended a total of ten (10) days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement the

student is allowed another ten(10) days cumulative suspension from transportation services.

Kindergarten Drop Off Procedure

A parent/guardian **MUST** be present when the AM kindergarten bus drops off students. If a parent is not present, the child will be taken back to the school and will need to be picked up there. It is not a requirement that parents are present during the PM drop off.

Emergency Evacuations

Every child who rides a school bus should know what to do in should it ever become necessary to evacuate the bus quickly and safely. *Usually students remain on the bus during an emergency, however, two situations do require the bus to be evacuated:*

Fire or Danger of Fire:

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move the bus away, or near the presence of gasoline or other combustible materials should be considered as “danger of fire,” and students should be evacuated.

Unsafe Position

In the event a bus is stopped due to accident, mechanical failure, or road conditions, it must be determined, immediately, whether it is safer for passengers to remain in the bus or to evacuate. The bus must be evacuated if the final stopping point is in the path of a train or adjacent to any railroad tracks.

Emergency Exit Procedures

In compliance with WAC 392-145-040

One emergency evacuation drill shall be held within the first six weeks of the school each semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three times during the school year.

WAC 392-145-045 Emergency Drills

1. Emergency drills conducted pursuant to WAC 392-145-040 shall:
 - Make allowance for individual differences in exiting the emergency door.
 - Provide instruction to helpers that they should offer a helping hand palm up and grasping a student's hand or arm.

Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.