Wayne-Westland Community Schools

School Bus Policies and Procedures

These school bus policies and procedures have been established so students and parents in the Wayne-Westland school district will receive information leading to an understanding of the expectation of students while they are being transported to and from school.

These policies call for cooperation on the parts of students, parents, bus drivers, and other school personnel; and have been developed to promote safety.

Parents are encouraged to review these policies and procedures with their child/children. Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school.

Getting On and Off the Bus

- Help the driver maintain the scheduled pickup times by being ready and waiting 10 minutes before the bus arrives. Students are to be waiting at their designated stop, not in their house, vehicle, on the front porch, or in the garage. If the driver cannot see the student waiting, the driver will continue on to the next stop. Too frequent and long stops cause delays in the fixed bus schedule, increase traffic congestion, and delay the arrival of students at schools. This is unfair to students, schools, and other road users, and multiplies hazards for the bus and its occupants.
- Parents are responsible for the conduct of their student(s) while going to or from pick-up points and for students meeting the bus on schedule. The District furnishes transportation in compliance with Michigan law. This fact does not relieve parents of students from the responsibility of supervisor until such time as the student boards the bus and after the student leaves the bus at the end of the school day.
- Students living in developments with a single access road shall walk to the designated pick-up spot, usually the intersecting street.
- Bus stops are limited, where feasible, so that students from several homes can meet at a central point safely for group pick-up.
- Students shall be waiting, in an orderly manner, at the assigned loading area to board the bus when it stops in the morning. No pushing or shoving will be allowed when boarding or getting off the bus.
- Look both ways before crossing a street.
- Use caution when crossing the road after getting off the bus. Some drivers of other vehicles may not observe the rule requiring them to stop for a stationary bus.

Riding the Bus

- Cell phones use, with headphones, is permitted.
- All students will be assigned seats on the bus by the driver.
- Take assigned seats as soon as you get on the bus. No standing will be permitted.
- All seats must be shared. If the bus is filled to capacity, state law permits three to each seat as long as students are safely contained within the seat compartment; this applies to middle school and high school students as well as those in the elementary grades.
- No student shall leave or be out of his/her seat while the bus is in motion.
- All parts of a student's body shall be kept inside the bus, especially when the window is open.
- Do not throw anything in the bus or out an open window.
- Nothing shall be held so it extends out of the window or in the aisle of the bus.
- Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their child/children.
- No eating or drinking is permitted on the bus at any time.
- Talk quietly at all times. At railroad crossings, there is to be no talking to ensure safety.
- Illegal drugs of any type shall not be permitted on the bus at any time.
- No smoking or use of tobacco products shall be allowed on the bus at any time.
- Absolutely no alcohol is allowed on the bus at any time.
- Live animals (caged or otherwise), firearms, ammunition, explosives or other dangerous materials and objects, which may interfere with the safe operation of the vehicle, shall not be transported on the school bus.
- Large objects, including band instruments, are not to be transported on the bus unless they can be contained by the student so it is not a projectile. Furthermore, the object cannot obstruct the driver's view or block the aisle.
- Learn how to get off the bus in case of an emergency. The bus driver will conduct practice drills periodically.
- Students must ride their assigned bus to and from school. Changes in bus assignments and/or stops can be requested through the Transportation Department.
- Video cameras are placed on the buses to monitor student behavior and will be used to identify any misconduct.

Obeying the Passenger Rules

- The driver will be responsible for the orderly conduct of his/her passengers on the bus, the student is under the authority of, and directly responsible to, the bus driver or aide, where applicable.
- The driver has the authority to enforce the established procedures for bus conduct. If any student willfully refuses to obey the bus driver or the posted safety rules, a School Bus Discipline Report shall be completed and turned in to the Transportation Office. A copy will be forwarded to the building principal. The building principal will handle all discipline and advise parents of any disciplinary procedures or action taken.
- The Board authorizes the Superintendent or designated administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens.
- When it becomes necessary to refuse a student transportation due to misconduct, the school administrator (principal or designee) shall make the decision and notify the parents in writing of such refusal with an explanation for this action. The bus driver will not permit the student to board the bus until the suspension is completed or the principal/designee stipulates otherwise.
- It should be clear that all suspensions or matters needing the principal's attention will be handled and directed through him/her.

Bus Discipline Policy

1) <u>Level 1 - Violations of Safety Rules</u>
    a) Standing, kneeling, changing seats
    b) Putting body parts out the window
    c) Hiding under or climbing over seats
    d) Hitting or kicking others
    e) Excessive volume
    f) Eating or drinking on the bus
    g) Excessive Yelling (especially at railroad crossing)
    h) Profanity

    <u>Level 1 Consequences</u>

    1. First offense: Documented Warning, Reteach Expectations
    2. Second offense: 1-day suspension from bus with Restoration
    3. Third offense: 3-day suspension from bus with Restoration and Behavior Contract for Bus
    4. Fourth offense: 1-week suspension from the bus with Restoration and Behavior Contract for Bus
    5. Fifth offense: Loss of bus privileges for the remainder of the school year

2) Level 2 - Violations/Severe Infranctions
   a) Throwing objects
   b) Direct profanity towards bus driver
   c) Fighting
   d) Spitting
   e) Smoking/Vaping/Chewing
   f) Substance use/possession
   g) Destruction of Property
   h) Videotaping/posting/sharing

Level 2 Consequences

1) First offense: 1-week suspension from bus, up to remainder of the school year pending administrative review, or consequences outlined in the District Code of Conduct.

Please remember that riding a bus is a privilege!

Wayne-Westland
COMMUNITY SCHOOLS

Please detach, sign and return to school

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Name of Student: ____

I have read and discussed with my child the policies which will assist the school in safely transporting my child. I agree to cooperate in every way possible to see that these rules are followed.

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Student's Signature Parent's Signature

Home Address: _______________________________________ School:___________________________