



Durham School Services
INSTRUCTIONS FOR BUS RIDERS

Herrin Bus Garage
(P) 618-942-4610
(F) 618-942-7041

These instructions must be observed at all times. Instructions for school bus riders are given so that students may have safe transportation to and from school or to other school sponsored activities. Misconduct will result in Disciplinary Notice to parents and building principals from the Parent Liaison For Bus Transportation Herrin CUSD #4.

Consequences for misconduct on the bus range from receiving a verbal and/or written warning to suspension from the bus/school, depending on the circumstances of the misconduct. Removal from the bus for excessive or severe misconduct may be utilized.

YOUR DRIVER is in complete command of the students on the bus with the assistance of the bus Monitor as needed.

- A. Students must **be alert at all times** to any danger signals from the bus driver and/or bus monitor.
- B. Students must be prompt and obedient by following the driver's/attendant's directions for seating on the bus and must not argue with them.
- C. Drivers and attendants will refer all conduct notices to the Parent Liaison For Bus Transportation for any student who misbehaves or disregards instructions.
- D. The Parent Liaison For Bus Transportation will consider the notices from bus personnel and take appropriate disciplinary action such as: warnings, bus suspensions, loss of bus privileges or suspension from school. Building principals will be kept informed of all disciplinary actions. Building principals will handle all school suspensions.
- E. Every effort will be made to contact a parent/guardian before the conduct notice is given to the student to take home. Parents/guardians must provide student's transportation, to and from school, when the student is suspended from the bus. The student will not be allowed to ride any other bus, to or from school, until the full suspension has been served.

For safe and timely operation of the school bus, students must:

- 1. be at the bus stop 5 minutes before time for the bus. Bus drivers will not honk or wait for students.
- 2. stay well off the roadway and not move towards the bus for loading until it has come to a complete stop.
- 3. use the handrail when entering and leaving the bus.
- 4. move quickly to the assigned seat.
- 5. stay seated and facing the front at all times when the bus is moving.
- 6. keep their feet, hands, etc., out of the aisle.
- 7. keep their head, hands and arms inside the bus at all times.
- 8. not throw things out of bus windows.
- 9. not lower windows below the black line.
- 10. be absolutely QUIET when approaching and crossing a railroad crossing.
- 11. keep books, packages, band instruments, athletic equipment, etc., out of the aisle and off seats and keep small, loose items in a bag.
- 12. remain in the bus in the event of a road emergency until directed by the bus driver.
- 13. not take animals on the bus.
- 14. be aware of younger students and their safety and comfort.
- 15. not divert the driver's attention with loud talking, laughing, or unnecessary confusion.
- 16. not use any form of tobacco, drugs, and/or alcohol while at the bus stop or on the bus.
- 17. not ask the driver to stop at places other than the regular bus stop without proper authorization from a school official.
- 18. ride only their assigned bus.
- 19. observe safety precautions at all discharge points.
- 20. When it is necessary to cross a two-lane highway, students should proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and WAIT for a signal from the bus driver before crossing.

21. must use headphones/earbuds when using any electronic devices with sound. Use of electronic devices is at the discretion of the bus driver. Misuse of electronic devices may include confiscation of the device to school personnel, detention, and/or the student will be prohibited from using the device(s) on the bus.

Gross Misconduct Zero Tolerance Policy – Automatic 3 days bus suspension

Students must refrain from these behaviors on the bus and/or bus stop.

1. Disobeying directions by driver and/or attendant
2. Fighting and/or scuffling
3. Threat(s) of violence directed toward anyone
4. Bullying, gender and/or racial slurs, name calling, ridiculing anyone
5. Use of profane language and/or obscene gestures
6. Possession and/or use of weapons, look-alike weapons, alcohol, drugs, tobacco and/or drug related paraphernalia.
7. Vandalism of property. Parents will be responsible for the repair/replacement cost of vandalism to bus seats, bus equipment/property, and/or property of other students.
8. Ineligible students who ride the bus to and from school without authorization from the building principal. Students are only allowed to ride their assigned bus.
9. Creating a safety hazard by any misbehavior that distracts the driver
10. Repeated general misconduct will be considered a willful gross misconduct

General Misconduct – written warning and possible bus suspension

Students must refrain from these behaviors on the bus and/or bus stop.

1. Failure to be seated and remain seated at all times on the bus
2. Non-compliance with mask rules if applicable
3. Rude, discourteous and/or annoying behavior
4. Eating/drinking on the bus
5. Head and/or other body parts outside the window
6. Throwing items and/or littering inside bus and/or out bus windows
7. Windows down below safety line
8. Yelling out the windows
9. Excessive noise, shouting or loud conversation
10. Inappropriate use of technology on the bus
11. Excessive tardiness at the bus stop

Disposition Guidelines For Disciplinary Reports

1. First Disciplinary Report – verbal warning
2. Second Disciplinary Report – written warning
3. Third Disciplinary Report – written warning + 1 day suspension
4. Fourth Disciplinary Report – written warning + 2 day suspension
5. All additional Disciplinary Reports – 3 day suspension
6. Referral to Superintendent of Herrin CUSD #4
7. Referral to School Board