



TRANSPORTATION CODE OF CONDUCT

AT THE BUS STOP

1. Students should be standing at the bus stop, not in the car, and in line at least five (5) minutes before the school bus arrives. This is for the safety of all students on the route.
2. Bus drivers may assign a seat to any student grades K-12 on a daily basis or as needed. This will help keep the bus a safe place to be. The student is responsible for the seat in which they sit. They need to tell the bus driver if something happens or is happening that is disruptive to bus operations or destructive to school property.
3. If a student is habitually late, he/she will be verbally reminded to be on time. If this persists, a student conduct report will be issued.
4. Once a student has boarded the bus and the bus is en route, he/she will be transported to the school. Students will not be allowed to leave the bus and return home.
5. There will be times when the school bus is late. This can depend on a number of factors. If the school bus is more than 10 minutes late, please contact the District Office at 783-4301. Information will be provided on when the bus should arrive.
6. Bus stops and pickup/drop off times may be altered the first week of school as drivers adjust to new routes.

School District Policy XI-D Transportation Code of Conduct

Standards for Utah School Buses and Operations Pupil Management

AT THE SCHOOL LOADING ZONE

1. Once a student is on board a school bus, and the bus is en route he/she will be expected to ride the bus to their stop.
2. If a parent would like their child to ride home with them after school they should call the school ahead of time so the student can be notified not to board the bus.
3. Students at all schools need to be on their bus and in their seats prior to departure time from school. Once the bus doors close and the bus begins moving it will not stop for latecomers. The danger associated with students running after buses is much too high. If a

student misses the bus they will need to return to the school office and make arrangements for a way home.

4. In most cases the buses will be lined up before students are released from school. If students must wait for the bus they should stand well back from the curb (3 ft) and remain alert to oncoming bus traffic.
5. Students must not approach the bus until it has come to a complete stop and the bus driver opens the door.
6. Principals, teachers and bus drivers should work together to ensure that all students are trained in bus loading procedures.
7. Elementary students will be walked to their bus by a responsible adult chaperone.

School District Policy XI-D Transportation Code of Conduct

Standards for Utah School Buses and Operations Pupil Management

STUDENT TRACKING

1. A list of regular riders will be made for each bus route and supplied to the school, driver, transportation director and district office.
2. Bus Change Request forms will be provided to the driver and the district office two days in advance of any change.

School District Policy XI-D Transportation Code of Conduct

Standards for Utah School Buses and Operations Pupil Management

STUDENT CONDUCT

1. Students are to represent the school district in a manner that will bring credit to them, their parents, the school and team / group they represent.
2. Dress should be appropriate for the activity and within the dress code guidelines of the school, group, or team they are representing.
3. The Board of Education or Principal may deny permission to travel and attend activities individually and by group if it appears that students do not have the maturity and self-control to conduct themselves in a manner, which reflects the high standards of South Summit School District.
4. Students must not use the bus as a dressing room. Students should not expose undergarments or change clothing on / in district vehicles.

School District Policy XI-D Transportation Code of Conduct

Standards for Utah School Buses and Operations Pupil Management

District Policy IX-D Behavior on District Vehicles

District Policy IX-N Conduct on Trips (9-12)

BUS ROUTE AND BUS STOP ASSIGNMENTS

1. Because of liability issues, drivers are not authorized to allow children to change buses or stop at unassigned spots.
2. Transporting children to such activities as parties, scouts, sleepovers, achievement days, piano, etc., will not be allowed.
3. Students not on the regular passenger list will not be permitted to ride the bus.
4. If you feel you must request an exception to this policy because of extenuating circumstances, (i.e. a relative may be taking care of your children while you are out of town), you will need to pick up a change in transportation form. The form will need to be approved by the principal or the transportation director at least two (2) days before the needed change. Any other change request would be considered only under extreme emergency situations.
5. Parents or legal guardians may request two home stops for students residing in two separate households during the school week. The request should contain verification that the student is living in two different locations within school district boundaries.
6. Parents of new students should sign up for transportation privileges at the time they register their child for school.

School District Policy XI-D Transportation Code of Conduct

Standards for Utah School Buses and Operations Pupil Management

NOTES TO TRANSPORT A STUDENT TO A DIFFERENT LOCATION

1. A note from a parent to a bus driver or the school asking that their child be allowed to ride another bus or dropped off at a different location is not allowed.
2. All bus change requests must be filled out on the Bus Route Change Request form.

School District Policy XI-D Transportation Code of Conduct

ITEMS ON THE “TO AND FROM SCHOOL” BUS ROUTES

1. Carry on items must be held on a student’s lap or fit within their own seating area.
2. Any object that takes up a seating space or creates a hazard on the bus will not be allowed.
3. Bus drivers are given the authority to determine which objects may be too large or present a potential hazard on the bus.
4. Items left on the bus will be taken off the bus at the end of the route and turned in to the lost and found at the bus garage.
5. Arrangements to pick up lost items can be made with the transportation director who can be reached at 783-2373.

BEHAVIOR ON OR IN DISTRICT VEHICLES

Students shall:

1. Arrive at the bus stop before the bus arrives.
2. Wait in a safe place, clear of traffic and away from where the bus stops.
3. Wait in an orderly line and avoid horseplay.
4. Students shall board the bus as directed by the bus driver or loading zone supervisor.
5. Cross the road or street in front of the bus only after the bus has come to a complete stop and the bus driver has signaled that it is okay to cross.
6. Go directly to an available or assigned seat when entering the bus. N
7. Remain seated and keep aisles and exits clear.
8. Observe classroom behavior and obey the driver promptly and respectfully.
9. Refrain from throwing or passing objects on, from or into buses.
10. Refrain from the use of profane language, or any illegal controlled substance on the bus. Refrain from eating and drinking on the bus. (When a driver allows eating on the bus students are responsible for removing all trash from the bus and cleaning any spills or messes before exiting the bus.)
11. Not carry hazardous materials, nuisance items, and animals onto the bus.
12. Respect the rights and safety of others.
13. Refrain from extending head, arms, or objects out of the bus windows.
14. Not expose undergarments or change clothing on the bus or in district vehicles.
 - (Cheerleaders, athletic teams, chorus groups, debate teams etc. shall not use the bus as a dressing room.)
 - This does not include second layer clothing such as coats, jackets and sweaters.

STUDENT DISCIPLINE

1. Parents and Guardians are responsible for the supervision and discipline of their children before the child boards the bus in the morning and after the child disembarks from the bus when transported to the designated stop.

2. For children who choose inappropriate behavior such as not following the “Code of Conduct” or follow the bus driver’s directions the following procedures will be applied. Any item may be used depending on the severity of the infraction.
 - A warning by the bus driver to the student. Driver may assign a seat to the student.
 - A warning by the bus driver to the student that the parents will be notified of misbehavior.
 - Driver will send home a discipline form or other notice with the student notifying parents of misbehavior and requiring parents to contact the driver before the student is readmitted to the bus.
 - Driver may send home a discipline form or other notice with the student suspending the student from the privilege of riding the bus. Before the student will be re-admitted to transportation privileges, the parent must arrange for a conference to be attended by the parent, the student, the school principal, transportation supervisor, and bus driver.
3. A student who has serious disciplinary problems may have riding privileges suspended for a period of time or indefinitely. In such cases the parent or guardian of the student involved become responsible for transporting their child to and from school at their own cost.

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Utah Risk Management Guidelines

EMERGENCY NOTIFICATION

Parents may call the district office (783-4301) in cases of serious emergencies when a student or bus driver must be contacted while the bus is en route.