

## **SCHOOL DISTRICT OF GREENWOOD TRANSPORTATION POLICY [POLICY 8600]**

### **BUS TRANSPORTATION: PICK-UPS/DROP-OFFS**

At the beginning of each school year, parents should designate a pick-up and a drop-off location. These locations can be different, but need to remain consistent throughout the school year.

Students will be allowed a maximum of two (2) stops for pick-up/drop-off.

Parents choosing to have their child picked-up/dropped-off at two (2) different locations must submit a monthly calendar listing the stops to the Elementary School office.

Changes to the calendar must be submitted in writing a minimum of three (3) days prior to the requested change. Requests for changes must be approved by the building principal.

Transportation outside of these locations will be the responsibility of the parent or guardian. Only assigned students may ride home route buses. *School bus transportation may not be used to transport students for social events: parties, play dates, sleepovers, etc.*

Note: Students may ride the afterschool bus to religious education classes.

**Phone requests will not be honored, unless there is an emergency situation. These will be addressed on a case-by-case basis by the principal.** Temporary bus changes may be approved on a short-term basis for emergency situations.

If frequent/daily changes are desired, parents/guardians will need to coordinate those arrangements from the drop-off location instead of from the school. Parents may always pick-up their children at school if alternate plans are desired.

Once the bus has left the school, students will only be dropped-off at the designated afternoon drop-off location. There will be no mid-route changes.

**Avoiding last minute changes and maintaining consistent bus ridership will help to ensure all students are safely transported to and from school.**

## **BEHAVIOR GUIDELINES:**

Students are expected to obey the bus driver and the following rules:

1. Students will be held responsible for any damage done on the bus.
2. Students must remain seated when the bus is moving, keeping arms and legs inside the bus and out of the aisles.
3. Yelling, singing, swearing, and inappropriate language will not be tolerated.
4. Bus riders will not be allowed to transport any of the following on the bus: weapons, look-alike weapons, helium/Mylar balloons, pets, skateboards, lasers, squirt guns, and water balloons.
5. No food or drink is to be consumed on bus during regular bus routes, unless medically necessary.
6. When boarding and unloading, students are to walk around the front of the bus when it is necessary to cross the road. **Never walk behind the bus.**
7. Once a student is on the bus, he/she may not exit the bus except for an emergency.
8. Students who ride the bus to any school event must ride the bus back. **Only written parental permission will be accepted for a change.**

## **CONSEQUENCES:**

1. Parents and the school will be notified of any misbehavior on the bus. Recommendations for resolution of the issue will be discussed.
2. If problems persist, parents will be expected to meet with the school principal and bus company representative.
3. If problems continue or are severe in nature, student(s) may be suspended from the bus for a specific period of time, including the rest of the school year.

**THE SCHOOL DISTRICT OF GREENWOOD'S TRANSPORTATION POLICY, PROCEDURES, AND CONSEQUENCES HAVE BEEN ESTABLISHED FOR THE SAFETY OF ALL STUDENTS.**

The School Board authorizes the District Administrator to install and operate video cameras on District buses or to require by contract, a transportation carrier to install and operate cameras on District Buses to enhance student safety, security and well-being.

# SCHOOL BUS INCIDENT REPORT

School District of Greenwood

Date of Incident: \_\_\_\_\_

Dear Parents or Guardians:

Riding the bus is a privilege. The purpose of this report is to inform you of a disciplinary incident involving your child on the bus. This incident may have jeopardized the safety and well-being of the students on the bus.

\_\_\_\_\_ has been cited for the following infraction(s):

Student Name

- |  |   |
|--|---|
| <input type="checkbox"/> Refusing to obey driver                     | <input type="checkbox"/> Failure to remain seated   |
| <input type="checkbox"/> Throwing objects in/out of bus or littering | <input type="checkbox"/> Use of profane or vulgar language                                    |
| <input type="checkbox"/> Yelling or screaming                        | <input type="checkbox"/> Hanging out of a window  |
| <input type="checkbox"/> Bringing banned items on the bus            | <input type="checkbox"/> Other behavior relating to safety, well-being, and respect of others |

Address: \_\_\_\_\_ Grade: \_\_\_\_\_ Phone: \_\_\_\_\_

Route/Bus#: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ Driver: \_\_\_\_\_

Specific Details: \_\_\_\_\_

## SCHOOL RESPONSE

Reported Incidents: \_\_\_\_\_

## DISCIPLINARY ACTION TAKEN:

- 1<sup>st</sup> Report: Please review bus rider rules with your child. Principal or designee may speak with student.
- 2<sup>nd</sup> Report: Principal or designee will call parents; student may be assigned to a seat.
- 3<sup>rd</sup> Report: Principal or designee will meet with parents and student to discuss corrective action.
- 4<sup>th</sup> Report: Student will be suspended from riding the bus for 3 days.
- 5<sup>th</sup> Report: Student will be suspended from riding the bus for 5 days.
- Any additional report after 5 reports will result in a minimum 5-day bus suspension up to the loss of transportation privileges for the remainder of the school year.

## BEHAVIORS WHICH RESULT IN AN IMMEDIATE BUS SUSPENSION:

- |  |   |
|--|---|
| <input type="checkbox"/> Fighting, hitting, spitting, tripping, etc. | <input type="checkbox"/> Alcohol/drugs/smoking              |
| <input type="checkbox"/> Destruction of property                     | <input type="checkbox"/> Possession of weapons              |
| <input type="checkbox"/> Inappropriate physical contact              | <input type="checkbox"/> Possession/Use of lighters/matches |

## DISCIPLINARY ACTION TAKEN FOR SERIOUS OFFENSES:

- 1<sup>st</sup> Offense: 3-day Bus Suspension
- 2<sup>nd</sup> Offense: 5-day Bus Suspension
- 3<sup>rd</sup> Offense: TBD-Bus Suspension, Alternative Transportation, Loss of all bus privileges

Comments: \_\_\_\_\_

\_\_\_\_\_  
Principal or Designee

\_\_\_\_\_  
Date

White-Parent

Yellow-School

Pink-Bus Company

