

23 BUS TRANSPORTATION

CCFA has the authority to make responsible and necessary rules governing the conduct of students in school. All students are considered under the jurisdiction of the bus conduct regulations if being transported via a District sponsored vehicle. The school board is responsible for the adoption of policies and establishment of criteria and procedures governing discipline related to transportation for both public and nonpublic school students. Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers. Public school students who fail to comply with the rules may be suspended and/or removed indefinitely from his/her bus if the violation warrants. More serious incidents may involve suspension from school and possible police action.

In accordance with the identical transportation rules and consequences which apply to public school students, the District may refuse to provide transportation or to provide reimbursement for any such transportation or to in any other way comply with Act 372 for a nonpublic school student who violates the District's discipline regulations. Bus conduct for special education students shall be in compliance with special education regulations. Parents are responsible for transporting their child to and from school if the child has been excluded from bus transportation. A parent or guardian must be present at the bus stop in the mornings to put the children on the school bus and in the afternoons to receive them.

23.1 BUS STOP - RULES OF CONDUCT

A. LEVEL I

Students shall...

1. Arrive at the bus stop at least five (5) minutes before the scheduled bus arrival.
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. Cross the road or street in front of the bus only after the bus has come to a complete stop and the student has look in both directions to make sure all traffic has stopped.
5. Cross the road or street in front of the bus after exiting the bus, stopping in front of the bus and checking that traffic has stopped in all directions.
6. Not commit minor infractions of unacceptable behavior.
7. Respect their peers

B. LEVEL II

Students shall...

1. Not run after a moving bus or through traffic.
2. Not play on or litter on private property.
3. Not commit other more serious infractions of unacceptable behavior.
4. Not commit acts of insubordination.
5. Not fight with others.
6. Not use foul or abusive language.
7. Not verbally assault or intimidate others.
8. Not bully or harass others.

C. LEVEL III

Students shall...

1. Not damage private property at a bus stop.
2. Not push others toward a moving vehicle.

3. Not commit any act punishable under the Pennsylvania Crimes Code.
4. Not physically assault others.
5. Not possess weapons.
6. Not commit arson, bomb threats, or other terrorist related activities.
7. Not use controlled substances
8. Not extort, harass, bully or engage in intentional contact with others.
9. Not commit acts of theft.

23.2 ON THE BUS - RULES OF CONDUCT

A. LEVEL I

Students shall...

1. Follow directions of the driver the first time given.
2. Not distract the driver's attention by engaging in loud talking or disorderly behavior while the bus is in motion.
3. Go directly to an available seat or assigned seat when entering the bus.
4. Not save seats for a friend which unduly limits bus seating capacity.
5. Remain seated and keep aisles and exits clear.
6. Be permitted to carry only objects that can be held on their laps.
7. Not eat, drink or chew gum on the bus.
8. Wear seat belts if they are installed on vehicle.
9. Not litter on the bus.
10. Not commit minor infractions of unacceptable behavior
11. Respect their peers

B. LEVEL II

Students shall...

1. Not tamper with the bus or any of its equipment
2. Not throw or pass objects on, from or into buses.
3. Not use tobacco, matches or any open flame on the bus.
4. Not carry hazardous materials, nuisance items and animals on the bus.
5. Not leave or board the bus at locations other than the assigned stops at home or school.
6. Not extend any part of their body or objects out of the bus windows.
7. Not commit other more serious infractions of unacceptable behavior
8. Not commit acts of insubordination.
9. Not fight with others.
10. Not use foul or abusive language.
11. Not verbally assault or intimidate others.
12. Not bully or harass others.

C. LEVEL III:

Students shall...

1. Not hitch rides via the rear bumper or other parts of the bus.
2. Not vandalize a bus or bus equipment.
3. Not commit any act punishable under the Pennsylvania Crimes Code.
4. Not physically assault others.
5. Not possess weapons.
6. Not commit arson, bomb threats, or other terrorist related activities.
7. Not use controlled substances
8. Not extort, harass, bully or engage in intentional contact with others.

9. Not commit acts of theft.

23.3 BUS CONDUCT DISCIPLINARY ACTION SCHEDULE

Student misbehavior will necessitate disciplinary action by the CEO or his/her designee. The discipline action shall be based on the level (Level I, II, III) of the infraction listed in the Rules of Bus Conduct and shall be consistent with the Bus Conduct Disciplinary Action Schedule. The CEO (or designee) shall use discipline actions listed in policies, Student Discipline; Suspension Expulsion in conjunction with the Bus Conduct Disciplinary Action Schedule as he/she deems appropriate.

A. LEVEL I - ELEMENTARY

1st Offense: Verbal warning and/or assigned seat

2nd Offense: Assigned seat - Parent call

3rd Offense:

– Meeting with driver

– Parent call and/or meeting

– 1 day suspension from bus

4th Offense: Automatic Level II, 2nd offense

B. LEVEL II - ELEMENTARY

1st Offense: – Assigned seat

– Parent call

2nd Offense:

– Contact driver

– Parent call and/or meeting

– Possible 2-3-day suspension from bus

3rd Offense: – Automatic Level III

C. LEVEL III - ELEMENTARY*

1st Offense:

– Meeting with driver and parent

– Possible 5-day suspension from bus

***NOTE:** If the administrator considers the committing of an offense in this category (Level III) a serious threat to the health, safety or welfare of others, s/he may extend the suspension from the bus beyond the normal suspension period as long as the suspension does not exceed the remainder of the school year.

23.4 TRANSPORTATION VIDEO/AUDIO MONITORING

The Board recognizes that misconduct on board a bus jeopardizes the safety of all passengers and that the limited use of video/audio monitoring will help ensure safety by serving as a deterrent to misbehavior.

23.4.1 AUTHORITY

The Board has the authority to make reasonable and necessary rules governing the conduct of students in school, including traveling to and from school. The responsibility for maintaining reasonable discipline on board school buses begins with the individual driver. Bus incident reports will continue to be the primary tool for use by the driver to report misconduct which he/she observes that cannot be corrected by less formal means, such as reassigning seats or giving verbal warnings. These reports are forwarded to the CEO for corrective disciplinary action as per existing CCFA guidelines or procedures. To assist with discipline control, CCFA is authorized to purchase, maintain and equip school buses with video/audio cameras and housings capable of holding and utilizing a video/audio camera for rider surveillance. CCFA Administrators and officials shall determine when buses will contain cameras. In particular, cameras shall be placed in

buses on a random basis as well as in response to specific requests. However, bus drivers and riders will not be provided with any knowledge of the actual presence or absence of cameras. It will appear as though a camera is present on board and taping at all times and on all days.

23.4.2 NOTIFICATION

On each bus where a video/audio camera housing has been placed, a warning shall be posted informing the riders that a video/audio monitoring system may be used at any time. In addition, at the beginning of each school year notification shall be sent informing parents that buses shall have video/audio monitoring systems which may be used at any time. However, failure of a parent to receive such a notification does not preclude the use of a video/audiotape in any subsequent student disciplinary or other legal proceedings.

23.4.3 USE OF RECORDED DOCUMENTATION

Reviews of video/audiotapes shall be limited to the CEO, Supervisor of Transportation, and CEO's Designee. However, video/audiotapes may be used in expulsion hearings if the video/audiotape provides evidence in the case or in cooperation with law enforcement when in compliance with FERPA. Otherwise, video/audio recordings shall be routinely erased/eliminated when the video/audio tape equipment automatically resets.

23.4.4 DESTRUCTION OF RECORDS

Video/audio taped documentation of misbehavior will be preserved only until any disciplinary action/disposition is reached. Thereafter, all recorded evidence of the misbehavior will be erased.

23.4.5 PARENT SCREEN RIGHTS

A request for viewing a video/audiotape may be made by a student's parents or guardians if the students have been video/audio taped and disciplinary action has been recommended. All requests shall be in writing and addressed to the CEO of the student's school. Parents may only view the portion of the tape that documents the alleged misbehavior of their child on the bus. All viewings shall be in accordance with FERPA.