

## **SCHOOL BUS DISCIPLINE POLICY**

The welfare and safety of our students is of the utmost importance to all employees of Community Unit #2. Driving a school bus is a very important part of the educational system which carries with it a great deal of responsibility. Therefore bus drivers are expected to maintain proper behavior on their buses.

During the course of a school year, many discipline problems arise. Some of these problems can be avoided, others cannot be avoided. There are certain situations if allowed to continue will most certainly lead to discipline problems. As dedicated bus drivers, we should focus our attention on the prevention of bus discipline problems rather than on their solutions. To help maintain proper discipline the bus could be equipped with audio and video equipment which may be in use.

With this in mind, the bus driver should gain the respect of his/her students in order to maintain a safe and orderly atmosphere on their bus. At the beginning of the school year, students and parents should be made aware of the expectations, rules and regulations, and consequences for misbehavior.

Bus drivers should take care of their minor discipline problems.

A child causing continuous problems shall be reported to the Transportation Director/Dispatcher. The driver should fill out a "Misconduct Notice" and inform the child that they will be officially written up for their misconduct. The misconduct notice should be turned in to the transportation office immediately.

### ***We will incorporate and enforce a 1, 2, 3, and you're OUT policy for bus misconduct.***

**FIRST REPORTED OFFENSE** - The bus driver will call the parents of the child causing the problem and explain the situation asking for their co-operation in correcting the situation. The bus driver will fill out a bus misconduct notice and turn it in to the Director of Transportation. They will state the result of the parental contact. The child's parents shall be notified what if any disciplinary action is to be taken (seating arrangement, detention, etc.). The parental notice will specify that the next bus incident will result in a bus suspension.

**SECOND REPORTED OFFENSE** - The bus driver will call the parents of the child causing the problem and explain the situation asking for their co-operation in correcting the situation. The bus driver will fill out a bus misconduct notice and turn it in to the Director of Transportation/Dispatcher. They will state the result of the parental contact. The child will be suspended from the bus for 1 to 3 days. A parent conference (verbal or in person) will be held before the child will resume riding the bus. The parents will receive formal written notice that will specify that the next bus incident will result in a more severe bus suspension.

**THIRD REPORTED OFFENSE** - The bus driver will call the parents of the child causing the problem and explain the situation asking for their co-operation in correcting the situation. The bus driver will fill out a bus misconduct notice and turn it in to the Director of Transportation/Dispatcher. They will state the result of the parental contact. The child will be suspended from the bus for 1 to 5 days. There will be a mandatory parent/student/administrator conference before the child will resume riding the bus. The parents will receive formal written notice that will specify that the next bus incident will result in expulsion from the bus for the remainder of the school year.

**FOURTH REPORTED OFFENSE** – A fourth reported offense will result in a ten day bus suspension and recommendation to the board of education to expel the student from riding the bus for the remainder of the school year.

In the event of serious violations, immediate suspension/expulsion from riding the bus may result.

**“HELP YOUR DRIVER MAINTAIN A SAFE RIDE!”**  
**FOLLOW THESE RULES**

- Always obey the driver / Driver may assign seats
- Be on time at your bus stop/ Stay seated at all times
- Keep your hands to yourself and voices low
- Eating, chewing gum, and drinking are not allowed unless the driver gives permission
- Silence is required at all railroad crossings
- NO windows below the line, NO extremities outside
- Once you are on the bus, you must stay on the bus
- Keep the bus clean / Keep aisle clear & open
- Never crawl or reach under the bus!!!
- Absolutely NO tobacco, alcohol, drugs, or weapons on the bus!!!
- Cell phones will be confiscated, if used without permission, only parents may retrieve a cell phone from the transportation office