

# Salinas Union High School District

## **SCHOOL BUS DRIVERS: RESPONSIBILITIES AND DUTIES**

1. School bus drivers shall make written or oral reports to the transportation supervisor on the following:
  - a. Recurring and serious student misbehavior
  - b. Parental and student complaints
  - c. All accidents involving students or school vehicles
  - e. All traffic violations that endanger students
  - f. Consistently late school dismissals that cause transportation delays (Such occurrences must also be brought to the attention of the school principal)
  - g. Overload runs
2. When loading or unloading, drivers shall escort all students in grades seven through eight across the street, except at locations controlled by a traffic control signal. The driver may hold an 18-inch, octagonal stop sign while so doing. The driver shall first ensure that it is safe to cross. Students shall cross in front of the bus, between the bus and the driver. The driver shall make sure all students have crossed safely before setting the bus in motion. (Code or Regulations, title 13, 1227)

### **Driver's Responsibility And Authority Re Discipline**

1. Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed. Violation of one or more of the following regulations shall be grounds for issuance of an unsatisfactory conduct report
  - a. Riders shall follow the instructions and directions of the bus driver at all times (cf. 3542 - Authority of School Bus drivers)
  - b. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus
  - c. Riders shall enter the bus in an orderly manner and go directly to their seats
  - d. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit
  - e. Riders should be courteous to the driver and to fellow passengers, and refrain from profanity or vulgarity
  - f. Serious safety hazards can result from noise or behavior that distract the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, lighting matches, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges

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- g. No part of the body,. hands, arms or head should be put out of the window,. Nothing should be thrown from the bus
- h. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment
- i. No animals shall be allowed on the bus
- j. Riders should be alert for traffic when leaving the bus
- k. No balloons or other objects that may obstruct the driver's view.

2. Pupils responsible for misconduct on buses shall be treated as follows:

- a. After one or more verbal warnings have been given by the driver, the driver, at his discretion, shall complete a "Notice of Unsatisfactory Conduct on School Bus" report explaining the infractions of the rules. At this point, a written report/warning has been prepared

- (1) A copy shall be mailed the same day to the parent
- (2) A copy shall be forwarded to the appropriate site or program administrator
- (3) A copy shall be given to the Transportation Supervisor
- (4) A copy shall be retained by the driver

- b. If the infraction, in the judgment of the driver, did not warrant suspension, no further action is required
- c. If the infraction, in the judgment of the driver, did warrant suspension, the driver shall tell the student he is suspended from use of the bus and the reason for the suspension and shall so indicate the suspension and the reason on the "Notice of Unsatisfactory Conduct on School Bus" report, and make distribution as in 2.a. above

- (1) The driver shall telephone the parents to tell them of the incident, of the action taken, and that written notice has been mailed

- (a) If the suspension is for a specified number of days only, a parent conference is not required
- (b) If the suspension provides that transportation will not be provided again until a parent conference has been held, the parent must make arrangements to meet with the student, with the driver, the Transportation Supervisor, and a school or program administrator.

- 1- If the driver is not available, the Transportation Supervisor or Assistant Supervisor of Transportation may make the decision to allow/not allow the student to ride the bus upon consultation with the appropriate school or program administrator.

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- (2) If the driver is not able to get in contact with the parents by telephone, the driver shall so indicate on his copy of the report and shall notify the Transportation Supervisor or Assistant Supervisor of Transportation
  - (a) A note shall be attached to the parents' copy of the student conduct report indicating the suspension will not take effect until the day after that specified on the report (in order for the parent to be alerted to the fact that on the second date specified he must make arrangements to transport the pupil or to have him walk)
- d. Drivers may, in exercising their judgment, suspend students for(1) If the driver feels, because of repeated violations and suspensions or because of the magnitude of the infraction, that a suspension of a longer period is warranted, he shall so recommend to the Transportation Supervisor or the Assistant Supervisor of Transportation by writing his recommendation on the student conduct report. The Supervisor or Assistant Supervisor shall determine the appropriateness of the recommendation and shall make the decision. The Supervisor shall rule on any proposed suspensions of over one week with consultation with the appropriate site or program administrator.
- e. The driver may use his discretion in modifying a suspension other than that imposed by the Supervisor or Assistant Supervisor when he has assurance that the pupil will conform to the acceptable standards of bus behavior.
- f. Drivers, in being given more authority in discipline matters, must understand that responsibility goes hand in hand with authority. A part of the responsibility is to inform the parents verbally, if possible, of the incident and the reason for the suspension, to respond to telephone calls challenging their decisions, and to participate in parent/student conferences.
- g. Parents have the right to request reconsideration of any suspension decisions made. It is the responsibility of the parent to argue his request for reconsideration by phone or in person at times when the driver is available. The Supervisor or his assistant shall consider request for reconsideration if the driver is not available. Only the Supervisor or Assistant Supervisor may lift suspensions which they have ordered.
  - (1) The request for reconsideration of a parent, if granted, should not be considered a win/loss situation by the driver. The driver's suspension was to impress on the student and parent the seriousness of misconduct on a bus. If the driver believes the parent and student have "gotten the message", then the driver has accomplished his aim. Granting the request for reconsideration (1) wins a parent friend for the District, (2) results in a more cooperative attitude on the part of the parent, and (3) gets the student back in school.

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Business

Regulation # 3542.1

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