

## Transportation – Bus Suspension

School bus drivers are held responsible for reasonable behavior of pupils in transit. Bus drivers will submit a written report to the building administrator in each case of student misconduct. Copies of misconduct reports shall be placed in the student's file. The administrator in charge will take into consideration the age of the offender and the severity of the situation. In regard to all reports, each will be determined on its merit and will be investigated. Reasons for disciplinary action include, but are not limited to, the following: refusing to obey the driver, destruction of bus equipment, smoking, fighting, using obscene language, throwing objects, screaming/shouting, hitting other students, putting head, hands or objects out window, and littering from the bus. Please note that a serious infraction may result in an immediate suspension from the bus or the possible loss of all transportation privileges with no warning letter. This would occur if, in the opinion of school administrators, an immediate suspension is necessary to insure the safety of all the children.

**1<sup>st</sup> Report:** The driver shall report the incident in writing. Names and violations are given on the report which is turned in to the building administrator. The building administrator will discuss the incident with the child, and if necessary, the parent. The building administrator will notify parents in writing of this incident.

**2<sup>nd</sup> Report:** Should a second incident with the same child occur, the driver will submit a written report to the building administrator. The building administrator will again meet with the child and warn the child that if another incident should occur, he/she will be suspended from the bus. A letter to this effect will be mailed to the parent.

**3<sup>rd</sup> Report:** Should a third incident with the same child occur, the driver will again forward a written report to the building administrator. After a conference with the child, the building administrator will send a third letter to the parent indicating that the child will be suspended from the bus. There may be times when the actual suspension does not start immediately due to the problems of notifying parents. For the most part, suspension will start on the day after the 3<sup>rd</sup> report from the driver. One discipline report on a late bus shall result in immediate disciplinary action by the building principal. Except otherwise mandated in a student's Individualized Education Program (IEP), riding the school bus is a privilege and may be withdrawn if the student does not comply with the rules and regulations set forth by the District. School administrators (public, parochial and private) will enforce the above-noted procedures. Even though a student is suspended from bus service, they are expected to be in school. It is the parent's responsibility to provide transportation for the child to and from school. The loss of the bus riding privilege could be extended to class and grade level field trips, as well as the summer transportation program.