

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

The Board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. When Board vehicles are used for field trips and other school activities, the teacher, coach, advisor, or other employee shall be responsible for student discipline. Disorderly conduct, refusal to submit to the authority of the driver or other employee, or any other violation of the Code of Student Conduct, is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures have been followed.

This policy regarding bus riding privileges shall be posted in a central location in each school building and made available to students upon request.

#### **Rules And Regulations For Bus Riders**

All the rules and regulations of the Fairview Park City Schools are in effect while waiting for, riding on or departing from the bus. The rules and regulations below are listed so that students are aware of specific items which pertain to transportation to and from school. These rules apply to students on field trips and as members of teams participating in away athletic events. It is the intention to provide a safe system of transporting students. Behavior which will in any way lessen the safety of the riders will not be tolerated. Students on the bus are under the authority of and directly responsible to the bus driver.

#### **Waiting For The Bus:**

1. Leave home early enough to reach the bus stop five minutes before the regular pick-up time.
2. Wait clear of traffic on a sidewalk if possible and away from the location where the bus will stop.
3. Stay off lawns.
4. At the bus stop avoid running, pushing, fighting, yelling and any other behavior which might threaten life, limb or property of any individual.
5. Students must board the bus at their assigned stop unless they have parental and administrative authorization to do otherwise.

Boarding The Bus:

1. Wait for the bus to come to a full stop before approaching the bus.
2. Be sure all traffic has stopped and the driver has signaled before crossing the street.
3. Be polite and take your turn getting on the bus.
4. Use the handrail.

Conduct On The Bus:

1. Students must observe classroom conduct and obey the driver promptly and respectfully. If a bus safety patrol is appointed and on duty, you must follow his/her directions.
2. Go directly to your seat and remain there until your bus comes to the stop where you will get off. Seats may be assigned by the driver.
3. No one is permitted to save a seat.
4. Do not stand or leave your seat.
5. Do not talk to the driver unless it is an emergency. (Drivers must keep their minds on driving and their eyes on the road.)
6. Talk quietly so the driver can hear traffic sounds. (Loud, profane language or yelling is not permitted.)
7. Keep arms, feet, books, musical instruments and all other items out of the aisles.
8. Band instruments or other large objects may be carried by students on the bus if they can be held on their laps, do not deprive another student of a seat and do not block the aisle. No animals may be transported on the bus.
9. Do not open or close windows, except when requested by the driver.
10. Keep hands and head inside the bus.
11. Do not stick anything out of the windows or throw or pass objects on, from or into the bus.

12. Impolite gestures or comments to passengers in other vehicles or pedestrians are not permitted.
13. No fighting or pushing is permitted.
14. No eating, drinking or chewing gum is permitted on the bus.
15. No smoking or other use of tobacco is permitted on the bus.
16. No alcohol or drugs are permitted on the bus except for prescription medications.
17. Don't deface, damage or litter the bus.
18. Do not tamper with the safety devices or any other equipment.
19. If requested by the driver, a student must give his/her correct name, address, school and homeroom.

Boarding The Bus At School After Dismissal:

1. Never walk between buses.
2. Each school will have a dismissal procedure. Be sure you do not delay in school. The buses have a schedule to follow.
3. Never run after a bus which has started to move. If the door is closed or the bus is moving, go to the principal's office.

Leaving The Bus:

1. Do not leave your seat until the bus comes to a full stop.
2. Get off only at your assigned stop and go directly home. Students may ride a different bus or get off at a different stop only if the space on the bus is available. A note from the parent must be presented to the principal who may grant his/her approval. The principal must indicate this approval in writing to the driver.
3. Take your turn when leaving the bus. Do not crowd in front of others or push.
4. Use the handrails and watch your step.
5. If you must cross the street after leaving the bus, cross at least 10 steps in front of the bus. Look both ways and watch for turning cars. Cross after receiving a signal from the bus driver. Never cross behind the bus.

In Case Of Emergency Or When The Driver Must Leave The Bus:

1. Stay seated and remain quiet.
2. Follow the directions of the driver or police officer.
3. If instructed, exit the bus in an orderly manner following the emergency exit procedure.

Violations of these rules and regulations may result in punishment, including suspension or expulsion from the bus or suspension from school.

Procedure

The Board authorizes the Superintendent, principal, or assistant principal to suspend a student from school bus riding privileges only for a period of up to one school year for a violation of this policy or the Student Code of Conduct. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision shall be final, and the student shall not be entitled to further notice, hearing, or appeal rights.

When discipline problems with individual students arise, the following guidelines apply:

- A. If possible, the driver should resolve the problem.
- B. When the driver is unable to resolve the problem, he/she should report it to the building principal or assistant principal. The driver, if necessary, will confer with the principal or assistant principal. Any discipline is imposed by the principal or assistant principal of the school.
- C. Problems which cannot be resolved by measures specified shall be referred to the Superintendent.

LEGAL REFS: O.R.C. §3327.014

Adopted: September 20, 2011

<b>BUS CONDUCT REPORT</b>  <b>FAIRVIEW PARK CITY SCHOOL DISTRICT</b>	STUDENT'S NAME		CLASS-GRADE	DATE OF INCIDENT			
	BUS NO.	TRIP NO.	DRIVER'S NAME				
<b>NOTICE TO PARENTS</b>							
<p>1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.</p> <p>2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.</p>							
<b>DRIVER'S REPORT:</b>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• VIOLATION OF SAFETY PROCEDURES</li> <li>• DESTRUCTION OF PROPERTY</li> <li>• FIGHTING - PUSHING - TRIPPING</li> <li>•</li> </ul> </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• EXCESSIVE MISCHIEF</li> <li>• WRITING</li> <li>• SMOKING</li> </ul> </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• EATING - DRINKING - LITTERING</li> <li>• RUDE - DISCOURTEOUS - ANNOYING</li> <li>• UNACCEPTABLE LANGUAGE</li> </ul> </td> </tr> </table> <hr/> <hr/> <hr/>					<ul style="list-style-type: none"> <li>• VIOLATION OF SAFETY PROCEDURES</li> <li>• DESTRUCTION OF PROPERTY</li> <li>• FIGHTING - PUSHING - TRIPPING</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• EXCESSIVE MISCHIEF</li> <li>• WRITING</li> <li>• SMOKING</li> </ul>	<ul style="list-style-type: none"> <li>• EATING - DRINKING - LITTERING</li> <li>• RUDE - DISCOURTEOUS - ANNOYING</li> <li>• UNACCEPTABLE LANGUAGE</li> </ul>
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<b>PRELIMINARY ACTION:</b> <ul style="list-style-type: none"> <li>• CHECKED STUDENT'S FOLDER</li> <li>• HELD CONFERENCE WITH STUDENT</li> <li>• CONSULTED COUNSELOR</li> <li>• SENT PREVIOUS REPORT HOME</li> <li>• TELEPHONED PARENT</li> <li>•</li> </ul> <hr/> <hr/> <hr/>	<b>PRESENT ACTION AND RECOMMENDATIONS:</b> <ul style="list-style-type: none"> <li>• STUDENT REGRETS INCIDENT, COOPERATIVE</li> <li>• RECURRING INCIDENTS WILL BE REPORTED</li> <li>• STUDENT DENIED BUS PRIVILEGE UNTIL _____</li> <li>•</li> </ul> <hr/> <hr/> <hr/>						

\_\_\_\_\_  
**DRIVER'S SIGNATURE**

\_\_\_\_\_  
**ADMINISTRATOR'S SIGNATURE**

\_\_\_\_\_  
**DATE**

FAIRVIEW PARK CITY SCHOOL DISTRICT  
**NOTICE OF INTENDED SUSPENSION OF  
BUS RIDING/TRANSPORTATION PRIVILEGES**

\_\_\_\_\_  
(Name of Student) (Date)

This notice is to tell you that you that your bus riding/transportation privileges may be suspended until \_\_\_\_\_ . This means that you will be responsible for your own transportation to and from school and school activities. The reason(s) that your privileges may be suspended is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You will have the chance to meet with me at an informal hearing to ask questions, tell me your side of what happened, question my reasons for the suspension and explain what you did or what happened.

\_\_\_\_\_  
(Signature of School Official)

I have received a copy of this notice of intended suspension of bus riding/transportation privileges.

\_\_\_\_\_  
(Signature of Student)

FOR 18 YEAR OLD STUDENTS ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

\_\_\_\_\_  
(Signature of Student)

FAIRVIEW PARK CITY SCHOOL DISTRICT  
**NOTICE OF SUSPENSION OF  
BUS RIDING/TRANSPORTATION PRIVILEGES**

\_\_\_\_\_ (Name of Student) \_\_\_\_\_ (Date)

This notice is to tell you that your bus riding/transportation privileges have been suspended until \_\_\_\_\_ . The reason(s) for the suspension is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This means that you are responsible for providing your own transportation to and from school and school activities during the period of the suspension.

\_\_\_\_\_  
(Signature of School Official)

I have received a copy of this notice of suspension of bus riding/transportation privileges.

\_\_\_\_\_  
(Signature of Student)

FOR 18 YEAR OLD STUDENTS ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

\_\_\_\_\_  
(Signature of Student)