

In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)

Students found to be in violation of the District's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulation.

The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)

Bus Surveillance Systems

The Board believes that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

The Superintendent or designee shall notify students, parents/guardians, and staff that surveillance may occur on any school bus and that the contents of a recording may be a student record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a surveillance monitoring system.

Video footage will not be copied and forwarded to any parties other than law enforcement. Video footage is distributed as required by law. For example, by request from law enforcement agency or under subpoena. As required by law, the footage would be reviewed by the requesting agency and the responsibility relating to privacy laws rest solely with those independent agencies.

Bus Rider Rules

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion with their seatbelt fastened. (All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems in accordance with Sections 27316 and 27316.5 of the Vehicle Code, shall use the passenger restraint system).
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, and rude or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. 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.

12. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the District's transportation safety plan when crossing the road and exiting the bus.
15. In order to keep to a schedule, the bus driver cannot wait for late-arriving students. Parents are asked to have students at the bus stop five minutes prior to the assigned bus stop time.
16. The bus driver will drop home-bound students at their regular stops. If a student is to get off at any other stop, or go home with someone else, he/she must have a permission slip to do so (obtained from the principal's office).
17. Parents must submit a written request, if there is a temporary need for the student to be bused to another existing bus stop. With school site approval, this form will serve as an emergency bus pass for the day. Other changes of service address will require up to five days to modify routes and notify all involved.
18. When it is necessary to cross a street after leaving the bus, the student must cross in front of the bus while the flashing red lights are in operation and under the direction of the bus driver.

The driver or any passenger shall report any violation of the District's bus rules to the driver trainer or transportation director. The Transportation Department will communicate this information to the site principal or designee with recommendations for consequences. The principal or designee shall notify the student's parent/guardian of the misbehavior and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee.

Bus drivers shall not deny transportation services to any student except as directed by the transportation department office personnel.

Disciplinary Action

Transportation is a privilege offered by the District. It is available to students who conduct themselves in an acceptable manner while walking to or from the bus stop, waiting for, boarding, leaving or riding on the bus. This privilege may be denied to students who do not observe the rules. It should be noted that denial of transportation

privileges has no effect on the obligation of parents/guardians to ensure the attendance of students.

It is recognized that the principal of a school is in a better position than the bus driver to counsel with students and parents/guardians when unacceptable behavior is observed and reported. The principal may withdraw the privilege of bus transportation for willful and persistent refusal to follow rules of conduct.

The following guidelines will be used in processing rule infraction bus referrals:

1st referral - Student will be counseled at the school

2nd referral - One to five day bus suspension

3rd referral - Three days up to a semester bus suspension

When serious violations occur, even on the first offense, the student may be suspended from riding for the duration of the school year.

Rules for Students and Adult Supervisors on Field Trips

In order to provide a safe and positive learning experience it is expected that there will be a cooperative effort on the part of the teacher escort and the bus driver.

1. At no time will the driver move the bus from the premise without a responsible adult(s) (who is an employee of the District) or teacher(s) or coach(es) on the bus.
2. The bus driver will see to the operation of the bus and will inform the teacher or responsible adult(s) in case the students are behaving in an unsafe manner.
3. Decisions of route directions shall be the bus driver's responsibility.
4. No one is allowed to stand while the bus is moving. (exception: an adult on a field trip when called upon by the bus driver).
5. No bus driver is expected to supervise students once the destination has been reached.

Bus Surveillance Systems

The Superintendent or designee shall monitor the use and maintenance of the District's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to

discipline and shall be responsible for the costs of any necessary repairs or replacement.

Cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

The content of any recording is a student record and may only be accessed in accordance with the District's policy and administrative regulation concerning student records.

Legal Reference:

EDUCATION CODE

- 35160 Authority of governing boards
- 39800 Transportation
- 39839 Transportation of guide dogs, signal dogs, service dogs
- 44808 Duty to supervise conduct of students
- 48900 Grounds for suspension and expulsion
- 48918 Expulsion procedures
- 49060-49079 Student records
- 49073-49079 Privacy of student records

GOVERNMENT CODE

6253-6270 California Public Records Act

CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

CODE OF REGULATIONS, TITLE 13

1200-1228 General provisions, school bus regulations

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Board of Trustees

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