

## **BOARD PROCEDURE**

**Descriptive Code: EDCB/JCDAD**

## **BUS CONDUCT**

**Date: July 27, 2004**

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### **Bus Safety Rules**

Safe riding practices should be taught as an ongoing process by both school and driver.

Practices should include but not limited to:

- a) How to properly board and exit a school bus.
- b) Proper seating.
- c) Expected behavior when approaching and crossing a railroad crossing.
- d) Emergency procedures in the event of an accident to include proper procedures in case of driver being unable to give instructions. Example: How to call 911 and report accident.
- e) Proper evacuation techniques for fire, accident or natural disaster.

Bus evacuation procedures should be taught and put in practice at least twice a year - once in the fall and once in the spring.

It is the main responsibility of the driver to teach these procedures under the supervision and direction of the Director of Transportation.

Each driver should follow as a minimum the checklist as shown in "attachment A".

Upon completion of the drill it shall be the school administrator's responsibility to duly note said drill with any comments and forward to the Department of Transportation as required by state standards.

### **Bus Conduct – (See attachment A)**

The Columbia County Board of Education shall require, upon finding that a student has engaged in unruly behavior on a school bus/**school bus stop**, the parent or guardian of the student, and the appropriate school officials may meet to form a school bus behavior contract for the student. Such contract shall provide for assigned seating on a bus, ongoing parent involvement, and progressive age appropriate discipline for student misconduct on the bus/**school bus stop**, including possible suspension from riding the bus. These provisions are not to be construed to limit the instances when a school code of conduct or local board of education may require use of a student bus behavior contract.

The Columbia County Board of Education requires schools to provide comprehensive and specific provisions prescribing and governing student conduct and safety rules on public school buses. Schools should have on file signed statements from parents and students.

**ADOPTED: 01/12/88**

**REVISED: 01/07/92; 08/07/00, 7/9/02**

**Columbia County Board of Education**

COLUMBIA COUNTY SCHOOLS DEPARTMENT OF TRANSPORTATION  
BUS RULES AND REGULATIONS

School transportation is furnished by the Columbia County Board of Education to all eligible pupils. The following rules are published for the safety, health and welfare of all children who ride school buses.

SCHOOL BUS RULES AND PUPILS' RESPONSIBILITIES

1. Students will follow the directions of the driver
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students must be at the stop in inclement weather as well as fair weather.
4. Students will wait in an orderly line and avoid playing.
5. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
6. Students will signal the driver with a waiving motion if something is dropped and wait for the driver to give a signal before picking up the object.
7. Students will go directly to their assigned seat when entering the bus. Keep the aisles and exits clear.
8. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat and keep hands to themselves.
9. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
10. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus. Students may carry only objects that can be held on their laps (no large items such as plants, trees, balloons, flowers, and posters may be carried on the bus.)
11. Students will refrain from using loud voices, profanity, vulgarity, and/or obscene gestures, and respect the rights and safety of others.
12. Insolence, disobedience, fighting, and pushing will not be tolerated on the bus.
13. Students will not extend head, arms, or objects out of the bus windows.
14. Band instruments must be held in the student's lap or placed under the seat. No instruments may be placed in front of the exit door nor in a seat needed for students. Buses cannot transport instruments larger than a trombone.
15. Students will be totally silent at railroad crossings.
16. Students will stay seated until time to get off of the bus. The open door is the signal to get up from the bus seat.
17. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones; or other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
18. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
19. Students shall be prohibited from acts of physical violence, bullying as physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.
20. Students must provide a written note, signed by a parent or guardian and school official giving permission to ride a different bus or get on or off the bus at a different bus stop location.
21. Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.

The Columbia County Board of Education shall require, upon finding that a student has engaged in unruly behavior on a school bus **or at the school bus stop**, the parent or guardian of the student, and the appropriate school officials may meet to form a school bus behavior contract for the student. Such contract shall provide for assigned seating on a bus, ongoing parent involvement, and progressive age appropriate discipline for student misconduct on the bus, including possible suspension from riding the bus. These provisions are not to be construed to limit the instances when a school code of conduct or local board of education may require use of a student bus behavior contract.

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STUDENT

DATE

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PARENT/GUARDIAN

DATE

BUS EVACUATION/SAFETY CHECKLIST

DRIVER: \_\_\_\_\_ DATE OF DRILL \_\_\_\_\_

BUS NUMBER \_\_\_\_\_

I. Drill Practice:

- |                                                                      |     |    |
|----------------------------------------------------------------------|-----|----|
| 1. Turn ignition off.                                                | YES | NO |
| 2. Remove keys, put transmission in gear and the emergency brake on. | YES | NO |
| 3. Assign student helpers                                            | YES | NO |
| 4. Student(s) open emergency door correctly                          | YES | NO |
| 5. Students exit bus safely, orderly and quickly                     | YES | NO |
| 6. Clear bus aisle of obstacles                                      | YES | NO |
| 7. Move the students at least 100 feet or more from bus              | YES | NO |
| 8. Use both exits when feasible or so instructed.                    | YES | NO |

COMMENTS:

II. Drill Instructions and Procedures

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|-------------------------------------------------------------------------------------------|-----|----|
| 1. Each student has been instructed in proper procedures for evacuating bus.              | YES | NO |
| 2. Bus is divided into two halves with students knowing which exit to use and when.       | YES | NO |
| 3. Students know how to call for emergency (dial 911) if driver is unable to notify shop. | YES | NO |
| 4. Driver knows how to use fire extinguisher.                                             | YES | NO |
| 5. Emergency procedures are posted.                                                       | YES | NO |

III. Student Safety Instruction

All students are instructed on the practice of school bus safety. A strong emphasis is placed on the instruction of bus danger zones, loading/unloading procedures and rules for bus conduct.

COMMENTS:

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School Administrator

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Date