



## **BUS RULES**

- 1. Do not distract the bus driver.**
- 2. Be at your assigned bus stop 5 minutes before scheduled time.**
- 3. Cross in front of bus.**
- 4. You are required to sit in your assigned seat during the entire bus ride.**
- 5. At no time should any of your body parts be outside the bus window.**
- 6. No cell phone, communication devices or video games.**
- 7. No use of dirty profane, or abusive language.**
- 8. No personal displays of affection (PDA) are permitted.**
- 9. No eating or drinking on the school bus.**
- 10. No spitting or any other transfer of body fluids.**
- 11. Students will keep the floor clean and report any damage to the bus driver.**
- 12. All personal items must remain on your lap during the ride.**
- 13. No Alcohol, drugs, tobacco, fighting, any form of harassment, weapons, threats or display of private body parts. (ACT 26 Viol)**

## 2008-2009 TRANSPORTATION MEMO

To: Parents and/or Guardian (Please Read With Your Child)

From: Chambersburg Area School District Transportation Supervisor – LaDonna Naugle

We, in the transportation department of the Chambersburg Area School District wish to make your student's ride to and from school safe and enjoyable. To accomplish this task, we need your support in reviewing the rules of student conduct while your student is being transported. Take this opportunity to review the rules listed below. These are for your child's safety.

### **CHAMBERSBURG AREA SCHOOL DISTRICT BUS PROCEDURES**

**The bus driver is in full charge of the bus and riders at all times.**

#### **ASSIGNMENT OF STUDENTS FOR GRADES K-12:**

Prior to the beginning of each school year, the proposed transportation schedule for that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus stops, but must remain the same for each day of the week (five consecutive days).

#### **BUS STOP PROCEDURES:**

Students should always be ready for the bus at least five minutes before the scheduled arrival time. Changing weather and road conditions make it impossible for the bus driver to arrive at the exact time.

Students should wait for the bus ten feet from the roadway and not in the traffic lanes, as prescribed in School Bus Pub. 117. When the bus is approaching the bus stop, students **must** remain seated until the bus comes to a complete stop.

#### **BOARDING PROCEDURES:**

When students are required to cross the road to board they must wait for the bus driver's signal and then cross promptly. Upon boarding the bus, students must take their assigned seats and remain seated during the entire ride.

#### **DEPARTING PROCEDURES:**

At all discharge points where it is necessary for the students to cross the highway, the driver will permit them to cross in front of the bus while the red lights are flashing. After receiving the driver's signal students should look both ways prior to crossing. Students should cross in front of the bus while the red lights are flashing. For their own protection they should never cross the road from the rear side of the bus.

## CHAMBERSBURG AREA SCHOOL DISTRICT BUS RULES

**The bus driver is in full charge of the bus and riders at all times. Don't lose your riding privileges. Please follow these rules:**

1. Do not distract the bus driver's attention by causing him/her to remind you of some regulation or to answer an unnecessary question. An unnecessary conversation with the bus driver jeopardizes the safety of every student on the bus.
2. It is dangerous for students to move while the bus is in motion. You must remain in your assigned seat at all times. Changing of seats is prohibited.
3. **Act 26 Violation by the State of Pennsylvania Prohibits**
  - Alcohol – Drugs – Tobacco
  - Fighting
  - Racial, sexual or any other form of harassment
  - Possession/Use of weapons
  - Terroristic threats
  - Display of private body parts

**Act 26 violations require disciplinary action by school administration and law enforcement.**

4. Do not extend arms, head or any other body part out of the bus windows at any time. This is a state regulation.
5. Cell phones, communication device and video games are prohibited. This includes cameras and/or recording devices.
6. Personal items such as live animals, fireworks, firearms, glass jars or any dangerous items are prohibited. This is for the safety of all students riding the bus as prescribed in the Pennsylvania School Bus Handbook – Pub. 91.
7. All personal items must remain on your lap during the ride and not placed in the aisle. This includes gym bags, band instruments and school projects.
8. The use of dirty, profane or abusive language will not be tolerated.
9. Personal displays of affection (PDA) are not permitted.
10. Eating/drinking on the school bus is prohibited.
11. Keep the floor clear of wastepaper and dirt, and the upholstery and interior finish of the bus in excellent condition. Any damage to the bus should be reported to the driver immediately.
12. Spitting or any other transfer of body fluids is prohibited.

## Unsatisfactory Conduct Procedures

**PARENTS** – The following policy has been adopted by the Chambersburg Area School District in dealing with cases of unsatisfactory conduct on school buses and during boarding/departing/bus stop times. Riding the school bus is a privilege. Students are expected to follow the directions of the driver at all times. Frequent or severe problems on the bus will result in loss of this privilege temporarily or permanently. Should you have any questions, do not hesitate to discuss bus-riding procedures with your driver, school principal, or school transportation office.

To help create consistency among schools when dealing with discipline on the school bus, the following step-by-step plan was created.

In cases of unsatisfactory conduct on any bus operated by or for the Chambersburg Area School District, the driver shall provide the principal with the names of the students and details of the incident. A warning will be given but repetition of incident will result in school bus suspension. Severe offenses such as weapons, drugs, fighting, etc. will escalate the steps of consequences and possibly the loss of bus riding privileges at all school levels. If a student loses their bus riding privileges, it is for all Chambersburg Area School buses. **If transportation privileges are suspended, transportation to and from school is the responsibility of the parents and/or guardians.**

1. **The First Offense:** The bus driver will call the parents and explain the nature of the offense and ask for assistance from parents in resolving the issue. The bus driver will document the time and date contact was made with the parents.
2. **The Second Offense:** The bus driver will submit a report to the appropriate principal. The principal will talk to the student and provide discipline in the form of:

Secondary School:

- Time Slip
- School Suspension
- Withdrawal of Bus Privileges

Elementary:

- Loss of school privileges for 1-3 days

The administration reserves the right to justify the application of a more appropriate discipline action, depending on the nature of the offense.

3. **The Third Offense:** Will result in a suspension and/or withdrawal of bus riding privileges from one day to thirty days per incident. Parents/guardians will be notified of the incidents in writing and with a phone call where possible. If behavior fails to improve or if the safety of others is jeopardized, the student's riding privileges may be suspended for the remainder of the year. The administration reserves the right to justify the application of a more appropriate discipline action, depending on the nature of the offense.
4. **The Fourth Offense:** Will result in a suspension and/or withdrawal of bus riding privileges from one day to thirty days per incident. Parents/guardians will be notified of the incidents in writing and with a phone call where possible. If behavior fails to improve or if the safety of others is jeopardized, the students' riding privileges may be suspended for the remainder of the year. The administration reserves the right to justify the application of a more appropriate discipline action, depending on the nature of the offense.

5. **The Fifth Offense:** The bus driver will notify the appropriate principal. The principal will withdraw the student's bus riding privilege for the remainder of the school year, and may also suspend the student. Act 26 violations may also involve law enforcement.

**Dangerous Offenses or Threats to Commit Dangerous Offenses:** When a student commits an offense or threatens to commit an offense that could be injurious to him/herself, another student, or any other person (e.g. threats to do bodily harm to bus driver), the offense may be considered as a "second offense" or "third offense" by the principal and riding privileges accordingly withdrawn. In this case, the principal should immediately report to the Superintendent of Schools. This kind of offense is an Act 26 violation and may also involve law enforcement.

**CHAMBERSBURG AREA SCHOOL DISTRICT  
SCHOOL BUS DISCIPLINARY REFERRAL FORM**

Student's Name	Date of Incident
Bus Number	Time of Day
Driver	Student's School

**Notice to Parents**

1. The purpose of this notice is to inform you of a disciplinary incident involving your son/daughter on the school bus.
2. Please note the action taken by the school and the corrective action initiated today.

Nature of Problem: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Action Taken by Driver Before Referral:**

Call to Parent/Contacted: \_\_\_\_\_ Time/Date \_\_\_\_\_

Administrative Action Taken: <b>Secondary</b>	<b>Elementary</b>
Detention Hall given by principal Minutes _____ Date due _____	Loss of school privileges for 1-3 days Date(s) _____
Loss of bus riding privileges Day(s) _____ Date(s) _____	Loss of bus riding privileges Day(s) _____ Date(s) _____
Off Campus Suspension Day(s) _____ Dates(s) _____	
Out of School Suspension Day(s) _____ Date(s) _____	Out of School Suspension Day(s) _____ Date(s) _____
Law Enforcement	Law Enforcement

\_\_\_\_\_ Parent Conference \_\_\_\_\_  
 \_\_\_\_\_ Refer to Guidance \_\_\_\_\_  
 \_\_\_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_