



## **TROY SCHOOL DISTRICT STUDENT TRANSPORTATION** **REGULATION 8410-R**

The following students shall receive district provided transportation:

- Resident pupils in grades K-8 to and from school in the morning and at the end of the school day provided that the distance from home to school is more than six – tenths ( $6/10$ ) of a mile and the school is less than 15 miles from home
- Resident pupils grades 9–12 who reside more than one (1) mile and less than fifteen (15) by contract transportation carrier. If, in the opinion of the Board of Education, it is more advantageous to provide portions of this transportation by private carrier or by a combination of private or public carrier, such method should be used.
- Resident students with handicapping conditions in accordance with State laws

Policy on After School Activities Transportation:

- Transportation will be provided to students who engage in formal after school activities who reside within the City School District of Troy and are otherwise eligible for transportation under the current policy. Such transportation shall be provided to those in grades 6-12 on a daily basis during the regular school year when required by twenty or more students.

Bus Conduct Reports

- Filed by the driver with the tape of the run at each occurrence no later than the next day, to the principal at the elementary level and security at the secondary level.
- Depending upon the seriousness of the problem, the student(s) must be transported until a reply is received from the principal of the building involved.
- The reply should take no more than 3 working days. Depending on the seriousness of the incident, it should be handled immediately.
- At the High School and Middle School level, the district's security will return the bus conduct reports to the drivers from the principal. On the grade school level, the driver will deal directly with the building principal.

- In the event that troublesome students are unidentifiable, then the driver must get assistance from security or school administration.
- The principal is the sole person to determine the seriousness of the bus conduct report. The amount of time before the bus conduct report is returned and the disciplinary action taken will be determined by the principal.
- **IF DRIVERS REFUSE TO WRITE UP STUDENTS OR WRITE UP IS NOT DONE ON ANY OTHER BUS PROBLEM, IN A TIMELY FASHION, NO DISCIPLINE CAN BE ISSUED.**

The Driver\Principal Role:

- The ultimate responsibility for dealing with discipline problems rests with the building principal, therefore, it is at the principal's discretion to determine the manner in which disciplinary problems are dealt with while on school district property. The principal is in charge.

On the Road Problems

- If a problem occurs, pull the bus over, and notify the base of the **location, and the nature of the problem**. The base will advise the driver of the action to follow.
- The bus driver does not have the right to put students off of the bus.

**SERIOUS INCIDENTS, INCLUDING ALL WHICH RESULT IN A BUS TO RETURN TO CAMPUS WILL BE REPORTED BY THE PRINCIPAL TO THE SUPERINTENDENT AND TRANSPORTATION LIAISON IMMEDIATELY.**



# **SCHOOL BUS TRANSPORTATION POLICIES**

School buses will load and unload only at designated loading zones. School bus drivers are responsible for the safety of all students riding their buses. Bus drivers are instructed to pick up and deliver students **ONLY** to their assigned school bus stops and school.

**ALL MAJOR OFFENSES WILL BE CAUSE FOR SUSPENSION FROM THE PRIVILEGE OF RIDING THE SCHOOL BUSES OR SUSPENSION FROM SCHOOL.**

*The school bus driver has full authority and responsibility for maintaining order and discipline needed to assure the safe operation of the bus while driving on busy roads.. Those riding the bus have an obligation to obey the posted rules and bus driver's orders.*

## **TO ASSURE THE SAFETY OF ALL PASSENGERS THE FOLLOWING STUDENT RESPONSIBILITIES WILL BE STRICTLY ENFORCED:**

- 1. Before boarding the bus, stand back until the bus comes to a complete stop and the driver opens the door. When leaving the bus, be careful, LOOK & LISTEN, for traffic and other hazards. Enter and exit the bus without pushing or shoving.**
- 2. Remain in your seat while the bus is moving. Keep head, hands and feet (the entire body) inside the bus. When you are assigned a seat, you are REQUIRED to sit in it. If damage is done to a seat while assigned to it, the students sitting in that seat will be responsible for payment of vandalism costs for repairs.**
- 3. Students are to keep books, body parts, back packs, etc. out of the aisles at all times. Other arrangements must be made to haul objects too large to be held on laps or placed between the student's legs. Large band instruments that cannot be placed between the students legs or lap and interfere with other students space assigned to the same seat will not be allowed on the school bus.**
- 4. Talk must be kept at a conversational level. Loud talking or shouting will distract the driver and constitute a safety hazard.**
- 5. When it is necessary for a pupil to cross the road at a bus stop, the crossing is required to be made in FRONT of the bus after looking both ways to make sure no traffic is approaching from either direction AND after the driver has signaled that it is safe to cross.**

**6. Permission to ride a different bus must be obtained in advance from the Principal. The only cases where students are allowed to ride a different bus is for baby-sitting purposes and emergency purposes. Students may not ride home for boy/girl scouts, sports, spending the night, etc. The student must first bring a note from home or a phone call to the school. The school gets permission from the bus company. The school will issue a yellow note which the bus drivers will accept and allow the student to ride their bus. Bus drivers will not accept written notes from parents. There must be space available on the bus. Requests are honored in order they are received.**

**7. Profane, foul, and disrespectful language or gestures are forbidden.**

**8. Possession or use of tobacco, alcohol, or other illegal drugs, weapons, or pornographic material is prohibited. Gum, food, and drinks MUST remain in backpacks or lunch boxes and not be eaten or taken out on the school bus. The driver may confiscate these items if they are out on the school bus! Eating food on the bus is with driver's permission only! Stereo/CD players, skateboards, scooters, etc. are NOT allowed at school and not allowed on the school buses except when cleared through the Bus Company and the school administration in advance.**

**9. Nothing is to be thrown at another person. If students open windows, they are required to close them before they get off the bus. Nothing may be thrown out the bus windows.**

**10. Fighting on the bus is absolutely prohibited and all students involved will be suspended from the buses and/or from school (both AM and PM buses & fieldtrip buses) A written warning of said suspension is not required.**

**Students are under the supervision of the school until they are at their own bus stop. Students are to maintain the same good manners and good discipline on the school bus as they are to at the school. *The school bus is considered to be an extension of the classroom.* Most students ride an average of about 20 minutes and we expect students to behave properly. We encourage parents, if possible, to maintain order at the bus stops prior to the bus arriving there to pickup students. If parents hear of any problems persisting please try to help with supervision at the bus stop. The bus driver will maintain order while children are on the bus.**

**11. Disruptive behavior or defiance of authority is forbidden and will not be tolerated.**

**12. Durham School Services & Star & Strand are contracted to transport students only (kindergarten through twelfth grade). Parents are not authorized passengers and we cannot allow them on any of the school buses. The only adults that are permitted to ride the school buses are designated by the school district and Transportation Company as bus aides or monitors, typically on the handicapped bus. If one parent is allowed to ride, then we would be obligated to allow every other parent to ride the bus. The bus student counts are designed to transport as full a load of students to and from school as possible, leaving no room for parents.**

**13. All Students are required to be at their bus stop 5 minutes before scheduled leaving time in the AM. This will allow all the children in the district to be able to get to school on time. If a driver has to regularly wait for children it puts all stops behind time! Students will be warned and then issued a discipline slip if lateness becomes habitual.**

### **Parents & Guardians**

**We'd appreciate your help too! Thanks so much!**

- 1. Helping your child to be a responsible bus student helps keep everyone safe. Help them to be on time for their bus and to take the safest route to and from the bus stop.**
- 2. Help them learn all the bus rules and explain the importance of following the instructions of their driver. All of our drivers are certified New York State School Bus Drivers. The safety of your child is their first and foremost responsibility. This requires their attention to be on the road at all times. Disruption by students distracts the drivers from this responsibility. Drivers are there to deliver your children safely to and from school. This is why all the rules must be followed.**
- 3. Please remember that there are always two or more sides to every story. If problems arise, as parents, the school district, and the bus company, we need to be understanding and listen to all sides. Typically students will receive a verbal warning, a seating assignment change may take place, a written warning, call to parents, and then suspension from bus riding privileges. (This means AM & PM Buses & also any fieldtrips that occur during the suspension period.) Students can also be suspended from school for disciplinary problems on the bus.**



## BEHAVIOR GUIDELINES AND CONSEQUENCES

### CLASS I OFFENSES

1. Hanging out of windows
2. Throwing/shooting of any object
3. Bullying and/or fighting against any person
4. Profanity/threats directed towards the bus driver
5. Use of tobacco or any controlled substances
6. Vandalism to the bus (restitution will be made)
7. Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
8. Possession, threat or use of weapons/explosives/flammables
9. Other offenses reported by the driver or principal

**ALL INCIDENTS WILL BE FOLLOWED UP BY A POLICE REPORT.**

### CLASS II OFFENSES

1. Spitting
2. Excessive noise
3. Horseplay/Mischief
4. Eating/drinking/littering on the bus
5. Leaving seat/standing without permission from the driver
6. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
7. False identification
8. Disobedient to the driver
9. Stealing
10. Getting off at an unassigned stop.
11. Other offenses as reported by the driver or principal.



### CONSEQUENCES FOR THE BUS

	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
<b>CLASS I</b>	5 days Suspension of bus privileges	5-10 days Suspension of bus privileges	1- 10 day min. 2- Possible loss of all bus services 3- Parent/Principal meeting	Loss of bus service
<b>CLASS II</b>	warning or 1-5 days Suspension of bus privileges	1-5 day Suspension of bus privileges	5-10 day Suspension of bus privileges	1- 10 day min. Suspension 2- Possible loss of all bus services 3- Parent/Principal Meeting

**NOTE: FOR REPEATED OFFENSES STUDENTS MAY BE SUSPENDED FROM SCHOOL AND/OR FROM THE BUS RIDING PRIVILEGE. THE BUS AND THE BUS STOP ARE EXTENSIONS OF THE SCHOOL DAY. SCHOOL BUS TRANSPORTATION IS A PRIVILEGE. NOT A RIGHT. IT IS THE RESPONSIBILITY OF THE PARENTS TO PROVIDE TRANSPORTION FOR THE STUDENT IF THEIR BUS PRIVILEGES ARE SUSPENDED.**

**PLEASE SIGN AND DATE AND RETURN TO YOUR SCHOOL OFFICE**

**TEAR HERE**

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**PARENT SIGNATURE:** \_\_\_\_\_

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

**STUDENT SIGNATURE:** \_\_\_\_\_

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

**BY SIGNING THIS FORM YOU HAVE READ AND FULLY UNDERSTAND  
THE CURRENT CODE OF CONDUCT FOR TRANSPORTATION.**

