

Business and Non-instructional Operations

Transportation of Students

3541.31

School Building Administrator Responsibilities:

Assure that a school building administrator or designee is at the loading/unloading area for buses at each school. The following procedures will be followed by all school principals in all cases involving bus discipline and/or vandalism.

1. All drivers must present a written and signed report of discipline problems in duplicate to the bus supervisor.
2. Except in emergencies when conditions would not allow sufficient time to prepare a written report, the following procedures shall be followed: (However, in emergencies the report must be given to the bus supervisor on the next school day).
3. Where pupil actions on the bus violate standards for safe and appropriate behavior, the driver will, at the end of the morning or afternoon route, present a written report to the bus supervisor on a form authorized by the bus company and supplied by the Board of Education.
4. The bus supervisor will contact the school principal as soon as possible and forward one copy of the written report to the principal within twenty-four (24) hours.
5. The principal or designee will investigate the incident and arrange an informal hearing for the pupil(s) involved. The principal or designee will notify the bus supervisor of the disposition of the case and forward a written report concerning the disposition to the central office as soon as possible.
6. The principal will notify the parents of the pupil(s) of the infraction and the disposition of the case. However, the principal will not send the parents and/or pupil(s) the written report signed by the driver.