

# **Business and Non-instructional Operations**

## **Transportation of Students**

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### **Bus Service, Bus Driver Responsibilities**

The driver shall be responsible for enforcing the rules and regulations for the safety of all pupils while they are on and about the bus, shall be responsible for reporting violations of any rules and regulations adopted by the Board of Education concerning the conduct of pupils on or about the bus, and shall attempt to maintain order among the pupils in his or her charge.

Drivers shall always follow the general instructions for route designations. Specifically they shall:

- a. transport only the designated pupils on their route, except by special order of school authorities through the bus supervisor and in case of emergency;
- b. run their route in exactly the sequence as outlined on the route sheets except when road detours or dangerous conditions prevent the route from being followed exactly.
- c. make changes only upon written or verbal authorization from the bus supervisor, except for detours and emergencies.
- d. remain on the buses during loading and unloading operations.
- e. not alter or exceed their time schedule, except with permission of school authorities through the bus supervisor except for cases of emergencies.
- f. not leave a regular bus stop if pupils are in sight and making an effort to reach the bus, unless, after warning, the tardiness continues and appears to be willful.
- g. not stop their bus in an intersection to receive or discharge passengers.
- h. not permit hazardous/dangerous materials, dogs or other pets on the bus.
- l. govern the loading of school buses so pupils fill the rear seats first.
  - a. unload buses from the front to the rear.

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If, in the driver's opinion, the difficulty being caused by the pupil(s) is such that it makes driving the bus hazardous, the driver should (1) return to school and notify the principal and bus supervisor, or (2) return to the bus lot and notify the bus supervisor (who shall immediately notify the school or administration), or (3) park the bus, call the bus supervisor, who will notify the school principal or administration and wait for the bus supervisor or other help to arrive. In addition the driver:

1. should always stop the bus when correcting the actions of a rider;
2. shall inform problem riders what the problem rider is to do, i.e., what change in behavior is required;
3. should report problem riders to the supervisor who will notify the principal in accordance with the rules and regulations for discipline as approved by the Board of Education;
4. shall not put a disruptive pupil off the bus in the middle of a run, but transport such student to the pupil's destination and report the offense to the bus company;
5. shall not use physical punishment or abusive language in attempting to control disruptive students.