

2024-2025

To: School Bus Passengers & Parents of School Bus Passengers  
From: Tammy Oaks, Transportation Director  
Re: Bus Riding Privileges and Rider's Responsibilities

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The following policies and rules are in effect at the West Branch Schools. We want student riders and their parents to have a great school year. This information is furnished so that all may know our policies and what is expected. Your help and cooperation is requested and appreciated. Questions should be directed to the Bus Barn at 319-643-5325.

Board Policies:

### **702.02 Eligibility for Bus Service**

. . . A student's right to be transported on the public school bus may be denied if the student's conduct is unacceptable to the bus driver and administration.

### **702.07 Student Conduct on School Transportation**

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the transportation supervisor, and then to the administrator.

Parents are responsible for supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day and are responsible to help school officials enforce rules for a safe and orderly environment on the bus.

Violation of bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

## **Rules for Continued Use of School Transportation Privilege**

The bus driver shall have complete control of the bus and the students he/she is transporting for the duration of the bus ride. To eliminate discipline problems and vandalism on the bus fleet, the following rules will be strictly enforced:

All students will conduct themselves in an orderly manner. ***Minor behavior violations include: hitting, spitting, profanity, out of seat, throwing objects, improper boarding/unloading from bus, failure to follow directions of driver, obstructing aisles, making loud noises, hanging out windows, food & beverage violation, disrespect for driver and improper discarding of trash.***

If any of the above minor violations occur, the following discipline will result:

1. A written notice will be sent to the parents after the first (1st) offense.
2. After the second (2nd) offense, the student will be taken off the bus for three (3) days.
3. After the third (3rd) offense, the student will be removed from the bus for a minimum of one week and will be asked to meet with the transportation director and building principal.
4. If removal from the bus would result in the student not attending school, an alternate consequence will be assigned by the principal; however, bus behavior must improve in order to maintain the privilege of riding.
5. For students with behavioral disabilities, an individual plan will be developed.
6. It is expected that prior to written warnings, or in addition to, drivers will have administered bus discipline such as assigned seats.

**The following offenses will result in immediate removal from the bus:**

1. *Vandalism*
2. *Fighting*
3. *Insubordination*
4. *Possession of dangerous object*
5. *Possession of tobacco, alcohol or other drugs*
6. *Founded bullying behaviors or patterns of bullying other students*

## **702.10 Bus Stops**

**Student should be at their designated bus / transportation pick-up location 5 minutes before their listed / regularly scheduled pick-up time.**

No bus shall leave the public highway to receive or discharge students unless using a private drive or road as a turn-around enhances safety. The bus drivers are expected to use their best judgment to ensure the safety of the children and the bus in inclement weather.

A bus shall not stop to load or unload students unless the driver has an unobstructed view of at least 300 feet in each direction under normal weather conditions.

It shall be the responsibility of the parent or guardian to provide an all-weather turnaround for a bus, if necessary for efficiency or safety.

**Note:**

Please let us know if your son or child(ren) will not be riding the bus. If transportation is needed at a later date, your need will be met. This cooperative effort will help save time and energy.