



School Bus Discipline

The school bus driver is responsible for the supervision of pupils being transported. The school bus driver's, transportation department's, and school principal's duties in handling of pupil discipline problems are:

1. If a driver has a discipline problem on the bus, the driver will do their best to resolve the issue. If the driver deems the situation worthy of a conduct report, (includes: student safety, driver and/or aide safety, damaging school property, insubordination and/or bullying behaviors) the driver will complete a "Bus Conduct Report" and return it to the Transportation Director at the end of their route. The TD will evaluate the incident, then contact the school principal and electronically send a copy of the report to the principal.
 - a. When a conduct report is given to a principal, the principal will meet with the student. If suspension is warranted (second offense), the principal will meet with the parent, complete the suspension form, explain the suspension start and stop date, then send copies to the Transportation Director to notify him whether the student is to be taken home on the bus or if the parents are responsible for student transportation that day.
 - b. At no time can a driver deny any student transportation unless it has been approved by the principal and the Transportation Director.
2. Drivers are to discharge only at their regular discharge point or at the pupil's school of attendance. No pupils are to be discharged at any other place for disciplinary reasons.
3. At no time are drivers to put their hands on any pupil for any reason except to prevent pupil injury, administer first aid, or to assist the student in an emergency.
4. Should any student receive one or more "Bus Conduct Reports" for violation of any of the rules, the typical sequence of consequences will be as follows:
 - a. First Conduct Report: A verbal warning from bus driver or aide on the bus. Report completed. Mandatory parent/student meeting at the school with principal.
 - b. Second Conduct Report: Mandatory two – five day loss of bus-riding privileges, conference with student and parent, suspension documents completed, copy sent to parent, principal and Transportation Director.
 - c. Third Conduct Report: Two-week loss of bus-riding privileges, conference with student and parent, suspension documents completed, copy sent to parent, principal and Transportation Director.
 - d. Fourth Conduct Report: Conference with student and parent, suspension documents completed, copy sent to parent, principal and Transportation Director. Student bus privileges revoked for the remainder of the school year. Official letter sent by Superintendent to parents notifying them of suspension.

Note: In the event that student discipline is serious, it may be necessary to deviate from the above-mentioned sequence; e.g., if a student commits an extremely serious offense as their first offense, the student may be suspended from riding the bus for two weeks or even removed from the bus for the rest of the year.

Thank you for your support,

Randy Wilkison

Randy Wilkison
Director Transportation



Sequence of Events for Student Discipline Conduct Report

- **Driver/Aide fills out conduct report (Must be turned in immediately after route)**
- **Conduct report is reviewed by Dave/Randy/Ashlee**
- **Once verified, conduct report is scanned and sent with Principal's Contact Sheet to Principal and Administrative Assistant at school no later than 0830.**
- **Principal meets with parents and sends copy of Principal's Contact Sheet back to Transportation**
- **Actions communicated with driver**