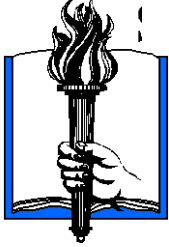


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: RULES FOR BUS CONDUCT	Descriptor No: AD SS4	Effective Date: 8/12
Revised: 2/14; 8/15; 8/19		

1 **BUS SERVICE**

2
3 Bus service is available for students attending their zoned schools if the residence is within 1.5
4 miles of the school. Transportation is not provided for children attending schools outside of their
5 zone or if the residence is located within 1.5 miles of the school. However, if the residence is
6 closer than 1.5 miles from the school, the child may be provided transportation at the sole
7 discretion of MCS if the bus has capacity and does not have to deviate from established routes.

8
9 Bus stops at each residence are not feasible, and buses do not enter driveways or streets with cul-
10 de-sacs. Every effort will be made to locate bus stops within a reasonable walking distance from
11 each child’s residence. It is the parent’s responsibility to supervise their children at bus stops in
12 the morning and afternoon.

13
14 **BUS CONDUCT**

15
16 In order to maintain conditions and an atmosphere suitable for safety, no person shall enter onto
17 a school bus except students assigned to that bus or other persons with lawful and valid business
18 on the bus.

19
20 The school bus is an extension of school activity; therefore, students shall conduct themselves on
21 the bus in a manner consistent with the established standards for safety and classroom behavior.
22 School dress rules also apply on the bus.

23
24 Students are under the supervision and control of the bus driver and bus assistant while on the
25 bus.

26
27 The bus driver will inform the student and the student’s principal of any serious discipline issues.
28 Principals, not the Transportation Department, make disciplinary decisions. A student may be
29 denied the privilege of riding the bus if the principal determines that the student’s behavior is
30 such as to cause disruption on the bus, or if the student disobeys state or local rules and
31 regulations pertaining to student transportation.

32

33 The suspension of a student from riding the school bus shall follow the same procedures as any
34 other school suspension.

35
36 Without written notice from a parent and approval from the principal being faxed to the
37 Transportation Department by 10:00 AM, no child will be allowed to exit the bus at any location
38 other than the student's assigned bus stop. (AD SS3)

39
40 If a student who is not registered to ride the bus wants to ride a bus, the parent/guardian must
41 complete a permission form and give it to the principal to sign and fax to the Transportation
42 Department by 10:00 AM. Transportation personnel will determine if there is room on the bus.
43 A new permission form must be completed with each request. (AD SS3)

44
45 Students who transfer from bus to bus while en routes to and from school shall be expected to
46 abide by the discipline policies adopted by the Board and rules adopted by the staff of the
47 assigned school.

48 49 USE OF VIDEO CAMERAS

50
51 Video cameras are used to monitor student behavior on school vehicles transporting students to
52 and from school or extracurricular activities. Video surveillance shall be used to promote the
53 order, safety, and security of students, staff, and property.

54 55 RULES FOR BUS CONDUCT

56
57 Riding a bus to and from school in the Murfreesboro City School district is a privilege and not to
58 be taken lightly. All students must understand and observe good conduct, courtesy, cooperation,
59 and respect for the authority of the bus driver/assistant.

60 61 ARRIVING AT THE BUS STOP

- 62
- 63 • Arrive at the bus stop ten (10) minutes prior to the scheduled bus arrival time.
 - 64 • Parents/Guardians should also be mindful of the 10-minute window. This is applicable
65 both before and after school.
 - 66 • If other students are waiting to board the bus, get in line without pushing or crowding and
67 stay off the roadway.

68 69 BOARDING & EXITING THE BUS

- 70
- 71 • All students must get on and off of the bus at their assigned bus stop.
 - 72 • All students must sit in their assigned seats.
 - 73 • Students are not to cross the road until the driver signals that it is safe to do so. Students
74 should be careful when approaching bus stops and should walk on the left side of the road
75 facing oncoming traffic.
 - 76 • Students must wait until the bus comes to a complete stop before attempting to board.
 - 77 • Students must board the bus quickly but without crowding or pushing.
 - 78 • After boarding the bus, students should promptly take their assigned seat and face the
79 front. All students must remain seated while the bus is in motion. Switching of seats is
80 not permitted without permission from the driver.
 - 81 • Backpacks and/or other school materials must sit in the child's lap.

- 82 • In order to maintain conditions and an atmosphere suitable for safety, no one can board a
83 bus except students assigned to that bus or other people with lawful and valid business on
84 the bus.
- 85 • Parents/Guardians of kindergarten or special needs children must be at the bus stop to
86 receive their child/children every afternoon. If no parent/guardian is at the bus stop, the
87 child/children will be taken back to school.
- 88

89 CONDUCT ON THE BUS FOR EVERYONE'S SAFETY

90

- 91 • The bus will not move until all passengers are seated and the aisle is clear.
- 92 • Students must refrain from talking when the bus is in a school parking lot or school zone.
- 93 • Students should not litter, use inappropriate language or gestures, shout, be disobedient
94 and/or defiant, disrespectful, impolite, rude, disruptive, or damage school property or the
95 property of other passengers on the bus.
- 96 • Students should not be abusive, aggressive or engage in bullying (of any kind) including
97 the following: mistreating, misusing, demeaning, insulting, intimidating, mocking,
98 jeering, ridiculing, threatening, or using excessive force.
- 99 • Students must keep hands and feet to themselves.
- 100 • Students must never stick hands, arms, head, or feet out of the windows.
- 101 • Students should not touch the emergency door, window, or exit controls or any other
102 safety equipment on the bus unless directed to do so by the driver.
- 103 • Students must ask the driver for permission before opening a window.
- 104 • Students should never throw objects on the bus or out the bus windows.
- 105 • Students must promptly obey the directions and instructions of the bus driver/assistant.
106 Students must not distract the driver with loud talking, laughing, fighting, or unnecessary
107 confusion.
- 108 • School supplies and lanyards must be contained in the child's backpack/book bag at all
109 times. This includes pens, pencils, markers, crayons, paper, notebooks, textbooks, or
110 sharp objects.
- 111 • Band instruments must be able to sit in a child's lap or in-between the child's legs and
112 must not rise above the seat in front of the child.
- 113 • Treats and other items given by teachers and/or other school personnel must be contained
114 in the child's backpack or book bag. Arrangements must be made for parents to transport
115 anything that won't fit in the child's backpack or book bag.

116 PROHIBITED ITEMS

117

- 118
- 119 • Food, drinks, chewing gum, candy, straws, paper, tobacco (any form) or any other item
120 that might be in a child's mouth
- 121 • Glass or other breakable items, flower arrangements, balloons/balloon bouquets
- 122 • Insects, reptiles, or other animals
- 123 • Weapons, explosive devices, harmful drugs, or chemicals
- 124 • Perfumes, hairspray, or fingernail polish
- 125

126 BEHAVIOR EXPECTATIONS AND PROCESS FOR DISCIPLINE

127

- 128 • When a student misbehaves on a bus for the first time, the driver/assistant will explain to
129 the student the necessity for good behavior.
- 130 • If after talks and warning, the student continues to violate the rules; the driver/assistant
131 will inform the student that the rule violation will be reported to the principal.

- The report of rule violation will be entered into Skyward by the Transportation staff. Then, principals will enter subsequent disciplinary actions.
- When a student is not allowed to ride the bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. The parents become responsible for seeing that their child gets to and from school safely.
- If a student damages any part of a bus, the student's parents will be financially responsible.

Bus Discipline

The school bus is an extension of school activity; therefore students riding the buses shall conduct themselves on the bus in a manner consistent with established standards for safety and classroom behavior. While on the bus, students are under the supervision and control of the bus driver and are expected to follow reasonable directions and instructions given by the driver. However, drivers are not expected to administer discipline, but are expected to report to the principal, in writing as soon as possible, any student behavior that causes disruption on the bus or poses any safety concerns for occupants on the bus or other vehicles on the roadway (i.e. a student throwing something from the bus). The principal, upon consultation with the bus driver, shall determine the appropriate extent of discipline required to correct the student's behavior. That discipline can extend from a written report for parents, notifying them of the problem, to an immediate suspension of a child from bus transportation for the remainder of the school year.

***The Principal (or designee) will notify the Transportation Department personnel of any suspension the day before the suspension begins. Notification can be via fax, email, or telephone.**

Within five (5) calendar days of notification of suspension for the remainder of the school year, the parent will have the option of requesting a hearing with the school system's disciplinary officer to appeal the discipline. The decision of the disciplinary officer will be final.

For bus conduct reports that the principal deems minor offenses or not threatening to bus safety, in school or other discretionary discipline measures may be taken. If the driver does not agree with the level of discipline taken by the school principal, he/she should immediately report this to the Supervisor of Transportation who shall confer with the principal as quickly as possible, for purposes of clarification on the degree of discipline administered.

At the beginning of each school year, parents should be provided with a copy of bus discipline procedures (attached), and each disciplinary action should be reported to the parent on the attached form.

Fighting on the bus will automatically be suspension of bus privileges for all participants.

Attachment A: Bus Discipline Guidelines for Parent Signature

Related Board Policy: 6.308

BUS DISCIPLINE GUIDELINES

SCHOOL YEAR _____

The school bus is an extension of school activity; therefore students riding the buses shall conduct themselves on the bus in a manner consistent with established standards for safety and classroom behavior. While on the bus, students are under the supervision and control of the bus driver and/or the bus assistant. Students are expected to follow reasonable directions and instructions given by either. However, drivers or assistants are not expected to administer discipline, but are expected to report to the principal, in writing as soon as possible, any student behavior that causes disruption on the bus or poses any safety concerns for occupants on the bus or other vehicles on the roadway (i.e. a student throwing something from the bus). The principal, upon consultation with the bus driver, shall determine the appropriate extent of discipline required to correct the student’s behavior and to maintain safety on the bus. That discipline can extend from a written report for parents, notifying them of the problem, to an immediate suspension of a child from bus transportation for the remainder of the school year. Fighting on the bus will automatically be suspension of bus privileges.

Within five (5) calendar days of notification of suspension for the remainder of the school year, the parent will have the option of requesting a hearing with the school system’s disciplinary officer to appeal the discipline. The decision of the disciplinary officer will be final.

For bus conduct reports that the principal deems minor offenses or not threatening to bus safety, in-school discipline measures may be taken.

PARENT/GUARDIAN ACKNOWLEDGEMENT:

I HAVE READ AND UNDERSTAND THE BUS DISCIPLINE PROCEDURES.

Parent/Guardian Signature

Date