



510 Peach Street ♦ Wisconsin Rapids, WI 54494 ♦ 715-424-6700

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Dear Parents/Guardians:

It is the responsibility of the Wisconsin Rapids School District to transport over 4,000 students to and from school each day. This enormous task must be accomplished in the safest and best way possible. The responsibility for this task is in the hands of the school bus driver, who must keep order on the bus while safely driving your children to and from school. Disruptive behaviors endanger the safety and welfare of the entire school bus, and will not be tolerated.

With the safety and welfare of your children in mind, guidelines are set for student transportation which will be followed by all of the schools in the district. The guidelines are included for you to review with your child(ren) if they are a bus rider.

Please discuss this material with your children. If we all cooperate, we can make the ride on the bus a positive experience.

Sincerely,

*Aaron Nelson*

Aaron Nelson  
Director of Transportation

Book	Administrative Guideline Manual
Section	8000 Operations
Title	TRANSPORTATION
Code	ag8600
Status	Active
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## 8600 - **TRANSPORTATION**

The following guidelines are established to implement Board policy on transportation:

### **Bus Conduct**

The following guidelines have been developed for all school-sponsored activities and for the protection and safety of all involved:

#### **A. Parent Responsibilities**

1. Students will ride on assigned buses. Parents must request, in writing, an exception from this rule. Requests shall be made to the designated staff person in charge of transportation. "In writing" includes communication through the student information system, District-approved two (2) way communication system, email, or a handwritten note.
2. Students will board and disembark from their assigned bus as designated unless written permission from the designated staff person at the school is granted to be let off at other than the regular stop. The bus driver must be presented with a school-issued bus pass in order to accommodate a request. Parents will assume the responsibility of the child when such a request is made and granted.
3. Parents are encouraged to contact the respective school official regarding any problems with school bus transportation. It is imperative that parents, school officials, and bus drivers work cooperatively to solve any problems, thus providing a safe ride for all.

#### **B. Student Responsibilities**

1. Before loading:
  - a. Be on time at the designated school bus stops. Help keep the bus on schedule.
  - b. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
  - c. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single-file manner. Do not rush to get on the bus.
  - d. Be courteous. Don't take advantage of younger children in order to get a seat.
  - e. If there is no sidewalk or path, walk on the side of the road facing traffic to get to the bus stop.
  - f. Use the handrail and watch your step when boarding the bus.
2. While on the bus:
  - a. Keep hands and head inside the bus at all times.
  - b. Food may not be eaten on the bus.
  - c. Remember, loud talking and laughing or other behavior that creates unnecessary confusion diverts the driver's attention and may result in a serious accident.
  - d. Treat bus equipment as valuable furniture in your home. Damage to seats, etc., must be paid for by the offender or person assigned to that seat.

- e. A musical instrument will be allowed on the bus if the case can be held on the student's lap or between that student's legs. They MAY NOT be in the aisle.
- f. No pets allowed on the bus at any time.
- g. Never tamper with the bus or any of its equipment.
- h. Leave no books, technology equipment, lunches, or other articles on the bus.
- i. Keep books, packages, coats, and all other objects out of the aisles.
- j. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
- k. Do not throw anything out of the bus window. Windows are not to be opened unless authorized by the bus driver.
- l. Smoking and/or the use, possession, or transfer of a nicotine product, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system ("ENDS") products is prohibited.
- m. Possession of a controlled substance is prohibited.
- n. Always remain in your seats while the bus is in motion. No standing up or changing seats.
- o. Always be courteous to fellow students, the bus driver, and to passers-by.
- p. Keep quiet when approaching a railroad crossing stop.
- q. The driver will not discharge a rider at places other than the regular bus stop unless the student presents the driver with a bus pass obtained from a school official.
- r. Only regular riders are allowed to ride the bus; no other students will be permitted on the bus unless a bus pass is obtained from a school official and presented to the bus driver.
- s. In the event of inclement weather, announcements will be made through the District webpage and notification alert systems, such as ParentSquare, as well as via news media outlets.
- t. Obey all rules listed by your school bus driver.
- u. Dangerous articles such as lighters, matches, weapons including, but not limited to, firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and dangerous weapons as defined in state statute are prohibited.

3. After leaving the bus:

- a. Students should wait for a signal from the driver prior to crossing the road, and then cross the road at least ten (10) feet in front of the bus.
- b. Never walk behind the rear of the bus.
- c. If you can touch the bus after unloading, you are too close and are in potential danger.
- d. Help look after the safety and comfort of small children.

## **Student Control on Buses**

Students must obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents alike should be informed that misbehavior will not be tolerated. Students who misbehave on the school bus can be suspended from riding their school bus. The following procedures will be followed by the bus company and school officials when appropriate. It is, of course, possible that a student may have to be removed immediately for the safety of all involved. If and when this should happen, the bus driver shall contact the bus company who will contact law enforcement to pick the student up and release them to the parent or legal guardian.

### **Steps in General Concerning Student Control on School Buses:**

- A. The driver will first attempt to talk with the student individually whenever possible to resolve a problem. A description of the problem may be written up at this time, provided to the bus company, and forwarded to the building principal.
- B. If talking with the student should prove ineffective, the student may be assigned to a specific seat by the driver for a period of time.
- C. If A. and B. have been tried unsuccessfully and the problem continues, the school shall be contacted for further disciplinary action.
- D. For serious infractions, steps A., B., and C. can be eliminated.

### **Steps and Action in Revoking a Student's Riding Privilege**

- A. The following behaviors may merit suspensions from riding the school bus. Such suspensions will be determined by the respective school officials.
  1. Insubordination: Defined to mean a direct refusal to follow the instructions of the bus driver or others in charge.
  2. Violations of policies on smoking, drugs, and alcohol: Defined to mean any act leading to or participating in these activities.
  3. Fighting: Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.
  4. Profane Language: Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable.
  5. Destruction of the Bus: Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus facilities.
  6. Repeated Offenders: Defined to mean students who have been referred for minor infractions of bus safety not less than once nor more than three (3) times, inclusively.
  7. Bringing Dangerous Articles on to the Bus: Defined to mean items such as lighters, matches, weapons including, but not limited to, firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and dangerous weapons as defined in state statute.
- B. The following bus-riding suspension guidelines may be followed for students who have their bus-riding privileges revoked. The parents will be contacted by the school principal whenever a bus-riding suspension is involved. Due to the developmental stages (for example: age, ability, etc.) of students who ride transportation, administrative discretion will be used when determining student disciplinary consequences.

Recommended Guidelines as determined by the building principal:

1. 1st offense: Warning/Bus Expectations Reinforced/Parent Contact
2. 2nd offense: Final Warning/Parent Contact
3. 3rd offense: one (1) to three (3) day bus suspension
4. 4th offense: three (3) to five (5) day bus suspension

5. 5th offense: five (5) day bus suspension
6. 6th offense: Expulsion from riding the bus or Parent Transportation Pre-Expulsion Agreement

School and/or legal consequences may also occur for incidents on transportation.

In extreme cases, a decision will be made to terminate bus transportation immediately. This decision will be made after discussions have been held between School District officials and the bus company. Parent contact will be made in these situations.

### **Student Surveillance**

In accord with Board policy, the Superintendent and contracted transportation provider may install the appropriate equipment for video recording the interior of the buses while transporting students. S/He should follow the District's purchasing practices (AG 6320A) in obtaining such equipment and abide by the following guidelines for the use of such video surveillance/electronic monitoring equipment:

- A. Arrange for the installation of the audio and video recording device in a location on each bus that will allow for the camera to record all students.
- B. Record the date, time, and bus number of each audio and video recording and maintain the recording in a secure location for a period not to exceed the school year.

Any disciplinary action resulting from the use of the audio and video recording device shall be determined by the appropriate building principal, who shall ensure that due process is provided to the students involved, in accordance with Board policy and administrative guidelines relating to discipline. Any use of photographs obtained through the use of audio and video recording devices shall be in accordance with Federal and State law.

The building principal and/or Director of Business Services shall be responsible for reviewing the video recordings for the purpose of assuring that bus safety procedures are being followed properly and the buses are being operated in accordance with District guidelines and State law.

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