



**CENTRAL MONTCALM PUBLIC SCHOOL**  
**Transportation Department**  
**989-831-2240**

**RULES, REGULATIONS AND DISCIPLINARY PROCEDURES**

**RULES AND REGULATIONS for School Bus Riders**

The majority of our students are transported on buses each day. To assure a safe system, the following bus rules and procedures have been adopted by the Central Montcalm Board of Education and have been posted in all school buses. The cooperation and courtesy of all concerned (child, parent/guardian and bus driver) in observing these rules and regulations are required for the safe and efficient transportation of children on the school buses. It is urgently requested that parents and children go over the information and cooperate in enforcing the policies.

**PARENT \ GUARDIAN**

The transportation department will pickup or attempt to pickup students at assigned bus stops. If the student does not ride the school bus for three (3) consecutive school days, the bus driver will not stop at that designated bus stop until notified to start stopping again. School principals or the Director of Transportation may suspend a student's riding privileges when such action is deemed necessary. The bus driver is in charge of the students while they are on the bus and when approaching the bus stops, loading or unloading students. If a bus turnaround is needed, it must be kept usable.

**BUS RIDERS**

**Waiting for and boarding the school bus**

1. Student may, at some designated bus stops, be required to walk some distance between home and the bus stop.
2. Student must stay off the traveled roadway at all times while waiting for the bus.
3. Student must be at designated bus stop, ready to board, at least, **5 minutes** when the bus arrives. At dismissal, students are to go directly to their own bus.
4. While boarding the bus, a student must wait for the bus to come to a complete stop and a signal from the bus driver before crossing the roadway. ALWAYS cross at least ten (10) feet in front of the bus or within complete view of the driver. Students should ONLY get on the bus using the front door (back door should be used only in case of emergency).
5. If your child misses the bus, DO NOT chase the bus or flash your automobiles headlights at the bus. Bus drivers are not authorized to stop. Take your child to school or call the transportation department to arrange a pick up at another stop. You must call before this can happen.

**Riding the School Bus**

1. Students must obey the driver at all times.  
"The driver has the same authority as a teacher in the classroom and classroom behavior will be expected.
2. Students will not use profane or vulgar language (verbal or written) at any time.
3. Students must use the jump seat when boarding the bus and move back to their assigned seat as the driver stops for the next student and remain seated while bus is in motion.
4. Students will ride three (3) in a seat when necessary and designated by the bud driver.
5. Students will sit erect in the seat, facing forward with feet on the floor (not in the aisles or on the backs or tops of the seats).
6. Students must keep head, arms and hands inside the bus.
7. Students will not open windows without permission from the bus driver.
8. Students will not throw anything in the bus, at the bus or out of the windows.
9. Students must hold musical instruments or duffel bags that they have carried onto the bus. These items are not to be placed in a seat or set in the aisle.
10. Students will help keep the bus clean, sanitary and orderly. Eating, drinking and smoking are not permitted on the bus.

11. Students must not fight, push, shove or behave in a rowdy manner.
12. Students must avoid any unnecessary, disturbing noises that distract the driver.
13. Students must not shout at passing persons or vehicles.

### **Getting Off the Bus**

1. Students must get off the bus only at designated stop.
2. Students will not walk or ride any other bus or get off at another stop unless the driver has written permission from the parent/guardian and signed by the Director of Transportation.
3. Students must remain in assigned seat until bus has come to a complete stop.
4. Students must leave bus ONLY from the front door, except in case of emergency.
5. Students must use handrail and take one step at a time; do not jump off the bus.
6. Students will not get mail from roadside mailboxes until the bus has departed.
7. Students must cross the traveled highway (if necessary) in the following manner: 1. make sure the bus has come to a complete stop. 2. On alighting, go at least ten (10) feet to the front of the bus or within sight of the bus driver and wait for the proper signal from the driver. Then, look both to the right and left and proceed across the roadway in front of the bus; and 3. WALK, DON'T RUN, in front of the bus when crossing the highway.
8. Students must leave the area of the bus IMMEDIATELY so driver can continue on route.
9. Students shall NEVER go under the bus. Anything that goes underneath the bus (paper, clothing, balls, etc.) the driver should be asked to retrieve.
10. Students should NEVER return to the bus stop after they have crossed the roadway, until the bus has left the designated area.
11. Drivers are to be given the same consideration and respect as a classroom teacher.

Any questions concerning the transportation system should be directed to the Director of Transportation at 831-2240.

### **DISCIPLINARY PROCEDURES for School Bus Riders**

A. For the safe and convenient transportation of students, respect for the personal freedom of others, and efficient operation of the school buses, the following discipline procedures were established to handle those situations where a rider fails to cooperate by disobeying the Rules and Regulations for School Bus Riders.

B. Report of bus stop or bus riding misconduct originates from a responsible person. A driver, a passing motorist, parent/guardian can make observation of misconduct, a school teacher, school official or any other responsible person.

C. The initial handling of bus riders' misconduct on the school bus is the responsibility of the school bus driver. Most cases can and will be handled and solved by the driver. If the bus driver feels and/or requests that additional assistance be made available to handle and resolve the matter, the following procedures will be used:

D. Bus discipline citation describing the misconduct will be made by the driver. Several infractions will result in immediate suspension of bus riding privileges.

In all cases, when riding privileges are suspended (due to child's own misconduct) it is the parents responsibility to transport the child to and from school.

E. The district reserves the right to implement alternative discipline options based on individual circumstances. Signed conduct reports must be returned to driver BEFORE student can ride the bus.

#### **Grades K-1**

1. Warning
2. Discussion and parent/guardian contact
3. Meeting with parent/guardian
4. One to three-day suspension
5. Five-day suspension; meet with parent/guardian to determine riding privileges

#### **Grades 2-12**

1. Warning.
2. Discussion and parent/guardian contact
3. One to three-day suspension
4. Five to ten-day suspension
5. Rest of year suspension

F. Video monitoring cameras are placed on buses on a random schedule. The cameras provide information, which the Director of Transportation can use for corrective training, guidance and disciplinary actions. If a student misbehaves on a

bus and his/her actions are recorded on a tape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

\*A day on which school is closed due to extreme weather or other district-wide closing not already on the calendar; it will not extend a student suspension.

#### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion for the School's staff and administration. Due process ensures that discipline actions are imposed only after review of the facts and/or special circumstances of the situation. In the event that staff members need to restrain and/or seclude students, it must be done in accordance with Board of Education policy #5630.01. Such intervention may be used only as a last resort in emergency situations, if students pose a threat to themselves or others based on their behavior.

#### **ACKNOWLEDGMENT OF RECEIPT OF THE HANDBOOK for School Bus riders**

Parent/guardian must sign and return the attached acknowledging the receipt of the handbook for school bus riders. The acknowledgment must be returned to the bus driver. Failure to do so will result in loss of bus riding privileges.

Students will receive a copy of this the first day of school.

A copy of this handbook can be seen on the CM website and may be requested. Call 831-2240

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Child's Name \_\_\_\_\_

Date: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

**PLEASE RETURN SIGNED FORM TO YOUR BUS DRIVER. THANK YOU!**