

Regulation 5230 (a)

Students

Bus Conduct

1. All students/passengers aboard school buses are subject to all Federal, State, and local Waterford Board of Education rules and regulations pertaining to bus transportation. The bus operators are in charge of the bus and are responsible to the contractor and the Board of Education to ensure the safety and orderly conduct of all students/passengers.
2. Students/passengers shall arrive at their assigned pick-up locations five (5) minutes in advance of scheduled pick-up time. Early arrival allows for difference in clock settings and readings. Student/passengers shall ride their regularly assigned bus at all times, except for field trips. No student/passengers are permitted to board an unassigned bus or depart from a bus at other non-authorized location, unless a written request has been submitted by the parent(s)/guardian(s) of students under 18 years of age and approved by school officials.
3. Students/passengers shall be alert to all hazardous road/traffic conditions at pick-up and drop off locations and avoid playing or standing in the road while waiting for the arrival/departure of buses.
4. Students/passengers shall cross roadways upon consent of bus operator (e.g. nod of head). Students/passengers shall pass no less than ten (10) feet in front of bus. Crossing behind the bus is strictly prohibited. Students/passengers shall not pass in front of or board the bus until it has come to a complete stop and bus doors are fully opened.
5. Students/passengers shall board/depart the bus in an orderly manner. No pushing, crowding, horse playing, tossing of items, and loud talking or singing will be tolerated. Bus operators may assign seating arrangements to all students/passengers and may provide verbal and/or written safety instructions.
6. Students/passengers shall place their belongings on their laps and away from the middle aisle. All students/passengers shall remain seated at all times and keep hands, arms, and loose articles within the bus at all times, especially while bus is in motion. No standing or switching seats will be permitted until the bus has arrived at the destination and has come to a complete stop.
7. No articles that may cause personal injury or facsimile thereof are permitted on the bus. Such articles include: hazardous chemicals, combustible materials, dangerous and deadly weapons, or facsimile thereof, breakable containers, stick-like or sharp objects (projectiles), skateboards, and rollerblades. All loose pens, pencils, rulers, etc. must be properly stored in book bags, backpacks, purses, notebooks, or utility/lunch boxes. No pets/animals are permitted on the bus, except as approved for eligible handicapped students/passengers.

Regulation 5230 (b)

Students

Bus Conduct (continued)

8. No eating or drinking is permitted on the bus en route to schools/home. Exceptions for eating and drinking are made on field trips and shall be permitted only when the bus is not in motion. All garbage shall be removed from the bus and discarded by the students/passengers. No alcoholic beverages, tobacco, drugs, or controlled substances are permitted on a bus or school property.
9. No excessive loud talking, singing, fighting, threats or profane language/gestures made to other students/passengers, bus operator, motorists, and pedestrians will be tolerated. The bus operator may order quiet time especially when safety is impaired.
10. Damage to interior/exterior of bus property will not be tolerated. Students and passengers who are found guilty of such damage will be held liable by the bus contractor and pay the monetary costs of repair(s).
11. Disciplinary action will be taken immediately and in accordance with the Waterford Board of Education Policies and Procedures.

Procedures for Bus Operators

1. Bus operators are in charge of their bus and all students/passengers, in accordance with all Federal, State and Local Waterford Board of Education rules and regulations pertaining to bus transportation. Bus operators are responsible to the contractor and the Board of Education to ensure the safety and orderly conduct of students/passengers while they are aboard the bus.
2. Bus operators shall pick up and drop off all students/passengers at their assigned bus stop and school locations **only**. Bus operators are responsible to ensure that students/passengers are permitted to board the bus. Enforcement of all rules and regulations are also the responsibility of the bus operators.
3. No evictions are permitted once students/passengers have been accepted for transportation to and from school. No physical contact or force shall be permitted, except in cases of self-defense, assisting special needs students/passengers or in emergency situations.
4. In cases of misconduct, the bus operator shall issue a verbal warning to the student/passenger noting the infraction and appropriate behavior expected.
5. In cases of repeated or sever offenses, the bus operator shall submit a completed Bus Conduct Report (illustrated below) to his/her bus supervisor in a timely manner.

Regulation 5230 (c)

Students

Bus Conduct (continued)

- Operators will ensure that all students/passengers belongings are placed on students'/passengers' laps and away from middle aisle. Operators will ensure that all students/passengers remain seated at all times and hands, arms, and loose articles are kept within the bus at all times, especially while the bus is in motion. Operators will ensure that there is no standing or switching seats until the bus has arrived at its destination and has come to a complete stop.

BUS CONDUCT REPORT			STUDENT'S NAME	CLASS-GRADE
DATE OF INCIDENT	<input type="checkbox"/> 1ST NOTICE	<input type="checkbox"/> 2ND NOTICE	<input type="checkbox"/> 3RD NOTICE	
BUS NO	TRIP	DRIVER'S NAME		
NOTICE TO PARENTS				
1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.				
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.				
DRIVER'S REPORT:				
<input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES	<input type="checkbox"/> EXCESSIVE MISCHIEF	<input type="checkbox"/> EATING-DRINKING-LITTERING		
<input type="checkbox"/> DESTRUCTION OF PROPERTY	<input type="checkbox"/> WRITING	<input type="checkbox"/> RUDE-DISOURTEOUS-ANNOYING		
<input type="checkbox"/> FIGHTING-PUSHING-TRIPPING	<input type="checkbox"/> SMOKING	<input type="checkbox"/> UNACCEPTABLE LANGUAGE		
<input type="checkbox"/>	_____			
<input type="checkbox"/>	_____			
<input type="checkbox"/>	_____			
PRELIMINARY ACTION:		PRESENT ACTION AND RECOMMENDATIONS:		
<input type="checkbox"/> CHECKED STUDENT'S FOLDER	<input type="checkbox"/> HELD CONFERENCE WITH STUDENT	<input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE	<input type="checkbox"/> PLACED ON PROBATION	
<input type="checkbox"/> CONSULTED COUNSELOR	<input type="checkbox"/> TELEPHONED PARENT	<input type="checkbox"/> RECURRENCES WILL BE REPORTED	<input type="checkbox"/> SUSPENDED	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____	<input type="checkbox"/> REFERRED TO:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	

(DRIVER'S SIGNATURE)

(ADMINISTRATOR'S SIGNATURE)

(DATE)

PARENT'S COPY - WHITE

OFFICE COPY - PINK

DRIVER'S COPY - YELLOW

- All Bus Conduct Reports shall be reviewed by the bus supervisor or designee.
- Bus Conduct Reports faxed to school shall be forward to the school Principal for his/her decision on disciplinary action.
- The Principal or his/her designee shall review the Bus Conduct Report and meet with the student to discuss the nature of the incident and decide on appropriate disciplinary action.
- The Principal(s) shall forward a copy of the Bus Conduct Report and his/her present action and recommendations to the student's parent/guardian, a copy to the Business Manager, and a copy to the bus company.

Regulation 5230 (d)

Students

Bus Conduct (continued)

5. In cases where a suspension from bus services is being contemplated, the Principal shall make decisions based on the level of offense and in accordance with Policy 5230 – Suspension of Transportation Privileges.

Both the parent(s)/guardian(s) of the student(s) and the Business Manager shall be notified of the Principal's final decision [all means of settling matters must be exhausted]. Suspension shall go into effect once the parent has been notified.

6. Once the Principal and Business Manager have exhausted all means of settling misconduct issues, the Superintendent will then be notified.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional board of education re school attendance.

10-220 Duties of Board of Education.

10-221 Board of Education to prescribe rules.

10-233c Suspension of pupils.

Regulation adopted: May 4, 2004
Regulation revised: February 27, 2020

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut