

## MANAGEMENT SUPPORT SERVICES

### Student Safety Walking to School and Riding Buses

The mission of the Transportation Department is to provide safe and timely bus service to the District's students. To do this, drivers must be able to concentrate on operating their vehicles in a variety of traffic conditions, being always alert and vigilant. Excessive noise or misconduct by bus passengers can distract a driver and endanger all students on the bus. Although transportation is a privilege, the support and cooperation of parents and students are needed to ensure that bus rides are as safe as possible.

All children attending the Central Kitsap public schools and meeting the eligibility requirements prescribed by the District are entitled to ride District buses, subject to all behavior rules of the District in Policy 6605 and 6605P.

### Bus Rules

- A. The driver is in full charge of the bus and its passengers. Students shall obey both the driver and/or teacher, coach, or other staff members.
- B. Students shall ride only the assigned bus and get on and off at the assigned bus stop, unless signed written permission from the building administrator is given to the driver. Students suspended from one bus are suspended from all buses.
- C. Students may be assigned to seats.
- D. Students shall not engage in unsafe acts while waiting for the school bus. Elementary students who cross the roadway will cross at the direction of the driver.
- E. Students shall not bring hazardous items including breakable containers onto the bus.
- F. Belongings shall be kept out of the aisles and the areas in front of emergency exit doors and rear windows.
- G. Ordinary conversation and classroom conduct must be observed.
- H. Students are to remain seated until permission is given by the driver.
- I. Students will not litter the bus. Eating and drinking are not allowed on the bus, except when authorized.
- J. Students shall follow emergency exit drill procedures as prescribed by the driver.
- K. No passenger may extend any body part out of a window.

L. Students causing damage to buses shall be charged with the cost of the damage.

#### Consequences for Misbehavior

Students may be disciplined for failure to comply with these bus rules. Discipline may include assignment to a specific bus seat, parent conference, and suspension of bus riding privileges. Students or parents may appeal the discipline found under Policy 3241.

#### Bus Conduct

Although bus transportation is a privilege, all children attending the CK public schools and meeting the eligibility requirements prescribed by the District are entitled to ride District buses.

The CK administration shall establish rules and regulations in regard to the authorization to ride and to the suspension or permanent revocation of any students' bus riding privileges for misconduct.

#### PROCEDURES

Any misconduct by a student which in the opinion of the driver is detrimental to the safe operation of the school bus or a flagrant violation of "Rules for Students Riding School Buses" will be cause for suspension of bus riding privileges. When immediate disciplinary action is necessary, the driver will stop the bus before taking corrective action.

#### RULES FOR STUDENTS RIDING SCHOOL BUSES

1. Students shall ride their regular assigned seats, if seats are assigned either by school authorities or bus driver. At no time shall the student extend any portion of their body out the window, nor shall they throw any objects, either in the bus, out of the bus, or at the bus.
2. Unless by permission of school authorities, no student shall be permitted to leave the bus except at his or her regular stop.
3. Students will refrain from using vulgar or obscene language or gestures. Ordinary conversation and classroom conduct must be observed.
4. Students are to remain seated at all times while the bus is in motion. When boarding and leaving the bus, students must do so in an orderly manner.

5. Each student must see that his books and personal belongings are kept out of the aisles. Special permission must be granted by school authorities to transport large items, or items that may cause injury to other passengers.
6. Students are to assist in keeping the bus clean by placing their waste paper and trash in the proper receptacle. Eating is not allowed, except when authorized and supervised by accompanying staff member.
7. Possession of tobacco, drugs, alcohol, explosive or dangerous weapons will result in immediate disciplinary action.

From time to time serious cases of misconduct will result in temporary suspension, the offending student will lose their privilege to ride. At such time, transportation will become the responsibility of the student/parent.

SUSPENSION PROCEDURE:

A "Student Bus Discipline Report to Principal" will be filed with the principal at the driver's earliest opportunity--the pink copy of this triplicate color-coded report to be sent home for parent signature and returned for school files; the yellow copy to be returned to the driver, and the white copy to be sent to the transportation supervisor, stating the action taken.

Suspension will begin either at school or at the student's bus stop:

1. If the suspension begins at school, the principal shall advise the parents of the action taken by telephone or by notice sent with the student. If parents are unable to provide transportation home, the school shall assume this responsibility.
2. If the misconduct occurs on the bus during the return trip home, the driver may choose one of the following courses:
  - a. Notify the principal as soon as possible. The principal will make every reasonable effort to notify the parent of the temporary suspension before the regular pickup time the next school day.
  - b. Or, fill in a discipline report, sending the pink copy home with the student for parent signature, which when signed will allow the student to ride to school the following morning. The driver will then present all three copies to the Principal.
3. When the building principal has reviewed the signed report, met with the student, and adequately studied the case, he/she will elect one of the following courses of action and report the same to the parents, bus driver, and transportation supervisor:

- a. Restore bus riding entitlement.
  - b. Continue the suspension for a stated period of time.
  - c. Revoke bus riding entitlement indefinitely.
4. Students and/or parents of students who wish to appeal the Principal's action on the suspension may, after a conference with the Principal, further appeal the action to the Assistant Superintendent and bus supervisor and, if necessary, for a final appeal to the School Board.

#### School Bus Driver

Central Kitsap School District has established the following safety and emergency exit procedures to comply with regulations set forth by the State of Washington WAC-392-145-040.

1. To insure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.
2. At designated times, emergency exit drills will be held at all schools. These will acquaint the student with the proper procedures for emergency unloading.
3. Drills are to be held on the school premises and will be conducted by the building principal or designee.
4. Bus driver will select and instruct three students, capable of performing monitor duties, to assist in unloading, removal of emergency equipment, and carrying out the routine duties of securing the bus in the event the driver is incapacitated. Their duties will include placement of flares, fire extinguisher, and first aid kit.

#### A TYPICAL EMERGENCY DRILL:

1. The bus driver will secure the bus by setting the handbrake and removing keys.
2. The driver will direct the students to follow the monitor, in an orderly manner, exiting by the front entrance door.
3. The monitor in the front of the bus will leave, taking with him the fire extinguisher and first aid kit. At this same time, students seated next to emergency doors and side windows will open the same.

4. Students will remain seated, and will unload in sequence, starting with the front seat and working toward the rear of the bus.
5. Students will keep a safe distance from the bus and will form a line for reloading.
6. Monitors will report any injured students immediately to the bus driver.
7. Upon completion of the drill, monitors will close all windows and secure the emergency exit doors.
8. Students will reload on the bus.
9. It is important that the drill be conducted in the same manner as an emergency situation would be handled to be an effective learning experience for drivers and students.

### Emergencies

The transportation supervisor shall review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook.

In the event of an accident, the driver shall make contact with the transportation supervisor who shall:

1. Contact emergency services if there is reason to believe that there are injuries that require immediate attention.
2. Contact the State Patrol regarding the accident.
3. Advise the superintendent of schools.
4. Gather the names of all students and witnesses.
5. Dispatch another bus to transport the student to their designation.
6. Assure that contact is made with parent(s) or guardian(s) of any students who are injured.

### Daily Bus Inspection

Each driver has the responsibility of performing daily pre-trip and post-trip inspections. Drivers are expected to allow adequate time prior to departure to perform this critical function of their daily duties. For detailed instructions refer to "Walk Around and Daily Inspection Sheet."

All faulty or improper functioning equipment must be documented in writing on "Operator's Trouble Report" form to insure that shop personnel are promptly notified. Items pertaining to safety must be corrected before transporting students. Refer: Operator's Trouble Report

Warm-up: During normal weather, buses should run no longer than three (3) minutes to allow for proper oil circulation and time to build up air-pressure. During adverse weather, additional time may be allowed to offset colder conditions (check the bulletin board daily). Diesel buses require a one (1) minute cool down period to protect from extensive damage.

### WALK AROUND AND DAILY INSPECTION SHEET

Each driver has the responsibility of performing daily pre-trip and post-trip inspections. Drivers are expected to allow adequate time prior to departure to perform this critical function of their daily duties. For detailed instructions refer to "Walk Around and Daily Inspection Sheet."

#### Engine Compartment:

Before starting the engine, make the following checks under the hood:

Engine oil: Do not overfill.

Radiator: Water level should be approximately 2 inches below the top.

Use caution with hot engine - only remove cap with protective shield. Some buses are equipped with a see-through bottle.

Hoses/Belts: Visually inspect.

Power Steer: Check fluid level.

Note your finds of oil or water leaks on maintenance request form.

#### Engine Warm Up:

Set idle speed at 900 to 1200 RPM for about 5 minutes. Pay close attention to all (fuel, air, amp, voltage) gauges. As the engine warms up, DO NOT allow it to race. Do not start the bus and leave it running unattended. Before shutting down, allow engine to idle for two or three minutes to help eliminate dieseling.

#### Walk Around Inspection:

Check running lights, stop & turn signals, stop sign and alternate flashing lights, and 4-way warning lights.

Clean windshield, rear window, and mirrors.

Check tire condition and pressure (thump with hammer).

Check for leaky exhaust system.

#### Inside Safety Check:

Emergency equipment: First Aid Kit, Fire Extinguisher, and Flare Set.

Emergency doors and buzzers

Check for damaged or broken seats

Check emergency parking brake. Using service brakes, make a full stop prior to departing.

All faulty or improperly functioning equipment should be reported in writing on a Maintenance Request form to insure that maintenance personnel are promptly notified. Items pertaining to safety must be corrected before bus transports students.

Five minutes should be sufficient time to complete this pre-trip inspection. The remaining time should be used as clean up before securing the bus at the end of the shift.

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