

## **Pleasantville Transportation Department Buses and School Vehicle Guidelines**

The safety of every student and driver on our school buses is of great concern to all of us. Every precaution and care is taken by the school district to see that students arrive at their destination safely. This requires the cooperation of parents, students, bus drivers, and school administrators. Please review the following rules and regulations and discuss them at home.

Due to the limited number of seats on school buses and the school district's liability, only students eligible for bus transportation will be allowed to ride district bus routes. It is the belief of the district that the safety and welfare of students eligible to ride buses should not be compromised in order to accommodate students who are not eligible for transportation. As a result, bus students will be required to make other arrangements for friends, relatives, or other persons who, in the past, may have occasionally been permitted to ride on district bus routes when space was available.

### **Bus routes and activity trip rules and regulations**

The primary objective of the Transportation Department of the Pleasantville Community School District is to protect the safety of students, staff, and drivers at all times. Distractions that divert the attention of the driver away from the safe operation of the vehicle can endanger the safety of other students and the driver and must be avoided. For purposes of these rules and regulations, the term "vehicle" applies to all school buses, vans, and other passenger vehicles used by the District to transport students and/or staff, whether on a regularly scheduled transportation route or to and from a school activity/event. Listed below are the District's rule and safety tips, which apply to all District provided transportation and vehicles.

1. The driver is in charge of the students and the vehicle at all times.
2. Bus riders shall be at the designated loading point 3 to 5 minutes before the bus arrival time. It is unlawful to wait for a student who is not at the designated loading point on time. On occasion, bus riders may be required to wait for the bus, however bus will not wait for tardy riders.
3. Bus riders shall wait until the bus comes to a complete stop before attempting to enter or exit the bus.
4. Bus riders must not extend arms or heads out of the bus windows at any time. All body parts must stay inside the bus.
5. Aisles must be kept cleared at all times.
6. All bus riders shall be received and discharged through the right front door. Emergency door is for emergencies only.
7. The driver will assign all bus riders a seat.
8. Bus riders must remain in their seats at all times.
9. Bus riders are expected to follow the driver's directions.

10. A soft classroom voice shall be observed.
11. Bus riders are not to eat or drink on route buses.
12. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus.
13. Bus riders shall keep feet off the seats.
14. Bus riders shall refrain from crowding or pushing.
15. The use or possession of alcohol, tobacco, or illicit drugs is prohibited on the bus.
16. Bus riders will use appropriate language and behavior at all times.
17. Once students board the bus, they must remain on the bus.  
Parents/Guardians must verify with administration (or main office of the child's attendance center) if an emergency occurs in which they want their child to be pulled or removed off the bus, prior the child's scheduled destination.
18. Once the bus rider boards the bus, the only place the bus rider can exit the bus is at their designated drop off point.
19. Bus riders may use electronic devices as long as they do not disturb the safety, order, and rights of others.
20. Bus riders will refrain from bullying and harassment.
21. Bus riders will display safe and orderly behavior at all times.
22. Bus riders will follow all School District rules and School Board policies.
23. Items are not allowed on the bus unless the object is small enough to be placed under the seat in front of you (less than 3 feet long, 1 foot wide and 10 inches high). Examples of prohibited items include but are not limited to: larger band instruments, golf clubs, large sporting equipment, large school projects, etc. If you have an item in question, please contact Transportation Director Doug Thill. (515) 848-0555 or [Dthill@pleasantville.k12.ia.us](mailto:Dthill@pleasantville.k12.ia.us)

NOTE: The term "vehicle" is used to address school buses as well as cars and vans. A school district may change the term to "bus" if the term "vehicle" is inappropriate with the school district's practice.

## **Transportation disciplinary procedures**

All students are expected to follow the instructions of the vehicle driver. Riding the bus is an extension of the classroom and should be considered a privilege, not a right. Failure to follow instructions or to obey rules set by the driver and/or the District will result in the following:

- 1. First Violation:** The bus driver will discuss the infraction with the student and write an Incident Report for the building administrator. The building administrator will meet with the student to discuss appropriate bus behavior. The administrator may assign detention or suspension from the bus depending on the severity of the infraction. The student's parents and the transportation director will receive notice of the action taken at this meeting as well as a copy of the Incident Report. The students and parents will receive notice of the possible consequences of another bus infraction.
- 2. Second Violation:** The bus driver will write an Incident Report for the building administrator of the infraction, and the administrator will meet with the student. The parent(s) and transportation director will be advised that the student is suspended from riding the bus for three days. The student and parents will receive notice of the possible consequences of another bus infraction.
- 3. Third Violation:** A meeting will be set by a building administrator that will include the student, parent(s), building administrator, bus driver, and the transportation director. At this conference, the previous circumstances that led to this suspension will be discussed. The student may lose bus privileges at this time, however, assuming that the group agrees on a suitable plan to help the student maintain bus privileges, the student will be allowed to resume riding the bus after the suspension. The student and parents will receive notice of the possible consequences of another bus infraction.
- 4. Fourth Violation:** Upon notification that the student has incurred a fourth bus violation, the building administrator will inform the student and the parent(s) that the student has lost bus privileges for a minimum of 45 days. This will carry over into the next semester, if necessary.
- 5. NOTE:** Temporary or permanent removal of transportation privileges could result at any time that the building administrator and/or the Transportation Director determines that the seriousness of any violation threatens the safety and well-being of anyone on or off the bus. In such cases, the remedy procedures outlined above for the third violation will be followed.