



**2017-2018**

***School Bus Rider Handbook  
with Rules and Guidelines***

**School Board Approved on 7/10/17**

## School Bus Rider Guidelines



# ***Guthrie Public Schools Transportation School Bus Department of Rider Guidelines***

**PARENT/GUARDIAN: Please keep these guidelines for future reference.**

The Guthrie Board of Education realizes that school bus transportation is an integral part of the modern day educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (70 OS 9-101). Because of these ~~two~~ facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

These procedures are not in place to create a hardship on parents or guardians. They are in place to provide for the safety of all students who are transported by bus. They will not supersede, but are in addition to all Board adopted policies, and building level student handbooks as the bus is an extension of the classroom.

We carry the most precious cargo in the world: our children. We ask that you appreciate the efforts being put forth to care for your children and to cooperate with school administrators in their pursuit of safe transportation.

### **Registration of Riders**

**Each student must be registered as a bus rider before they can ride a school bus.** The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (**[www.guthrie.net](http://www.guthrie.net)** click on **Departments then Transportation**). Proof of residency is required, see the “Parent’s Backpack” on the website for more information. Parents must complete this form and return it to the transportation office. **Your signature on the Student Rider Registration Form acknowledges that you have been advised where to locate the Guthrie Public Schools Bus Rider Handbook, and that you and your student will comply with the rider policies which have been approved by the GPS Board of Directors.**

### **Transportation Transfer/Shuttle and Route Students**

**Students will ride only their assigned bus. Students will only get on and off the bus at their assigned stop.** Permission may be granted to ride another bus or get off at another stop on a case by case basis and only in an emergency.

An Emergency Rider Waiver form must be filled out and approved at GPS Transportation before changes are permitted.

In town students will have the option of riding as a school-to-school transfer/shuttle rider. A school-to-school transfer rider is a student who rides in the morning, from the school closest to his or her home to the school he or she is enrolled in for the school day and to return in the evening from the school he or she attends to the school that is closest to his or her home. Students riding shuttles inside the no ride zone from one school to another may only ride to their designated school and may not ride the bus to a stop outside of the no ride zone unless an Emergency Rider Waiver has been granted.

Transfer/Shuttle students should not be dropped off before 7:00 A.M. and never later than 7:15 A.M.

When the transfer students return in the afternoon they must immediately leave the school premises.

Transfer/Shuttle students are subject to all the rules and requirements for riding the bus. Since transfer students are only on the bus a short time (10 -15 minutes) they are subject to a **3 strikes and you are off the bus for the rest of the semester rule**. Once they have received a third write up they will be denied bus riding privileges for the remainder of the semester. The student may be reinstated his or her bus privileges at the beginning of the second semester and may have one last chance to follow District policies on the bus.

If a Route student does not ride for two **(2)** consecutive mornings, the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student will again be riding.

## **BUSTER SAYS**

**SEAT TO SEAT – BACK TO BACK STAY  
SEATED – ARMS AROUND BACKPACK!**

## **BUS DISCIPLINE**

It is our goal at Guthrie Public Schools to provide an orderly and safe transportation experience. Riding the bus is a privilege and as such can be granted or taken away based on the students' conduct and behavior.

Discipline is the responsibility of parents, students, teachers, bus drivers and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, the bus driver, faculty, staff and property with respect. They should be aware that when their behavior distracts from the ability to provide safe transportation services a consequence and or punishment will result.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school.

It is the bus driver's responsibility to set high standards for student behavior and to enforce the rules as they relate to transporting students.

It is the responsibility of the administrator to take disciplinary action when general transportation rules and school policies have been disregarded or when crimes under Oklahoma Statutes have been committed.

The administrators will also step in; after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the quality or safety of the transportation experience.

**The disciplinary process is cumulative throughout the school year.** Students are held responsible to be good bus citizens over the entire course of the school year.

1. Students are expected to:
  - a. behave well while on the bus
  - b. board the bus quietly,
  - c. take their assigned seats,
  - d. remain seated, sitting forward
  - e. converse quietly with their nearest neighbor.
2. The bus driver is in charge of the bus.
3. The bus driver will assign seats.
4. Student behavior is expected to be like that in the classroom.

### **The Rules**

The violation of any of the following rules will place the student into the bus discipline system.

**THE BUS DRIVER IS IN CHARGE OF THEIR BUS**

(Just like the teacher in a classroom)

Student behavior is expected to be like that in the classroom

1. Cell phones and some other electronic devices (for music, and other appropriate uses) are allowed only if headphones / earbuds are used and it does not create a disturbance on the bus. Cameras and any other device that may disturb or distract the driver or students are not to be used on the bus.
2. Disrespect, defiant conduct, obscene language, or gestures directed toward the driver or students can result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is asked to sit either permanently or temporarily at the driver's discretion.
4. Students shall ride only their assigned bus. Students will **only** be allowed to get on or off at their assigned stop location. Permission may be granted to ride another bus or get on or off at another location on a case by case basis however, this requires a parent/guardian signed form and approved by Transportation **BEFORE** a change can take place.
5. When requested by the driver, students must immediately and correctly identify themselves. Failure to do so will result in a 3 day suspension from ALL buses.
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus.
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so

in front of the bus (never behind it) and wait for the driver to signal the student when it is safe to cross.

8. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
9. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
10. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
11. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.
12. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
13. No smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses.



14. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather, one bottled water is permitted
15. per student. Exceptions to this rule only apply to documented medical needs. Students must maintain clean bus interiors by keeping trash off the floor. Students may **not** throw refuse out of the windows.
16. **Aisles must be kept clear.** Personal belongings, books, instruments, projects, etc. must be held on a student's lap.
17. Large items which cannot be held in the student's lap will not be transported on the school bus; this includes large band instruments.
18. If a student does not ride for two (2) consecutive mornings, the bus will not return or stop until you notify the Transportation Office that the student will again be riding.
19. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
22. No animals, reptiles, fish, or fowl are permitted on the bus.
23. No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus.

## **Disciplinary process: Improper Conduct**

For any offense, the bus driver may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If a verbal warning from the driver fails to improve the student's behavior, the offense will be written up by the driver and submitted to a Transportation Supervisor. When a write up is issued, the following progressive discipline process will be in effect:

- 1st offense** – Driver issues bus citation to the student for parent notification. A letter could be sent or a phone call placed to the parent or guardian by the Transportation Department.
  
- 2nd offense** - A letter will be sent or a phone call placed to the parent or guardian. May require a conference with the student and/or parent. May also issue a mandatory suspension from **all** buses from one (1) to five (5) days. The parent or guardian will be notified of this by Transportation.
  
- 3rd offense** – May require a conference with the student and/or parent. May also issue a mandatory suspension from **all** buses from six (6) days up to the remainder of the semester. The parent or guardian will be notified of this by Transportation.
  
- 4th offense** - May issue a mandatory suspension from **all** buses for the remainder of the school year and possibly extended to the following school year. The parent or guardian will be notified of this by Transportation.

Any of the above steps may be skipped dependent on the severity of the offense. Punishments will be designed to coordinate with the appropriate building level student handbook.

### Examples of Improper Conduct (All Offenses)

Examples include but are not restricted to, any of the following:

1. Yelling, or screaming
2. Putting your feet or other items in the aisle
3. Rude, disrespectful to anyone on the bus
4. Using bad words, cursing or profanity of any kind
5. Throwing things on the bus
6. Shouting or yelling out of the window.
7. Obscene gestures to other passengers or outside the bus.
8. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).
9. Wearing a hat, a hoodie, or other garment if it makes it difficult to identify the student.
10. Touching or putting hands on another student in an aggressive manner.
11. Violation of safety procedure that could endanger anyone.
12. Any instance of 'horseplay'
13. Arguing with or showing disrespect to the driver
14. Not sitting in their assigned seat
15. Others as identified by transportation personnel.
16. Failure to immediately correctly identify themselves, to the driver.
17. Smoking, chewing, or possession of drugs or tobacco products

18. Vandalizing or damaging bus property is prohibited and students who do so will be responsible for payment to cover the cost of damages.
19. Tampering with bus emergency or safety equipment, video cameras or DVRs.
20. Physical assault of another person.
  
21. Inappropriate displays of affection.
22. Improperly clothed or inappropriately changing or removing clothes, displaying gang colors, gang tags, or making gang symbols. School dress code, per student handbooks, applies to the bus.
23. Picking on other students
24. Getting on or off the bus at an incorrect location.
25. Others as identified by transportation personnel.
26. Any instance of major fighting (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used).
27. Sexual misconduct (Sexual misconduct encompasses sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed. For Example: exposing his or her genitals: soliciting or requesting another person to engage in sexual conduct under circumstances in which he knows that their requests or solicitation is likely to cause affront or alarm; forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks) or sexual harassment (the making of unwanted sexual advances or obscene remarks; intentional touching without consent, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the person's environment.)

28. Possession of an object that may be considered dangerous or used as a weapon Verbal (to include cursing), threats of violence, or physical assault of the driver or other transportation official by a student or his or her parent, guardian, or representative will result in immediate termination of riding privileges.

## **There is no excuse for any offense**

**When a severe violation is believed to have occurred, bus riding privileges can be revoked immediately and indefinitely for safety purposes. A parent or guardian and the appropriate school principal will be notified by Transportation. The future disposition of the student's riding status will be determined after a thorough investigation is completed by the Transportation and School Administration.**