

## **STUDENT CONDUCT ON SCHOOL BUSES ADMINISTRATIVE REGULATION**

Bus drivers are authorized to enforce these regulations and to take the necessary steps to ensure student safety. Students are expected to follow the instructions of bus drivers as they do their teachers and other school staff. The bus driver is safety-minded, knows safety rules, and his/her first goal is safety of the students. Students can help by paying attention when the driver speaks, learning the bus rules, doing what the driver says, being on time for the bus, and remembering that the driver cannot wait if the student is late.

### **Boarding the Bus**

- A. At the bus stop, do not wait in the road and stay back from the roadway until the bus arrives.
- B. Wait until the bus comes to a complete stop before trying to board the bus.
- C. Board the bus in an orderly fashion, and let younger students board first.
- D. Use the handrail to keep your balance, especially when it is slippery.
- E. Go directly to a seat and remain seated.

### **Traveling on the Bus**

- A. All directions from the bus driver must be followed.
- B. Stay quietly seated during the trip.
- C. Eating, drinking, and smoking are not allowed on the bus.
- D. Place books or bundles under the seat or hold them on your lap where they cannot slide, fall or block the aisle. Do not throw anything on the bus.
- E. Keep your arms and legs out of the aisles.
- F. Act as you would in the classroom. Loud or boisterous talking drowns out traffic sounds and other drivers' horns and could cause an accident.

- G. Absolutely no horseplay on the school bus. Distracting the driver could cause injury to you and your fellow passengers.
- H. Do not throw or stick anything out of bus windows. Keep your head, arms and hands inside the bus.
- I. Do not open windows without permission from the driver.
- J. No talking is permitted at railroad crossings. The driver stops the bus to listen for a train that might be hidden from view.
- K. The emergency door may not be used except in an emergency.

### **Upon Arrival**

- A. Wait for the bus to stop completely before standing.
- B. Students may exit only at their regular or authorized stop.
- C. Report any damage to the bus driver.
- D. People closest to the front should exit first.
- E. Exit in an orderly fashion.
- F. Watch your step leaving the bus.
- G. Move away from the bus immediately, and keep away from the side of the bus as it pulls away.

### **Crossing the Road**

- A. Walk 10 steps ahead of the bus along the edge of the road.
- B. Watch for the driver's signal to cross, and then look both ways to make sure the road is clear of moving traffic. Although the law states that traffic must stop both ways for a stopped school bus, do not depend on it.
- C. After the driver's signal and looking both ways, walk quickly across the road to the other side.

**Bus Misconduct**

- A. Bus drivers shall report all disciplinary problems to the appropriate building Principal.
- B. Parents shall be notified of disciplinary problems and appropriate action taken.

Cross Reference: JICC – Student Conduct on School Buses  
JICC-E – Bus Report Form

Adopted: September 1998

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