

Wilson County Schools **Transportation Procedures**

Adopted February 2007
Effective July 1, 2007

The school bus is proven to be the safest mode of transportation for all students. The design of the bus body and seat configuration is engineered to compartmentalize riders and protect them in the event of collision and aid evacuation if necessary. Only if students are correctly seated will the safety features engineered for the bus work to protect them in the event of collision. It is the mission of Wilson County Schools Transportation Department to provide every student a safe ride to and from school and school activities.

The Transportation Department is committed to the safety of its drivers and students. Suspension or termination of bus riding privileges will be exercised if necessary to achieve the safety for the driver, other students, or the offending student.

The following rules and regulations insure the safest, most enjoyable, and efficient transportation for your children. Parents should be aware that Wilson County Schools utilizes audio\video recording systems on most of the district buses.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the students behavioral record as determined by the district and in accordance with the law.

Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

Bus Discipline Regulations

Students transported in a school bus shall be under the authority of and responsible directly to the operator of the bus, unless otherwise assigned by proper authorities. Continued disorderly conduct or persistent refusal to submit to the authority of the operator shall be sufficient reason for refusing transportation to any student. Drivers are required to report misbehaviors on the bus. When an incident report is issued for inappropriate behaviors, Principal's will follow the Wilson County Schools; Code of Conduct

Bus Safety Best Practices

1. Students must be at their bus stop on time. Students should be at their assigned bus stop at least 5 minutes prior to their scheduled pick up time. Students who miss a bus running on schedule will be responsible for notifying his/her parent/guardian to obtain transportation to school and could be counted tardy or absent to class.
2. While waiting at the bus stop, students must wait on the sidewalk or driveway, maintaining a minimum 10'-15' from the traveled portion of the road. The parent/guardian is responsible in seeing the student reaches the assigned bus stop on time and the safety of the student while waiting for their bus.

3. Students must wait in an orderly manner and wait until the bus comes to a complete stop before approaching the bus.
4. If it is necessary to cross the street or roadway, students must wait until the driver signals them to cross, then the student shall cross the street or roadway 10-15 feet in front of the bus to ensure the driver sees them. This also applies upon leaving the bus. Do not cross until the driver signals you to do so.
5. Students must enter the bus single file and be seated as quickly as possible.
6. Upon leaving the bus, students must wait until the bus comes to a complete stop before standing to exit. Standing is not permitted on a moving bus.
7. Exit single file in an orderly manner and walk away from the bus. Students should avoid checking the mailbox or any activity which delays their leaving the danger zone and reaching 10-15 feet from the edge of the roadway so the bus can move away. Students should never walk behind a bus or on the roadway beside the bus. Always stay in sight of the driver and move away from the unloading area as quickly as possible.

Student Safety Rules/Regulations

1. Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language or gestures are not permitted.
2. Students must remain seated with feet on the floor in front of them, not in the aisle or draped over the seat back. Students must sit facing forward while the bus is in motion.
3. Students will not extend hands, arms, heads, or objects from the school bus window at anytime.
4. Students are not permitted to shout, or gesture to passing vehicles or pedestrians from the bus.
5. Students may adjust windows only when permitted to do so by the driver.
6. Pupils may not throw any object including trash or paper either from within or out of the bus while waiting for, riding, or leaving the bus unless in a provided trash container.
7. Students may not exit from the emergency door unless directed to do so by the driver. Students should not open, or attempt to open, emergency windows or roof hatches unless directed to do so by the driver or emergency personnel.
8. Riders must stay out of the driver's seat and may not tamper with operating equipment or safety devices (i.e. fire extinguishers, triangles).
9. Eating and drinking food and beverages on the bus is prohibited. Neither food nor liquids are permitted on the bus except in school lunch bags or lunch pals.
10. The use/possession of tobacco, firearms (including cap guns and water pistols), explosives, drugs, or alcohol in any form shall not be permitted and will be disciplined per the Wilson County Schools; Code of Conduct.
11. Animals, knives, matches, glass and other similar breakables, or any other items creating a safety hazard are not permitted on the bus. Possession of prohibited items will be handled per the Wilson County Schools; Code of Conduct. Necessary school books and backpacks are permitted. Other items are not permitted.
12. Absolute quiet is required at railroad crossings. The driver will turn off all radios and illuminate the dome lights to alert students to be absolutely quiet. This is a requirement of the State of Tennessee, Pupil Transportation; and Wilson County Schools.
13. Parents will be held responsible for payment for damages/vandalism to the bus. Vandalism will be considered a category 1 offense per the Wilson County Schools; Code of Conduct. Bus privileges will be suspended until payment of damages/vandalism is received by Wilson County School.
14. Student dress on the bus will be compliant with the districts dress code.

15. Fighting/Bullying/Assaults/ Sexual Harassment by any student will be considered a category 3 offense as described in the Wilson County Schools; Code of Conduct and Wilson County Schools' Policy.
16. Electronic devices including; cell phones, ipods, MP3 players, CD players, etc. are permitted as long as the device does not compromise safety or cause a disruption on the bus. The drivers may take-up electronic devices and return them to the student when they leave the bus or turn over to school administrator. Wilson County Schools is not responsible for lost, damaged, or stolen items belonging to students.

Driver Responsibilities

1. The operator of the school bus shall be responsible for the order and conduct of the pupils transported.
2. The operator has the responsibility to **assign seats** and will be directed to do so as a matter of policy.

School Bus

Students who come to school on the school bus should return home on the bus unless they have a note from their parent/guardian. **Riding the school bus is a privilege and is not required by state law.** Students are to maintain proper conduct while riding the bus. Bus riders should pay close attention to school announcements in the afternoon for bus numbers and possible changes. It is the student's responsibility to listen and go directly to the bus in the afternoon. Should a student miss their assigned bus after school administrators have released the bus for departure, the student must report to a school administrator and make other arrangements to be picked up at school.

Parents will be held responsible for payment for damages/vandalism to the bus. The offense will be considered a category offense per the Wilson County Schools; Code of Conduct. Bus privileges can be suspended until payment of damages/ vandalism is received by Wilson County Schools.

The school bus is an extension of school activity; therefore, the Board expects students to conduct themselves on the bus in a manner consistent with established standards for safety and classroom behavior.

The Principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student can have his/her riding privileges suspended or terminated by the principal if determined their behavior is such as to cause disruption or an unsafe situation on the bus or when they disobey local, state, or federal regulations pertaining to student transportation. Parents/Students must provide transportation to and from school should they be denied transportation because of suspension or termination of privileges.

Any Parent/Student who threatens a driver or school district personnel either verbally or nonverbally will be reported to the proper authorities and student(s) could lose riding privileges for the remaining time enrolled in Wilson County Schools.

Any student who exits the bus at any point between school and their assigned stop must present the driver with a note signed by the school administrator of the school they attend.

Students may not ride another bus that is not their regular assigned bus except for emergency purposes and must be approved by the school administrator and may not cause bus to be overcrowded.

Students desiring to take another student home with them, who does not normally ride a particular bus, must obtain prior permission from the Principal and present the driver with a note signed by their principal. All requests are conditional on the bus not being overloaded. This may not be a blanket approval and a copy of the permission note must be held in the school office.

Teachers and sponsors have the responsibility to enforce all rules and regulations while their class is on the bus.

Incident Reports

The bus driver will discuss the incident with the student(s). All students involved may be included in the discussion. The driver will send the incident report to the office. The bus driver and student(s) may come into the office and discuss the offense with the administrator or designated person. The student can contact their parent/guardian to discuss the bus incident report and behaviors that occurred. The administrator will discuss the bus incident report issue with the parent/guardian by phone, in person, or in writing. The incident report is to be signed by the parent/guardian and returned to the school the following day. Consequences for violations are listed in the students' handbook under Bus Code of Conduct.

New Students or Changes to Transportation

Parents/Guardians who need to add a student to transportation or change pick-up or drop-off locations must go through the student's school office to make request.

The school will confirm request with custodial parent(s)/Guardian(s) and check emergency contact information. The school will contact the transportation department with request for change and the transportation department has three business days to make requested change.

The Wilson County Board of Education has authorized the establishment and utilization of 2/10 of a mile walk zones from a student's home to an assigned bus pick-up and drop-off point. These walk zones are used to better utilize county equipment. Safety concerns with assigned pick-up and drop-off locations can be reported to the transportation department and will be investigated by the Director of Transportation who will have final say as to the location of bus stops.

Wilson County Schools Transportation Department will not pick-up or drop-off student(s) at daycare centers on private property, or enter gated communities.

The Director of Transportation must approve requests for pick-up or drop-off at a parent's place-of-business. Request will be denied if not on a regular bus route or if it is the opinion of the Director of Transportation that the child cannot safely reach the front door of the business due to traffic patterns or other safety concerns.