When an infraction occurs, the school vehicle driver will follow Procedures for Handling Student Misconduct While on Buses. The Driver will also complete the Bus Conduct Report and provide it to the Transportation Department, where it will be forwarded to the principal or assistant principal. The school administrator is responsible for disciplining the student(s) involved. Both the Procedures for Handling Student Misconduct While on Buses and the Bus Conduct Report are included in the Superintendent’s Administrative Procedure related to this policy.

The following behaviors are considered infractions of transportation regulations and will have consequences as listed below:

1. Fighting
2. Committing vandalism or willful destruction to school vehicles
3. Possessing weapons
4. Drugs or alcohol
5. Smoking
6. Using profanity or giving verbal abuse
7. Standing, pushing, putting extremities out windows
8. Eating, drinking, and spitting
9. Shooting water pistols
10. Throwing objects, snowballing
11. Making excessive noise
12. Bringing animals on the school vehicle
13. Riding unassigned school vehicle and/or getting on/or off at an unassigned school vehicle stop
14. Failing to produce I.D. cards (secondary level)
15. Running after or hanging on school vehicle
16. Interfering with the safe and orderly operation of the school vehicle or jeopardizing the health, safety, and welfare of students and others
17. Committing other infractions related to Board Policy and/or Superintendent’s Administrative Procedures

**Consequences**

Violating school vehicle rules 1-5* will result in suspension from school. The procedures outlined in The Superintendent's Administrative Procedure regarding “Student Offenses and Discipline Procedures” will be followed.

Violating any of the other rules will result in appropriate disciplinary action at the school level, which may include loss of school vehicle privileges and/or suspension.

**Loss of School Vehicle Privileges Procedures: One (1) to Five (5) Days**

1. The student shall be told the reason for the loss of school vehicle privileges and shall be afforded the opportunity to respond to the charges before the loss becomes effective. This shall be the responsibility of the assistant principal or principal.

2. The student and parents are notified of the loss of school vehicle privileges in the following manner:
   - Prior to enacting the loss, parents will be notified by telephone. Personal contact will be followed by written notification (Attachment #1).

3. The loss of privileges shall not be for a period longer than five (5) days.
Loss of School Vehicle Privileges: Six (6) to Ten (10) Days

1. Loss of school vehicle privileges beyond five (5) days shall be reserved for serious or persistent infractions of school vehicle rules. Such loss may be assigned only by a building principal or assistant principal in the principal's absence.

2. The student shall be told the reason for the loss of school vehicle privileges and shall be afforded the opportunity to respond to the charges before the loss becomes effective. This shall be the responsibility of the assistant principal or principal (Attachment #2).

3. The student and parents are notified of the loss of school vehicle privileges in the following manner:
   - Parents will be notified by telephone when a student is in danger of losing bus privileges. Personal contact will be followed by written notification (Attachment #2).

4. By the fifth day of loss of privileges, the parent and student will have a formal meeting with the principal or assistant principal to review the situation and determine if the loss of school vehicle privileges will be extended for a full ten (10) days. At the end of the loss of school vehicle privileges, the student will report to the principal to be reassigned to the school vehicle.

5. The loss of privileges shall not be for a period longer than ten (10) days.

Multiple Loss of School Vehicle Privileges

Whenever any student shall have had multiple losses of school vehicle privileges, the case must be reviewed by the building principal. A conference must be held with parents.

After such a review and conference, the principal may elect to restore privileges to the student or refer the matter to the Office of the Assistant Superintendent for the junior high school or Office of the Superintendent for the senior high school. In cases requiring such referral, it shall be necessary for the principal to administer a ten (10)-day loss in order to ensure adequate time for the referral. In cases requiring referral to the Office of the Superintendent or the Assistant Superintendent, the parent must be notified of the ten (10)-day loss and referral by certified mail. A copy of that correspondence must be forwarded to the Office of the Superintendent in addition to the Guidance Department and the student's file (Attachment #2).

After a conference, if the Superintendent or Assistant Superintendent does not elect to restore the student's school vehicle privilege, the student must be referred to the Board of School Directors for a hearing. Procedures as outlined in District policies regarding
student suspension and student expulsion must be followed for loss of transportation privileges for greater than ten (10) days.

**Special Education**

There will be no changes in the transportation arrangements of a special education student unless specified in the IEP. A loss of school vehicle privileges for a special education student is deemed a suspension. If a special education student is suspended from school vehicle privileges, the procedures delineated for special education students in District policies regarding student suspension and student expulsion are to be followed.
TRANSPORTATION REGULATIONS

1. Students will not be permitted to get on or off the school vehicle anywhere other than their assigned stops unless they have obtained permission from the Transportation Department or proper school authority.

2. The school vehicle driver is in charge of the students while they are riding the school vehicle. The driver will assign seats when required. Students will follow the direction of the driver.

3. The school vehicle driver will not allow book bags, band instruments, or any projects to be placed in aisles or areas near exits. Items of this nature must be held on student's lap.

4. The use of tobacco, alcoholic beverages, or controlled substances while on the school vehicle is prohibited. Lighted matches or open flames are not permitted.

5. Trash is not to be thrown in or around the school vehicle nor are any articles to be thrown out of the school vehicle windows. Throwing objects (snowballs) at the school vehicle from the outside is not permitted.

6. Fighting and physical contact are not permitted.

7. Standing and pushing are not permitted. Extremities must be kept inside the school vehicle at all times.

8. Use of profanity or the verbal abuse of other students or the school vehicle driver will not be permitted. Students are to speak at moderate levels. Excessive noise will not be allowed. Quiet is required when the school vehicle approaches a railroad crossing.

9. Live animals, glass containers, firearms, weapons of any kind, explosives, or any objectionable items will not be permitted on the school vehicle.

10. Acts of vandalism or willful destruction to the school vehicle are prohibited. Students will be responsible for repair costs of all damages.

11. Eating and drinking are not permitted on the school vehicle.

12. Students must carry Student Identification Cards at all times (secondary level only).

13. Students will not interfere with the safe and orderly operation of the school vehicle or jeopardize the health and safety of other passengers.

14. All Abington School District Board Policies and Pennsylvania Department of Transportation regulations will be enforced.
Violating any of these regulations will result in appropriate disciplinary action, which may include suspension from the school vehicle and/or school.

**STUDENT SCHOOL VEHICLE SAFETY GUIDELINES**

Riding the school vehicle is a privilege. These rules help ensure safe school vehicle transportation for students and school vehicle drivers. Students who violate these safety regulations may be excluded from riding the school vehicle. Parents are responsible for transporting their child to and from school if the child has been excluded from the school vehicle transportation.

**Two General Rules**

- Always follow the directions of the school vehicle driver.
- Be courteous.

**Waiting for the School Vehicle**

- Drivers will pick up students only at assigned school vehicle stops.
- Help the school vehicles stay on schedule. Be at your stop five (5) minutes early.
- Be considerate of private property. Stay off the lawns of homes near the school vehicle stop. Do not play games in the street, enter on to private property, or misbehave in any manner.
- Stay off the road while waiting for your school vehicle.
- Wait until the school vehicle comes to a complete stop before trying to get aboard. Do not push or crowd when getting on the school vehicle.
- While boarding or exiting the school vehicle, do not depend on cars stopping when your school vehicle stops. Look and make sure it is safe to cross the road before proceeding.
- If you are late, never run after a moving school vehicle.

**Riding the School Vehicle**

- Keep your body inside the school vehicle at all times.
- Help keep the school vehicle clean. Do not throw trash on the floor or out of the windows.
• Loud talking, laughing, and yelling can be distracting to the driver. Speak at a moderate level and do not cause disturbances on the school vehicle.

• Animals, glass containers, firearms, explosives, or any other dangerous or objectionable item may not be taken on the school vehicle.

• Keep objects out of the aisle. Book bags, instruments, or school projects must be held in your lap or they will not be allowed on the school vehicle.

• Find a seat as soon as you board the school vehicle. Do not leave your seat while the school vehicle is moving. Face the front of the school vehicle at all times and stay seated until it stops.

• Share your seat with others. If the school vehicle is filled, ride three to a seat.

• Quiet is required when the school vehicle approaches a railroad crossing.

• Always follow the directions of the school vehicle driver.

• Smoking, lighted matches, and open flames are not permitted in the school vehicle.

• The student will have to pay for the repair of any damage caused to the school vehicle.

**Leaving the School Vehicle**

• Always cross the street in front of the school vehicle where the driver can see you.

• Always look for vehicles before crossing the street.

• Alert the driver if you drop something under or near a school vehicle before picking it up.

• Stay a safe distance away from the side of the school vehicle.

• Drivers will drop off students only at assigned school vehicle stops.
PROCEDURES FOR HANDLING STUDENT MISCONDUCT
WHILE ON SCHOOL VEHICLES

1. The school vehicle driver is responsible for and must give primary attention to the safe operation of the school vehicle.

2. If an individual student misbehaves on a trip when a teacher or aide is present, the teacher or aide should deal with the misconduct. If there is no teacher or aide present, as on most daily runs, the driver should warn the individual student while the trip is in progress. At the end of the trip, the driver should report the name of the offending child and the nature of the offense to the Transportation Department. The Transportation Department will immediately notify the school principal for appropriate disciplinary action.

3. If there is general misconduct on the part of a great number of students, the driver should immediately radio the Transportation Department and attempt to identify the students causing the trouble.

4. Complete and submit the Bus Conduct Report (Attachment #3) to the Transportation Department.
I write to inform you that ________________________’s school vehicle privileges have been suspended for _______ days, effective ________________ through _______________________.

To discuss this situation or to arrange for a conference, please call me between the hours of 8:00 a.m. and 4:00 p.m. I can be reached at 215-884-4700, extension __________.

It should be clearly understood that during the time of school vehicle suspension, ____________________________ should not appear at the school vehicle loading area. Transportation is your responsibility during this time.

Very truly yours,

Principal or Assistant Principal

cc: Student’s File
    Transportation Office
I write to inform you that ________________________’s school vehicle privileges have been suspended for at least five-days, effective _____________________________ for _____________________________.

Owing to the serious nature of the offense, the principal or his/her designee will review the case, and it is possible that this five-day suspension may be extended to ten days. It is necessary that you arrange a conference with ___________________________ within five days of this suspension. You may contact __________________________ by telephone at 215-884-4700, extension ________, between the hours of 8:00 a.m. and 4:00 p.m.

It should be clearly understood that during this time of school vehicle suspension, ______________________ should not appear at the school vehicle loading area. Transportation is your responsibility during this time.

It should be noted that after two ten-day school vehicle suspensions, the third suspension offense requires review by the principal. Upon such review, the principal may elect to refer the case to the Office of the Superintendent.

Very truly yours,

Principal or Assistant Principal

cc: Office of the Superintendent
    Guidance Department
    Student’s File
    Transportation Office
# BUS CONDUCT REPORT

**STUDENT’S NAME**

**CLASS-GRADE**

**DATE OF INCIDENT**

☐ 1ST NOTICE  ☐ 2ND NOTICE  ☐ 3RD NOTICE

**BUS NO.**

**TRIP NO.**

**DRIVER’S NAME**

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## NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

## DRIVER’S REPORT:

- ☐ VIOLATION OF SAFETY PROCEDURES
- ☐ DESTRUCTION OF PROPERTY
- ☐ FIGHTING-PUSHING-TRIPPING
- ☐ EXCESSIVE MISCHIEF
- ☐ WRITING
- ☐ SMOKING
- ☐ EATING-DRINKING-LITTERING
- ☐ RUDE-DISCOURTEOUS-ANNOYING
- ☐ UNACCEPTABLE LANGUAGE

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## PRELIMINARY ACTION:

- ☐ CHECKED STUDENT’S FOLDER
- ☐ HELD CONFERENCE WITH STUDENT
- ☐ CONSULTED COUNSELOR
- ☐ TELEPHONED PARENT

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## PRESENT ACTION AND RECOMMENDATIONS:

- ☐ STUDENT REGRETFUL, COOPERATIVE
- ☐ RECURRENSES WILL BE REPORTED
- ☐ DENIED BUS PRIVILEGE UNTIL
- ☐ PLACED ON PROBATION
- ☐ SUSPENDED
- ☐ REFERRED TO:

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Driver’s Signature:  Administrator’s Signature:  Date:

☐ If a check is entered in this box, Parent please sign and return:

PARENTS’ COPY - WHITE  OFFICE COPY - BLUE  TRANSPORTATION COPY - PINK  DRIVER’S COPY - YELLOW