

SCHOOL BUS SAFETY PROGRAM
(BUS RULES FOR DRIVERS)

DISCIPLINE

Good pupil conduct is mainly the responsibility of the school bus driver. Drivers should understand that children are more likely to respond to firm, kindly treatment, and that overly rigid application of rules may produce bad results. In any case, drivers will endeavor to be pleasant and will treat children with respect at all times.

Drivers and contractors are responsible for following all School Committee policies and regulations on busing, but in no sense does the Westfield School Committee relinquish its control over matters related to the busing of Westfield students. Drivers and contractors will comply with all state laws and regulations on bus operations.

1. The bus driver will not move the bus until all students are seated.
2. Drivers must not remove any child **from** a bus as a disciplinary measure.
3. Drivers must not touch a child, except to assist him, or to render first aid.
4. There is no smoking on school buses or on school grounds.
5. Bus drivers have no authority to appoint students as bus monitors. If repeated misbehavior problems arise, the driver may take any or all of the following actions:
 - a. Report each incident to the designated authority.
 - b. Request that the designated authority ride with him on one or more trips to observe the problem.
 - c. Request that the school principal/assistant principal board the bus and talk to the students.
 - d. Require individual passengers to sit in the front seats so they can be observed.
6. Extreme cases of misbehavior on the bus will be reported immediately to the office manager via the two-way radio.
7. Although discipline on the buses is a driver's responsibility, the driver's main responsibility is to drive the bus safely and in accordance with rules and regulations.
8. Suspension of a pupil **from** riding the bus must be administered by the proper authority, usually the school principal/assistant principal.
9. School principals/assistant principals must administer discipline when rule infractions are reported. Reports must be prompt, and discipline should be administered as soon as possible, after it has been reported. All discipline action must be reported to parents and noted on the copy of the Bus Conduct Report, which is returned to the bus driver.

Any violations of the rules and regulations for student behavior on school buses ([refer to Policy JICC](#)) must be reported at the end of the a.m./p.m. route, (depending on the time of the violation) to the office manager of the bus contractor, and written bus conduct report must be submitted to the building principal no later than the following day. The copy is returned to the office manager showing the action taken by the principal/assistant principal. This copy should also be given by the office manager to the driver so he knows what action has been taken.

The following conduct/incident must be radioed as soon as safely possible following the conduct/incident into the office manager of the bus contractor who will immediately contact the Westfield School Department Transportation Office:

1. Threats of violence or violence of any type against person or property.
2. Threats or statements of possession or possessing illegal or harmful substances or items.
3. Threats or statements of possession or possessing weapons of any type.
4. Any injury to students, monitors, or driver including all instances where bleeding occurs.
5. Performing first aid to any student, administering band aids.
6. Any vehicle accident, property damage, or person injury.

Arrival and Departure

Bus contractors must arrange the time schedule for their drivers to ensure that students do not arrive at any school more than 15 minutes before the starting time for that school.

Students must not be forced to run to catch a departing bus which is leaving early. Principals will establish earliest possible departure times, and buses will not leave before the established time. Buses are to depart from the same location each day unless directed to an alternative location by the Director of Transportation or his/her designee. Compliance with and adherence to arrival and departure schedule are the responsibility of bus contractors and their drivers.

Approved: December 27, 1977

Amended: October 15, 2002

