

## Transportation Procedures

The Moses Lake School District is committed to operating the safest transportation system possible through good bus maintenance, continuous driver training, and appropriate student behavior. This third component, appropriate student behavior, requires the help and cooperation of the students and you, the parent/guardian.

Students and parents/guardians are expected to be familiar with the *Conduct for Bus Riders* that lists both the expectations and the consequences of inappropriate behavior on a school bus. This information is listed on our website at, [www.moseslakeschools.org/support/transportation.htm](http://www.moseslakeschools.org/support/transportation.htm). The privilege of riding a school bus is offered to all qualifying students contingent upon the students following the *Conduct Expectations for Bus Riders*. The Assistant Transportation Manager is responsible for the administration of discipline and the resolution of student misconduct problems in the bus environment. Parents/guardians may appeal the Assistant Manager's decision to the Transportation Manager if they feel that a procedure has been erroneously applied. Appeals of the Transportation Manager's decision should be addressed to the Moses Lake School District Hearing Officer through the Administration office within three (3) school days of the Transportation Manager's decision.

Classroom conduct is the accepted behavior on a school bus. Classroom conduct, as used here, is interpreted to mean: following the driver's directions, remaining properly seated, keeping your hands and personal items to yourself, and talking with other students in immediate vicinity only. Students need to remember that since all grade levels may be riding the bus, conversational content should be structured accordingly.

The buses may be carrying all grade levels simultaneously. In these situations, drivers will separate the students by grades or schools, usually with the younger students sitting towards the front of the bus. The driver may assign students to seats outside this parameter in response to a parent, or student request, to separate students, or to move a student closer to the driver.

Parents wishing to discuss their student's behavior on the bus need to contact the driver through the Transportation Department (766-2676). Please have some basic information ready, such as the route number, time and day(s) of concern along with a time for the driver to call back. The driver will return the call as soon as possible. The intent of these contacts is to help the parent/guardian and drivers understand what is happening and to work on a mutually agreeable plan of action that will correct the behavior.

If a misconduct report is issued, the student is responsible for sharing it with his/her parent/guardian as soon as possible. The parent/guardian must sign the Misconduct Report for the student's bus riding privileges to continue. ***Parent/guardian signature does not necessarily indicate concurrence with the action, but merely acknowledges receipt and understanding of the report.***

The student must have the report signed by the parent/guardian prior to boarding the bus the next morning, or in the case of suspensions, when he/she returns to the bus. The student should give the signed Misconduct Report to the bus driver when boarding the bus. Secondary students must have the signed Misconduct Report to board the bus. Elementary students, who don't have the signed Misconduct Report will not be left at the bus stop but will be instructed to return the report the following morning.

If the Misconduct Report is a *Warning*, the Transportation Department will send a letter to the parent/guardian informing them of the misbehavior and encouraging the parent to work with the driver and student to avert further problems. The letter will accompany copies of the Misconduct Report, bus rules and district *student management* procedure. The letter will indicate the consequences of further student misconduct.

If the Misconduct Report involves the suspension of the student from the bus, the Transportation office, through the bus driver, will make a sincere effort to notify the student's parent/guardian verbally prior to the initiation of a suspension. The student's school will also be advised of the consequence and the beginning and ending date of the loss of bus privilege. The suspension will be for all district buses including vocational and sports transportation.

If the Misconduct Report is for Exceptional Misconduct, the Transportation Office will contact the student's parent/guardian informing them of an immediate suspension of bus privileges. Suspension from the bus, by definition, means all buses. A conference with the student, parent/guardian, transportation staff and the bus driver may be required before the student can return to the bus. If the student's conduct is severe enough the student will forfeit all bus riding privileges for an indefinite length of time. If a student's privileges have been forfeited contact the Transportation Department for information concerning reinstatement of bus riding privileges.

