

CIMARRON MUNICIPAL SCHOOLS

STUDENT BUS SAFETY AND DISCIPLINE REGULATIONS:

Student transportation is a privilege extended to students who qualify for transportation pursuant to statutes **22-16-2 to 22-16-4, NMSA, 1978 Compilation**. Students who do not obey state and local regulations governing student transportation may have their transportation privileges revoked by the school district.

STUDENT RESPONSIBILITIES:

1. Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left facing traffic, except on divided or multi-lane roadways.
2. Students must be on time at their assigned bus stop. The bus driver will not wait for students unless they are observed making an effort to reach the bus or unless otherwise specified and justified in the student's Individualized Educational Plan.
3. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid "horseplay." When loading, the students should clear the traffic area immediately.
4. Students required to cross the road to load or unload the bus shall walk far enough in front of the bus (**eight to ten feet**) so that the driver can see them. Students shall not cross until they have checked the traffic and the driver has indicated it is safe to cross.
5. The driver is in full charge of students when they are riding on the bus. The students must obey the driver promptly. In cases where a teacher or school administrator is on the bus, they are also authorized to enforce student discipline.
6. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
7. Students will not be permitted to leave the bus on the way to or from school except at their regular assigned stop or school except on the written request of a parent/guardian; the bus driver will serve as the Board's designee in determining where students are allowed to leave or board the bus.
8. All students shall be seated when the bus is in motion; the driver has the authority to assign students to seats at his/her discretion.
9. Students shall not be permitted in front of the passenger seating area while the bus is in motion.
10. Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
11. Students will stay out of the driver's seat and will not tamper with any equipment.
12. Students must cooperate with the bus driver in keeping the bus clean.
13. Rough or boisterous conduct will not be permitted in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
14. Students shall not use profane language or obscene gestures.
15. Food or drink may be allowed on the bus at the discretion of the driver; factors that might be considered are: the length of the drive, the age of the children, the type of food or drink requested, whether or not the bus is left clean and free of trash.

16. Students should remember that misconduct or carelessness not only endangers their own safety but also the safety of the other students on the bus.
17. Students must not extend their hands, arms, heads or objects through bus windows.
18. The driver shall not permit the transportation of firearms, knives, explosives, breakable glass, or other dangerous objects, reptiles, or animals, except those animals authorized by an Individualized Educational Plan.
19. No item that will block the aisle or exits shall be permitted on the bus while it is in motion. In transporting musical instruments, shop projects, or other school projects, the following shall apply: (a) No item shall occupy needed seating space; (b) No item shall be placed in the driver's compartment; (c) All items carried by students shall be under their control at all times and carried on their laps or between seats.
20. Students must not open or close the bus windows without the permission of the bus driver.
21. Students shall not throw any item inside or outside or outside the bus while boarding, riding or leaving the bus.
22. The use of tobacco, alcohol, or any other controlled substance is not permitted.
23. Students will not ride on the outside of the school bus at any time or attach any item to the bus.
24. Students and their parents/guardians will be held financially responsible for malicious destruction to a bus.
25. When a student's behavior endangers the safety of others, the student shall be suspended from the bus.

PARENT RESPONSIBILITIES:

1. Parents shall ensure that their students arrive at the designated bus stop a few minutes prior to the scheduled arrival of the bus.
2. Parents shall provide protection and supervision for their children prior to boarding the bus and immediately after the child leaves the bus at the bus stop. Children will not be allowed to leave the bus during extremely inclement weather unless they are picked up at the bus stop by the parent/guardian or some other designated adult.
3. Parents shall be responsible for the appropriate conduct of their children at bus stops and while walking to and from bus stops.
4. Parents shall be responsible for any malicious destruction to the bus or for assault on a bus driver or other supervisory personnel by their children. All such instances of destruction or assault will be reported to law enforcement officials. Students who are responsible for malicious damage will be suspended from bus transportation until financial remunerations are made by parents/guardians or as designated by the principal.
5. Parents are responsible for cooperating with the bus driver and with school officials in the implementations and enforcement of all school bus safety and disciplinary regulations.

DRIVER RESPONSIBILITIES:

1. The driver is responsible for the safety and orderly conduct of the passengers on their assigned bus routes.

2. The driver shall report all serious discipline cases to the appropriate building principal in accordance with board policy.
3. In compliance with **Department of Transportation regulations, State Board of Education Standards and Cimarron Board policy**, the driver shall not use alcoholic beverages, illegal substances that impair the ability to drive prior to or during duty hours.
4. The driver shall report all faulty or improperly functioning equipment to the school bus contractor.
5. The driver shall report all school bus accidents in accordance with the **School Transportation** accident reporting procedures.
6. The driver shall report all hazards, whether potential or existing, on the route and all causes for failure to operate on schedule to the superintendent of schools through the school bus contractor.
7. The driver shall perform all duties required by the **School Transportation Division's Compliance Manual**.
8. The driver shall be responsible for maintaining a roster. **(Revised and Adopted 08/04/99)**

STUDENT DISCIPLINE PROCEDURES:

Building principals, school bus drivers, and the bus contractor will cooperate in assuring the orderly conduct of student's on the bus. The following disciplinary steps will be followed:

STEPS:

1st Occurrence *Driver conferences with student and assigns seat; completes written report; sends a copy of report to transportation director who notifies the parent/guardian and provides a copy of the written report.

2nd Occurrence *A written report is filed with the transportation director who arranges a compulsory conference for student, parent, principal, driver and/or contractor. **Automatic 3-day suspension of riding privileges;** student may not resume transportation privileges until conference is held.

3rd Occurrence * A written report is filed with the transportation director who conferences with student and parent/guardian. Consultation with building principal may occur. **Automatic 5-day suspension of riding privilege.**

4th Occurrence *Transportation Director and/or building principal conference with student and parent upon receipt of the fourth written report. Loss of riding privileges for remainder of school year. If occurrence is near the end of the term, the principal may choose to extend the loss of riding privileges into the next year.

*Any or all steps may be eliminated for serious offenses including but not limited to fighting, use of prohibited substances, or flagrant disobedience, and may result in the immediate long term suspension of riding privileges. Such offenses on the bus may also result in suspension from regular school attendance at the building principal's discretion. Assault on a driver, malicious destruction of property, possession of illegal substances will also result in charges filed with law enforcement agencies.

In cases of flagrant abuse of rules, the driver should remove the student from the bus for the following school day or as soon as parent notification can be assured by the principal; a written report should be shared with the principal

who will conference with the driver and/or contractor as well as the student and parent and determine appropriate riding privilege suspension.

****** All disciplinary procedures involving students with disabilities will be in compliance with that student's Individualized Educational Plan and shall be in agreement with and subject to procedural safeguards and protection specified in state and federal regulations.

Video cameras are used on buses at the direction of the superintendent in cooperation with the bus contractor. If a videotape of the disciplinary occurrence is available, it will be presented to the principal by the driver. In cases of suspension of riding privileges, the video tape will be retained in the principal's office for the remainder of the school year; in cases where the suspension is contested at an administrative review or legal hearing, the video tape will be retained until such a review or hearing results in a legal determination.

PLEASE RETURN THE SIGNED STATEMENT FOR SCHOOL FILES

READING VERIFICATION STATEMENT

I have read and understand the Cimarron Municipal Schools Bus Policy. **I also understand that this form MUST be signed and returned to the school office within (10) days.**

As a High School student, I understand that I am ultimately responsible for my own behavior.

STUDENT SIGNATURE

DATE

As a parent, I understand the information provided herein and my responsibility to my student and his/her education.

PARENT/GUARDIAN SIGNATURE

DATE