



TRANSPORTATION DEPARTMENT
POSTED BUS RULES OF CONDUCT
Administrative Regulation 3540

Requirements for Riding a School Bus

Students must:

1. Arrive at the bus stop five minutes before the scheduled departure time.
2. Wait for the bus in a safe place – well off the roadway at least 12 feet away from the school bus.
3. Wait until the bus is completely stopped and secured, enter the bus in an orderly manner and take a seat immediately.
4. Be courteous to the school bus driver and fellow passengers.
5. Have in their possession a valid school bus pass when utilizing school bus transportation.
6. Scan their bus pass when boarding or exiting the school bus. Students shall board or exit the school bus only at the student’s designated school bus stop. Designated school bus stop is the approved bus stop closest to the student’s residence. Exceptions to this requirement will be permitted only on a per day basis when the student has a written statement bearing the parent’s/guardian’s signature and signed by a school administrator. The written statement shall be forwarded to the bus driver. (The school administrator’s signature should include his or her title, and the time and date signed. If there are any questions, the school site administrator should contact the parents/guardians.)

Bus and Bus Stop Assignments

Possession of a current bus pass entitles a student to ride to and from the designated school and bus stop only on the assigned bus. Passes will not be recognized for transportation on any other bus than the bus for which the pass was issued. Reassignment to a different bus or a different stop can be requested by submitting a request to the Director of Transportation. Requests for reassignment may be approved or denied at the sole discretion of the District. Students who possess a current pass are also eligible to ride the activity buses at each location.

Bus Pass Violations

The following standards of progressive actions regarding abuse/misuse of school bus ridership authorization are established and are separate from and additional to other disciplinary measures.

- a. Using or attempting to use an expired pass.
 - 1) First offense: A “Warning Notice” shall be issued.
 - 2) Second offense: A second “Warning Notice” shall be issued.
 - 3) Third offense: Bus privileges shall be suspended for two school days.
- b. Using or attempting to use a stolen, found, or forged pass; borrowing a bus pass; or altering one’s own temporary or permanent pass.
 - 1) First offense: A “Warning Notice” shall be issued.
 - 2) Second offense: A second “Warning Notice” shall be issued.
 - 3) Third offense: Bus privileges shall be suspended for two school days. No refunds shall be given for bus pass violations.



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ALL SCHOOL AND DISTRICT RULES AND REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS!

- a. Fighting (physical contact) ***, fighting (verbal altercation) **, threatening behavior and/or harassment***, or conduct that endangers students, staff, or others*** is prohibited.
- b. Weapons, smoking, vaping, laser pens, drugs or alcohol are forbidden on or near a school bus. ***
- c. Cross the street in front of the bus and only under the supervision of the bus driver. ***
- d. Follow the instructions of the bus driver at all times. **
- e. Remain seated and facing the front of the bus while the bus is in motion. **
- f. Keep arms and head inside the bus at all times. **
- g. Blocking the aisle or emergency exit with body or personal belongings is prohibited*. Students may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
- h. Profanity, indecent language, obscene gestures discrimination, harassment including sexual harassment, bullying including cyberbullying, hazing, and/or intimidation are prohibited. **
- i. No writing on, vandalizing, or damaging bus property. Any property defaced or destroyed on the school bus will be paid by the student and/or the parents/guardians. **
- j. Eating, drinking (except water), and/or chewing gum is prohibited. *
- k. Spitting or throwing objects on the bus or out the windows is prohibited. *
- l. Loud or boisterous noises, videotaping, Bluetooth speaker, are not permitted. * No disruptive or loud behavior while using any electronic devices.
- m. Glass objects, aerosol sprays, inflated balloons, cleats, radios, social media recording, scooters, or skateboards are not permitted. * Headphone equipment may be used.
- n. Guide dogs, signal dogs, and service dogs trained to assist individuals with a disability may be transported in a school bus when accompanied by a student with disabilities or by a person training the dogs pursuant to Education Code section 49839 and consistent with District guidelines. No other animals or insects (dead or alive) are allowed on the bus. *

Failure to comply with these rules will result in the following:

- ***Zero Tolerance – 10-day suspension from bus
- **Level One – 5-day suspension from bus
- *Level Two – 2-day suspension from bus

Failure to abide by one or more of these rules shall result in the loss of bus riding privileges. Students may also be subject to discipline by the District, including but not limited to suspension or expulsion, for conduct on the bus or at a bus stop.