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## **STUDENT CONDUCT ON BUSES (TRS-P004)**

WENATCHEE SCHOOL DISTRICT

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### **1.0 SCOPE:**

- 1.1 This outlines the procedure to follow when misconduct by a student is detrimental to the safe operation of the bus and may be sufficient cause for a principal to suspend the transportation privilege.

**The online version of this  
procedure is official;  
therefore, all printed versions  
are unofficial copies.**

### **2.0 RESPONSIBILITY:**

- 2.1 Director of Transportation, Bus Driver, Building Principal

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Transportation

### **4.0 DEFINITIONS:**

- 4.1 Policy 8123 – Written District Policy on Student Conduct on Buses

### **5.0 PROCEDURE:**

- 5.1 The bus driver has the same authority as a classroom teacher since the bus is considered an extension of the classroom. The bus driver may handle situations without formal reports as he/she deems necessary or with help from the Transportation Department.
- 5.2 In the event, a bus driver has repeatedly given verbal warnings to a student and/or the bus driver feels the need to document the conduct issue, this procedure is followed.
- 5.3 The appropriate form is completed by the bus driver based on the student's grade level. For K-8, the Make Your Day form is completed. For grades 9-12, the Bus Conduct Report is completed.
- 5.4 The bus driver will give a copy of the report to the student and forward the remaining copies to the Transportation Department.
- 5.5 The Transportation Department will fax a copy of the report to the appropriate building's administrator and file copies in the Transportation Department.
- 5.6 The building administrator is responsible for determining the required discipline needed for the situation.
- 5.7 If the situation warrants suspension of transportation privileges, the building administrator must contact the Transportation Department and notify the parents of the terms of the suspension.
- 5.8 The Transportation Department will notify the driver of the details of the suspension of transportation privileges and the student will be allowed to resume privileges following this duration.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Report to School Administrator/School Bus Make Your Day Report (K-8)
- 6.2 Bus Conduct Report 1-6-94

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6.3 Student Conduct on Buses (Policy 8123)

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Report to School Administrator/School Bus Make Your Day Report (K-8)	Transportation Dept.	1 year	Discard as desired	None
Bus Conduct Report 1-6-94	Transportation Dept.	1 year	Discard as desired	None

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
23-Apr-01	A	Original Release
14-Dec-04	B	Changed "Homeroom Teacher" to "School Administrator" in 6.1 and 7.0

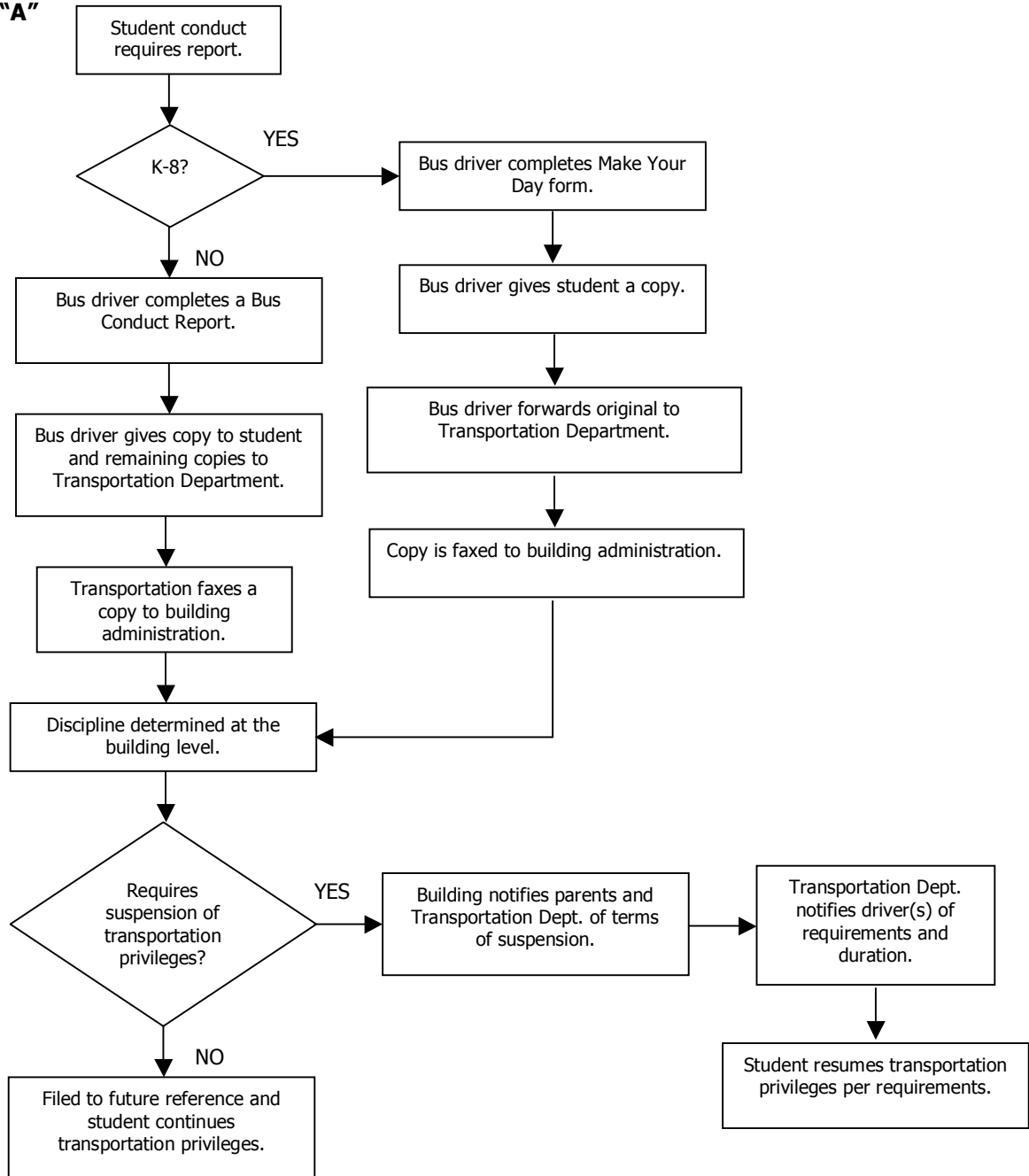
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### Exhibit "A"



**\*\*\* End of procedure \*\*\***