



Office of the Insular Superintendent  
Office of Pupil Transportation  
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## **PUPIL TRANSPORTATION SAFETY PROCEDURES**

These procedures are to be adhered to in order to help ensure the safety and well-being of students, bus drivers, and others. These rules are being adopted to assist students in understanding their responsibility while riding school buses in the St. Thomas/St. John school district. These rules will assure safe and proper travel to and from school including field trips. Students are expected to exhibit appropriate and orderly conduct at all times while waiting at school bus stops, riding the bus and exiting the bus.

### **BUS SAFETY RULES**

The following rules apply at all times when students are riding a school bus to and from school or attending school activity trips (field trips). This information is to be shared with every student who rides the bus (and their parents) as part of orientation and/or PTA meetings by the end of the first month of each school year.

#### **A: GOING TO THE STOP**

1. Students should leave home early to arrive at their designated bus stop on time. Stand in a safe place at the stop and quietly wait for the bus.
2. If you are walking to the bus stop and there are no sidewalks, face the traffic so you can see and be seen.
3. If you must cross a street, do so at the corner, rather than at the middle of the block.
4. Stand well off the road while waiting for the bus. The edge of a busy road is no place to fool around or play.
5. Do not destroy, damage, or litter surrounding property while waiting for the bus.
6. Students should refrain from playing on private property while waiting for the bus unless permission has been granted by the proprietor.
7. Students must travel on the assigned bus. Load and unload at the designated stop.

#### **B. LOADING THE BUS**

1. Do not move toward the bus at the loading zone until the bus has come to a complete stop.
2. Line up in a single line about 6 feet from the point where the bus stops.
3. Wait until instructed to load the bus.
4. Students shall enter the bus in an orderly manner and go directly to their seats.
5. Sit down immediately and fasten any passenger restraint system and remain seated, facing forward, while the bus is in motion.
6. Students shall remain in their seat until the bus comes to their destination.

#### **C. BEHAVIOR ON THE BUS**

1. Students shall follow the instructions and directives of the bus driver at all times.
2. Do not talk to the driver when the bus is in motion unless there is an emergency.
3. Riders shall not block the aisle or emergency exit with their body or personal belongings. 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 student or obstruct the driver's vision.

4. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude or abusive behavior is prohibited.
5. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited.
6. No use of tobacco products, eating or drinking while riding the bus.
7. Electronic devices may be brought onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the bus, the driver may direct the student to no longer use the device on the bus.
8. Students shall not put any part of the body out of the window nor throw any item from the bus.
9. There shall be no littering on the bus. Students shall not damage or deface the bus or tamper with bus equipment.
10. Service dogs are permitted on buses when accompanied by a disabled pupil or teacher; all other animals are prohibited.

#### **D. UNLOADING THE BUS**

1. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon signal of the bus driver, unfasten any restraint system, enter the aisle and go directly to the exit.
2. Students closest to the door shall get off first.
3. Exit in a prompt and orderly manner.
4. Remain in full view of the driver.
5. Students shall be alert when exiting the bus and shall cross the street with extreme care after receiving the signal to do so from the bus driver.
6. If a student drops something in front of the bus, the student must not bend down to pick it up until the bus has departed the bus stop.
7. Students must always cross 15 feet in front of the bus.
8. Students shall never cross behind the bus.

### **BUS CONDUCT REGULATIONS: RESPONSIBILITIES AND CONSEQUENCES**

**CATEGORY 1 VIOLATIONS**– To be handled by the bus driver until the student’s behavior is determined to be persistent by the Supervisor of Transportation for the Department of Education or the Supervisor of any company contracted by the Government to transport students. When persistent, the violation is referred to the school Principal to be processed as a category 2 violation.

1. Failure to follow instructions of the bus driver.
2. Behavior that distracts the bus driver’s attention from his or her primary responsibility.
3. Use of profane language while under the direct supervision of the bus driver.
4. Throwing of non-injurious objects.
5. Does not cross the street in front of the bus when entering or leaving the bus.
6. Does not remain seated or does not keep all body parts within bus when bus is moving.

**Consequences** – Verbal warning and/or assigned seating determined by the bus driver.

**CATEGORY 2 VIOLATIONS**– To be referred to the school principal by completing and submitting a Bus Conduct Report form via the Office of School Bus Safety. After disposition, a copy of the Bus Conduct Report is to be sent to the Office of School Bus Safety in the Office of the Superintendent.

1. Insubordination or disrespectful conduct to the bus driver.
2. Threats to harm the bus driver.
3. Causing, attempting to cause, or threatening to cause physical injury to other students.
4. Vulgar language or obscene gestures

5. Throwing injurious objects.
6. Minor vandalism to the school bus.
7. Leaving the bus through a window or emergency exit.
8. In possession of or use of tobacco.
9. Bullying other students.
10. Repeating violations in Category 1.

**Consequences** – Assigned seating, other school consequences to include parent notification, conference, detention, suspension, and/or denial of bus transportation privilege for 1 to 5 days.

**CATEGORY 3 VIOLATIONS**– To be referred to the school principal by completing and submitting a Bus Conduct report form via the Office of School Bus Safety. After disposition, a copy of the Bus Conduct Report is to be sent to the Office of School Bus Safety in the Office of the Superintendent.

1. Physical assault of the bus driver.
2. Profanity or obscene gesture to the bus driver.
3. Major vandalism to the school bus.
4. Possession of or use of alcoholic beverages or illegal drugs.
5. Sexual harassment, bullying, or any kind of threatening behavior.
6. Possession of weapons, explosives or other dangerous objects.
7. Fighting on the bus.
8. Inflicting physical injury to another person on the bus
9. Repeating violations in Category 1 or 2.

**Consequences** – Mandatory suspension of bus transportation privilege for a minimum of 5 days **and** other school consequences to include parent notification and conference, in addition to detention, suspension from school, or other in school consequences. Extreme misconduct or repeated misconduct on the school bus may result in loss of bus privilege indefinitely and/or recommendation for expulsion from school.