



RIDERSHIP RULES AND REGULATION (Student Code of Conduct) For School Bus Transportation

Dear Parents and Guardians:

Please discuss the following important information with your student(s) to maximize the safety of all students while passengers in school buses. These important procedures and regulations exist to promote and help ensure the safety of each occupant of the school bus.

Riding the School Bus is a Privilege not a Right

Students who persist in violating these rules and regulations risk the loss of their riding privileges. In the event of a bus suspension, it will become the parent or guardian's responsibility to transport their student.

School Bus Driver Authority

Bus drivers have the same authority on the bus as a classroom teacher has in the classroom. Students who ride the bus are under the direct supervision of the driver.

Student Drop-Off Procedures

Pre-school, kindergarten and special need students must be met at the bus stop by a parent/guardian. They will be returned to the school and it will be the responsibility of the parent/guardian to pick up the child. All other elementary students will be given a *permission to drop off form* to be completed by the parent/guardian.

Unauthorized Riders, Stops or Boarders

Any student not getting off at their designated stop will be required to have a note from their parent/guardian, signed and dated by the principal and then given to the driver. The driver cannot accept any notes authorizing them to drop off students at a point other than the student's regular stop. Students will be picked up and dropped off only at their assigned stops. If a student misses the bus, parent/guardian must transport their student to school. Avoid chasing the bus. If a parent/guardian or any un-authorized pupil enters the bus without driver permission, it will be considered a trespass of CCSD property and law enforcement may be pursued.

Zero-Tolerance Policy

CCSD has a zero-tolerance policy on threats, possession or use of illicit drugs or weapons.

Seating Assignments

The school bus driver will assign seats to students. The driver has the authority to reassign seats at will if he or she deems it necessary. It is the responsibility of the student to inform the driver of issues. All students must cooperate with the driver's requests.

Bullying and Harassment

Any method of bullying or other types of harassment will not be tolerated on our school buses. Students are responsible for communicating with the driver, or other school personnel, if this type of behavior is happening on the bus.

Vandalism

Tearing, or cutting seats, breaking windows, dismantling seats, writing on a bus surface, etc., will be reported to the school administrator. There is a damage fee of \$75.00. Students are encouraged to report any damage to seats or to other parts of the bus to the driver. Identified student(s) will be charged for the repairs and face bus suspension.

Inclement weather, delays, or closing

All school delays or closing will be announced on the school district website at www.ccsdnm.org, on local television stations (KOB, KOAT, and KRQE) and radio stations (KNDN, KTNN, KTRA, KWYK).

School Bus Rules

1. Students are to be at their bus stop five (5) minutes prior to the scheduled bus arrival time. The bus will not wait.
2. While at the bus stop, students shall conduct themselves in an orderly manner and stay out of the street. Students shall avoid littering and respect nearby property.
3. Students must wait until the bus comes to a complete stop and the doors are opened before approaching the bus and always use the handrail. Be careful that no belongings get caught.
4. Sit in assigned seats, facing forward, feet on the floor, and speak in a normal tone of voice.
5. Remain seated at all times unless getting on or off the bus. Students must keep the aisle clear at all times. Students must not place any body parts out of bus windows.
6. Students must not use tobacco, drugs, alcohol or any controlled substances. This includes matches and lighters.
7. Food, candy, gum, seeds, soda or juice drinks and litter will not be allowed on the bus. Bottled water is acceptable.
8. Large items will not be allowed on the bus. Items must fit under the seat or in the student's lap.
9. Glass objects, skateboards, or balloons are not allowed on the bus.
10. Students will not be permitted to throw any items on the bus or out of any window.
11. Students must remember that being careless not only endangers their own safety, but also endangers the safety of others.
12. Students exiting the bus shall always cross 10 feet in front of the bus. No student is to cross the roadway to another loading zone.
13. Use of obscene language or gestures will not be allowed on the bus.

When a student is in non-compliance, and the bus driver reports a bus infraction, the following procedures will be followed. Consequences may vary depending on the severity of the infraction.

- 1st Offense: A warning to the student. The driver will explain to the offender the necessity for good behavior.
2nd Offense: If after talks and warnings, the driver will report the misconduct to the principal or designee.
3rd Offense: Suspension of riding privileges will result and length of time will depend on the seriousness of the infraction. The following infractions could result in 10 days suspension: playing with emergency doors, throwing objects, directing obscene language or gestures, students brought back to school 3 or more times, behaving in ways that disrupt the safe operation of the bus.



Please read and review with your student(s). Please complete the form below, detach and return to your student's bus driver.

Student Name: _____ Grade: _____ Bus Number: _____

Parent/Guardian: _____ Phone: _____

Physical Address: _____

Any allergies/medical condition you want us to be aware of: _____

I understand that failure to comply with bus safety procedures and rules may include loss of transportation privileges. I have discussed the code of conduct. My child will cooperate with the bus driver and school authorities. We understand these rules are necessary to assure safety on the school bus.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please return to the driver within 3-5 days. **Note: Complete one form for each student.**