



New Haven Community Schools

Transportation Handbook

Student Code of Conduct
for transportation services

(586) 749-3562

TRANSPORTATION TO & FROM SCHOOL

Bus Transportation -

Students and parents are advised of the following responsibilities as per the Michigan Regulations for School Busses, Bulletin #431. The right to a free public education does not necessarily include the right to transportation services. Appropriate behavior and conduct on school transportation is essential to ensure the safety of all students. This handbook pertains to the reasonable time a student spends at the bus stop in addition to the time actually riding the bus. Misbehavior on the way to the bus stop, while waiting at the bus stop, and on the way home from the bus stop within reasonable time limits can be governed by these guidelines.

Responsibility of the Parents:

1. To ascertain and ensure that their children arrive at the bus stop on time in the morning.
2. To ensure that their children do not loiter at the bus stop for excessive time before the pickup and after the drop off times.
3. To provide the necessary supervision for their children when going to and from the bus stops and when at the bus stop.
4. To be responsible for the proper conduct of their children on the way to and from the bus stops and while at the bus stop.
5. To make an effort to understand and cooperate with those responsible for pupil transportation.

Responsibility of the Students:

1. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To observe classroom conduct expectations (except for ordinary conversation) while getting on or off and while riding the bus.
3. To follow the driver's instructions and to report promptly to the school official when instructed to do so by the driver.
4. To be at the designated stop in the morning ready to board the bus at the scheduled pickup time. The driver is responsible for the maintaining their regular schedule and cannot wait for tardy students. To leave the bus at this same stop in the afternoon.
5. To stay off the traveled roadway at all times while waiting for a bus.
6. To wait until the bus has come to a full stop before attempting to get on or off.
7. To leave the bus only with the consent of the driver.
8. To enter or leave the bus only at the front door after the bus has come to a stop, except in case of emergency.
9. To cross the traveled highway, if necessary, after leaving the bus in the following manner:
 - a. Make certain the bus is stationary.
 - b. Go to front of bus within sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway.
 - d. Walk (not run) in front of the bus when crossing the highway.
10. To keep hands and head inside the bus at all times.
11. To inform the transportation department when absence is expected (*if a single student stop*).
12. To report to the driver at once any damage to the bus that is observed.
13. To help keep the bus clean, sanitary, and orderly.
14. Do not throw or place any items out of the bus windows or doors at any time.
15. Students may not place objects of any kind near the driver or in the aisles. Items must be able to be stored under seats or on the students lap.
16. Students are required to ride their assigned bus only.

17. Students will not bring animals/reptiles & insects on the bus.

Food on Busses -

Due to safety issues, absolutely no gum, food or drinks of any kind are to be consumed on the regular or activity busses at any time. Students should not be purchasing food from school to be consumed on the bus. In the event that the student has any food or drink items with them it should be out of sight in their backpack.

Cell Phones/Cameras –

A cell phone and/or camera will be confiscated by the bus driver if he/she determines that the cell phone and/or camera is distracting and affecting his/her ability to drive safely (i.e., playing ringtones or using the flash while taking pictures). The student will receive the confiscated item upon departure from the bus; consequences may follow.

Bus Conduct Reports -

Any behavior problems or code of conduct violations that occur on the bus will result in a Bus Conduct Report. These reports may be issued by the bus driver, transportation dept., or School Administration. Students will be asked to report their name to the driver during any suspected conduct problem. If the student fails to report the correct identifying information they will be subject to more severe consequences. Reporting this information allows the bus to continue its schedule and the incident will be processed after the run is complete.

The following is a list of corrective measures associated with each incident on the bus.

Step 1: parental notification (*from Transportation Dept.*) and verbal reprimand.

Step 2: parental notification (*from Transportation Dept.*), verbal reprimand, and assigned seat with a Bus Conduct Report issued (*length of time is at the discretion of the driver, notification of report to school administration from the Supervisor*).

Step 3: parental conference with transportation supervisor/bus driver (*phone call and Bus Conduct Report issued*), suspension of bus privileges for 1-3 days. (*notification of report to school administration from the Supervisor*).

Step 4: parental notification (*phone call and Bus Conduct Report issued*), suspension of bus privileges for 3-5 days, and possible suspension from school (*at the discretion of school administration*).

Step 5: parental notification, suspension of bus privileges for 5-10 days and suspension from school for 1-3 days (*at the discretion of school administration*).

Further incidents may result in the student's transportation privileges being revoked indefinitely.

*A student may be required to clean the bus/busses if appropriate with the offense.

School administration reserves the right to alter the aforementioned consequences depending upon severity of any bus related incident or circumstances with the individual student. Severe incidents may result in the student being placed on a higher step.

MDE Guidance on Pupil Transportation – “Frequently Asked Questions”

- *Isn't the school district required to transport my child?* School districts are NOT required by law to transport regular education children. Michigan Compiled Law (MCL) 380.1321 outlines the obligations of the school district IF its board of education elects to provide transportation. Under Article 3 of the Revised School Code, the school district is obligated to provide for the transportation of a special education student if the Individualized Educational Planning Committee (IEPC) has determined that the transportation is a specialized service which is included within and necessary to carry out the student's IEP.

- *My child is starting kindergarten. Will the bus pick my child up in front of my house?* There are no special laws or regulations for transporting regular education students enrolled in kindergarten. If your district provides transportation, it will be provided in accordance with the requirements of MCL 380.1321, Section 55 of the Pupil Transportation Act, and local district policy with regard to the placement of the bus stop.

- *Is there a law about how far my child has to walk to the bus stop?*
No law specifies the maximum distance a student may walk to the bus stop.

- *Is there a specified distance that must exist between school bus stops?*
The lights on a school bus which are used to notify other traffic of an upcoming stop must, by law, be activated 200 feet from the stop. Thus, bus stops must be at least 200 feet apart.

- *What other factors are involved in establishing where the school bus stops?*
There are many factors which should be taken into consideration when school administrators establish the placement of school bus stops. The basic legal factors are spelled out in MCL 257.1855, but the primary concern is visibility of the bus to other traffic and the consideration of stopping distances necessary for other motor vehicles in order to accomplish safe loading and unloading of the children. In general, state law requires 400 feet of clear and continuous visibility on a highway or roadway where the speed limit is more than 35 miles per hour, and 200 feet where the speed limit is less than 35 miles per hour. There is no state law which specifies a maximum distance between stops.

- *What about the safety of my child getting to and from the bus stop? There are no sidewalks where we live and it's not very safe walking on the busy road we live on.* It is the responsibility of the parent or legal guardian to see that a child gets safely to and from the bus stop. The school district provides transportation as a non-mandated service and establishes placement of the bus stops in accordance with the requirements of the law.

- *Is there a law stating that an adult riding on a school bus for monitoring purposes be seated at a specific location on the bus?* There are no laws pertaining to this issue. In most cases when adults are assigned to monitor students that are being transported on a bus, they are near the student or students who possess the greatest amount of supervisory need.

- *My child spends over two hours a day just riding the bus to and from school. Is there a maximum riding time in the law?* There is no maximum riding time in the law for children in kindergarten through grade twelve. Child care licensing regulations establish a maximum riding time of 60 continuous minutes for the transportation of preschool children.