

AR 5131.1 Bus Conduct

District bus drivers are charged with the responsibility for the orderly conduct of students while being transported in district buses. Students riding in district vehicles are under the direct authority of the operator of that vehicle and every reasonable means shall be extended to maintain proper student department.

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop five minutes prior to the scheduled pick up time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit. There will be no changing of seats after transportation begins.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver: loud talking, use of profanity/vulgarity, laughing, yelling, singing, whistling, scuffling, fighting/horseplay, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. Riders may not use electronic devices on the bus.
8. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
9. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
10. Skateboards are not allowed on the bus or at the bus stop.
11. Service animals are permitted on school transportation services; all other animals are prohibited. .
12. Riders should be alert for traffic when leaving the bus.
13. Students are required to ride their regularly scheduled bus at all times except when proper authorization is granted to change. Students will be discharged only at their designated stop except when a note is presented to the driver signed by the principal or designee of the school attended.

Riders who fail to comply with the above rules shall be issued a *Notice of Unsatisfactory Conduct On the School Bus* notice which is completed and distributed by the bus driver with a copy to the student, a copy to the principal/designee and a copy mailed home to parents/guardians. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time, including up to the remainder of the school year.

AR 5131.1 Bus Conduct (continued)

Video Camera Surveillance

The Superintendent or designee shall supervise the use and maintenance of video cameras.

Students and staff shall not tamper or interfere with video camera equipment on schoolbuses.

Camera supports may be installed in all buses, and cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any schoolbus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.

The Superintendent or designee shall routinely review videotapes taken on schoolbuses and shall document any evidence of student misconduct. Two weeks after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct.

Tapes retained as part of an individual student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review and release of student records. Tapes retained as part of an expulsion record are nonprivileged, disclosable public records pursuant to Education Code 48918.

Videotapes may be viewed by persons other than the Superintendent or designee under the following conditions:

1. When student misconduct is revealed as a result of a schoolbus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.
 - a. Requests for viewing must be made within five school days of receiving notification that misconduct occurred.
 - b. A viewing shall be provided or denied within five days of the request.
 - c. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.
3. Viewing shall occur only at a school-related site and in the presence of the Superintendent or designee.
4. All persons who view a tape shall be identified in a written log.

Board Approved:

September 25, 2008

October 7, 2004

Effective Date: October 7, 2004