

SCHOOL BUS TRANSPORTATION

We know you share our concern for the safety of every student who rides a school bus or an activity bus. We ask that you impress upon your child that it is absolutely necessary to follow all rules while on the bus.

The principal of each public school in Sullivan County has local supervision of all buses operating to and from that school, to include the supervision of all students on-loading or off-loading and the conduct of pupils being transported. All school rules apply to each student while on the school bus. The school bus is an extension of the school classroom/building. Discipline for many bus infractions could be the same as those in the classroom unless the safety of the student(s) on the bus are at risk. In this case, alternative discipline measures can be considered.

To report a safety complaint, please call 423-354-1000 or 423-712-0788

COMPLAINT PROCESS:

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation coordinator.
2. Complaints may be submitted in person, via phone, mail, or email.
3. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation coordinator.

The transportation coordinator shall begin an investigation of all bus safety complaints within twenty four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation coordinator shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation coordinator shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES AND PARENT INFORMATION

PARENTS ARE NOT ALLOWED TO BOARD A BUS FOR CONFRONTATION WITH A BUS DRIVER or STUDENT. ANY COMPLAINT MUST BE FILED WITH THE PRINCIPAL, TRANSPORTATION COORDINATOR, or BUS OWNER.

A. PRIOR TO LOADING (At a bus stop in the morning and when loading buses at school in the afternoon)

Be on time at the designated school bus stop; the bus cannot wait for those who are not on time.

Students should be at the bus stop 5 minutes before the bus is scheduled to arrive.

Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.

Respect other people's property. If the bus stop is in front of someone's home, stay off his or her property.

Do not move toward the bus at the school bus loading zone until the buses are at a complete stop.

Once the bus has stopped, students should board in an orderly manner with no pushing or shoving.

B. WHILE ON THE BUS

Keep hands, head and feet inside the bus at all times.

Maintain a noise level which will not distract from the driver's concentration. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and could result in a serious accident.

Treat bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc. must be paid for by the offender.

The driver in whatever way that the driver deems necessary to maintain order may assign seats.

Bus riders should never remove safety padding from seat backs; tamper with the bus or any of the equipment.

Books, lunches, or other articles should not be left on the bus.

Do not throw things inside the bus or out of bus windows and doors.

Keep books, packages, coats and all other objects out of the aisles.

Help look after the safety and comfort of young children.

Bus riders are not permitted to leave their seats while the bus is in motion.

It is a violation of state law to stand in the stairwell or beyond the guardrails.

Occupy no position, which interferes with the driver's vision to the front, side or by means of mirrors

Horseplay is not permitted around or on the school bus.

Bus riders are expected to be courteous to fellow pupils and the driver.

Be absolutely quiet when approaching a railroad-crossing stop.

In case of a road emergency involving vehicles other than the school bus, children are to remain on the bus, unless instructed to do otherwise by the driver.

Use the rear door ONLY in an emergency.

Assist in keeping the bus safe and clean at all times

Absolutely no eating on the school bus.

Abstain from the use of foul language.

In order to maintain order and safety, students may at times be videotaped while on the school bus.

C. AFTER LEAVING THE BUS

Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus to enable the driver to see your shoes in the event you drop something) but only after seeing the driver's or patrolman's signal and looking to be sure that no traffic is approaching from either direction.

Be alert to the danger signal from the driver.

The driver will not discharge riders at other places than the regular bus stop at home or at school unless by proper authorization from the parent and signed by the child's principal.

Abide by all other school regulations governing conduct on buses, before, during and after the ride.

D. EXTRA-CURRICULAR TRIPS

The above rules and regulations would apply to any trip under school sponsorship.

2. Pupils shall respect the wishes of a chaperone appointed by the school.
3. The principal has the right to exclude any parent from school activities to include field trips.

E. RESPONSE TO STUDENT MISBEHAVIOR ON BUSES

The driver shall monitor the conduct of passengers while riding on the school bus.

Disciplinary problems that the driver is unable to control are reported to the principal of the

school which the student attends. En route to and from school, if a disciplinary problem arises which would affect the safe operation of the bus, the driver is instructed to park the bus in a safe location and call the principal for instructions. In extreme cases where a student(s) is out of control or a safety situation of an extreme nature exists, the driver is instructed to park the bus in a safe location and call 911 for immediate assistance and then the principal of the school and the bus owner.

F. CONSEQUENCES OF VIOLATIONS OF RULES: (bus driver makes referrals to the school administrator. The Principal will investigate the referral and determine if the referral is a bus offense.)

First Offense: Discipline at the discretion of the principal.

Second Offense: Student may be suspended from riding the school bus for one (1) week.

Third Offense: Student may be suspended from riding the school bus for two (2) weeks.

Fourth Offense: If, after a fourth (4th) offense, a pupil persists in uncontrollable conduct while riding a school bus, he/she may be suspended from riding the bus for the remainder of the school year with the approval of the Transportation Coordinator.

Serious misbehavior by student passengers on buses may result in immediate removal from the bus for an indeterminate length of time. More drastic measures may be necessary to curb any behavior that jeopardizes the safety and well being of all persons on the bus. Notify the Transportation Coordinator in these circumstances.

G. FIELD TRIPS

Professional staff are to report violations/violators of the Student Rights and Responsibility Policy to the school administrator as soon as possible and a full report be given upon the return to school.

H. OUT-OF-ZONE STUDENTS

Transportation is not provided for out-of-zone students. Parents/guardians of out of zone students must provide transportation.

Sullivan County Schools Students Parent Handbook 2024-2025

<https://docs.google.com/document/d/143Jla4cmA6Mak7fMLcOCyeI3k-aVBJSEU5sdJlqsRUk/edit?tab=t.0>