

SAFE PROCEDURES FOR SCHOOL BUS RIDERS *continued*

PROCEDURES TO FOLLOW IN AN ACCIDENT OR AN EMERGENCY ON THE SCHOOL BUS

- Remain calm and encourage others to do the same.
- Stay in your seat until the driver tells you what to do, or until you are sure of what is the safest move to make. (Do not panic or move without thinking.)
- Do not touch emergency equipment or door control handles unless told to do so by the bus driver except in the case of an extreme emergency and you are the closest person to the door.
- Do not move injured persons unless absolutely necessary.
- Report any emergency to the school bus driver. (Fire, smoke, an injured or sick student, etc.).

EMERGENCY EVACUATION PROCEDURES

Students should learn the emergency exits that could be used. Emergency exits of the bus are:

- Rear emergency door
 - Front entry door
 - Windows, windshield, large rear glass
 - Roof mounted escape hatches
- Leave everything on the bus. Your life is more important than your coat, your purse, your book sack or your lunch box.
 - If a young child cannot open the door, an older child or two small children could open it. Kick out windows if doors are blocked or stuck.
 - Passengers closest to the exit should leave first and clear the exit quickly so others can follow.
 - If there is a need to jump from the bus, bend your knees to cushion your landing. Older students should offer to assist younger students when exiting.
 - Move away from the bus to a safe area off the roadway or street.
 - If the driver is injured, seek help from passing automobiles or from the nearest house.
 - Students who do not ride a bus to and from school on a regular basis must be instructed on these procedures for extracurricular activity trips

DISCIPLINE

- Principals are responsible for handling all disciplinary problems.
- Students who misbehave, or do not follow instructions will be subject to disciplinary action.
- Bus driver actions could include counseling, parent referral, permanent seat assignment or referral to the Principal.
- Principals' action could result in suspension or expulsion from riding the bus, or other action deemed appropriate for the infraction.
- Once a student has been suspended/expelled from one bus, the student is suspended/expelled from all buses.

PROPER REPORTING PROCEDURES

Students who have difficulties with other students while riding the bus should report the problem to the driver.

If the problem is not resolved by the driver, then it should be reported to the principal of the school that the student attends.

TANGIPAHOA PARISH SCHOOL SYSTEM STUDENT DISCIPLINE LADDER FOR SCHOOL TRANSPORTATION

The School bus Driver is responsible for ensuring all students adhere to the Tangipahoa Parish School System's Bus Rules. At the beginning of each school year and when the driver deems necessary, the driver shall read each bus behavior rule to his/her passengers, establish expectations of adherence to these rules, and explain the disciplinary process when students fail to obey.

The following discipline steps should be taken by the driver when students fail to obey the Tangipahoa Parish School System's Bus Rules.

Step I

When a student fails to obey a school bus rule, the driver should give the student a verbal

warning. This warning should include the rule or rules broken, an expectation of corrective behavior, and a reminder of the next step in the discipline ladder. At this point, the driver may reassign the student to a front seat for closer monitoring and should document the verbal warning.

Step II

The driver shall attempt to contact the student's parent, by phone or in writing to inform the parents of the student's misbehavior and seek their assistance in correcting the problem. The driver shall document that he/she had a conversation with the student's parents or their failed attempts to do so.

Step III

The Driver should complete the Bus Behavior Form and submit it to the student's principal. The form should identify the child, the behavior problem, the previous discipline action taken (warning and parent conversation), and any recommended disciplinary action. The student will receive disciplinary action at the discretion of the administration of the school. A conference with parents, student, driver and administrator will be held if deemed necessary.

Step IV

The driver should complete the Bus Behavior Form as defined in Step III and submit it to the student's principal. A conference with the driver, student, parents, and administrator is required before the student may ride the bus again. The student will be suspended from the bus for a minimum of three (3) days.

Step V

Same as Step IV, with an increase in the number of days to a minimum of five (5) days.

Step VI

The student is removed from the bus for a minimum of nine (9) days and until a hearing is held with a representative of the Office of Pupil Services.

Note: The principal is the only one with the authority to discipline a student; a student's behavior may warrant a direct jump to any of the above discipline steps; a student's good behavior may move them back to lower steps.

Parents need to review the Tangipahoa Parish "Safe Procedures for School Bus Riders: with their children, especially the very young, to explain or elaborate on the reason for the rules or to answer any questions.

Your prompt return of the verification and emergency data form to your school bus driver will be greatly appreciated.

(Students that do not ride a bus on a regular basis should return the verification and emergency data form to the school principal)

STUDENTS WITH DISABILITIES

Exclusion of students with disabilities from the bus shall be treated the same as an exclusion from school unless alternative means of transportation are provided.

Notify your school Principal of any special medical conditions/accommodations that will affect transportation on the school bus. The "Special Needs Bus Application & Confidential Medical Information Bus Form" must be completed for any student riding the bus requiring special accommodations.

SCHOOL BUS CONDUCT TANGIPAHOA PARISH SCHOOL BOARD

The Board directs that the bus driver, together with the principal, shall assume full responsibility for discipline of pupils riding buses. Any disciplinary problems shall be reported by the driver to the principal of the school involved. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal or designee of the school the student attends. If possible, this must be done in person. It is the responsibility of the principal to determine necessary punishment to students violating regulations.

If found necessary, the principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the Superintendent, or his designee, who shall conduct a hearing on the merits of the bus suspension.

A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his readmittance is directed by the Superintendent.

At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action.