

Student Transportation Education Plan (Educate Students On The Expectations While Riding The Bus)

S.O.A.R (Safe, Orderly, And, Respectful) on the school bus

The School District of West Salem Transportation Team is using strategies to ensure students are provided the same safe, nurturing environment that they would receive in the classroom. Transportation has developed a three part Behavioral Management Plan to protect the safety (physical and emotional) needs of each student on the bus, and to develop bus-riding behaviors that will provide a quality experience for all students. This plan will also help develop behaviors that are expected in the classroom, school bus, and in the community by teaching the students to be **Safe, Orderly, And Respectful**.

The plan is made up of three parts that utilize steps to help the bus driver and student to achieve this goal by developing and maintaining the appropriate student behavior on a school bus. Step One) Prevention, Step Two) Intervention, Step Three) Consequences. The first two steps are administered by the driver, and the final step is administered by school administration.

Prevention: Prevention steps are used by the driver to educate students on the expectations on a school bus. Each bus driver will review the rules and expectations of the bus frequently so that all students are aware of the rules. The bus driver will establish positive interactions with the students to reinforce the expected behaviors on the bus and to create an open line of communication in the event there is a problem.

Intervention: Intervention steps are used by the bus driver as a tool to help a student stop inappropriate behavior or safety infractions. In this step it is important to have a discussion with the student (one on one) while at school and explain what is important for their own safety and the safety of others. Intervention steps will be included on a Student Discipline Report and reported to the transportation director. This step may include a verbal warning or seat assignment. This step will include a phone call to the parent(s)/guardian by the school administrator.

Consequences: If prevention and intervention steps are unsuccessful at improving the student's behavior, the driver shall include the incident on their Student Discipline Report, and report the incident to the transportation director immediately after the route. The transportation director will pass the report off to the appropriate administrator for further action. This will include a phone call to a parent/guardian and may include suspension of bus riding, with the length of time to be determined by the administrator.

Prevention

Expectations: Bus drivers should clearly communicate expectations and reinforce them appropriately and often. These expectations will be based on the student transportation principles of what is “Safe, Orderly And Respectful.”

Seat Assignments: Bus drivers will allow students to choose who they want to sit next to for the school year with the understanding that students will behave as expected. Each driver will create a bus seating chart which will accomplish the following: Familiarize them with the students, make stops more efficient, assist in the event of an emergency, and ownership of the property surrounding the student seat area.

School Bus Rules: Students will receive ongoing instruction in safe bus riding procedures. Bus drivers will explain the expectations of riding the bus on the first day of school, and continue teaching these rules throughout the year to enhance safety and efficiency. We encourage all parents/guardians to review the expectations with each of their children as provided in their student handbook and on our school district transportation website.

The following procedures should be followed each time a student rides the bus:

- Students should follow directions of their bus driver
- Students should be at the bus stop 5 minutes before the bus arrives, waiting at a safe location, clear from traffic, and 12 feet from where the bus stops
- Students shall wait in an orderly manner (when waiting at property belonging to others, be **respectful** to the owner and leave it undamaged).
- Students will cross the roadway **ONLY** after the bus has stopped, they have looked at the driver for a signal to cross, and they have looked in both directions for traffic.
- Students will never move towards the back or side of the bus to pick up something unless they have discussed it with the driver before doing so. (This must be followed to keep your child **safe**.)
- Students will go directly to their assigned seats, sit down, and keep the aisles free from obstruction. Remain seated until the bus comes to a complete stop. (This is an **orderly behavior** which enhances the safety of your child and the efficiency of the route.)
- Students will not eat, drink, or bring any tobacco products, alcohol, drugs or any controlled substances. Eating and drinking may be permitted for extra/co-curricular trips only, provided all garbage is picked up prior to leaving the bus. (This helps us to maintain a neat and **orderly** environment.)
- Students will not bring animals, nuisance items, hazardous materials or weapons on the bus. An exception would be made for an animal needed for medical reasons as prescribed by a doctor and pre-authorized by an administrator. (This reduces **safety** issues that would occur during a sudden stop or emergency situation.)

- Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and **safety** of others.
- Students will not extend any part of their body outside the windows, or throw any objects outside of the bus (This is an important **safety** rule to reduce the risk of injury to themselves or others.)
- Students shall be quiet at a railroad crossing so that the driver can listen for a train. (All bus drivers are required by law to look and listen for a train after all students are quiet, so the driver may cross the tracks **safely**.)
- Making requirements for students using our buses will be reviewed and established according to Federal Guidelines and the Board of Education.

Intervention

Bus drivers may use interventions listed below during the intervention step process. A minor offense is considered inappropriate behavior that should be improved upon with driver directives.

Documentation: Bus drivers will maintain daily written documentation of all occurrences that need intervention. Any intervention that requires written warning shall be reported to the transportation office immediately after route/trip. All written warnings will be reported to the appropriate school administrator for corrective action.

Verbal Reminder: This reminder is to remind the student he/she is not following the rules and may receive a written warning.

Seat Reassignment: A student's choice to sit with others is a privilege that may be revoked, and the driver may assign seats as necessary to correct behavioral issues. (This is outlined under transportation law, and will be enforced for the safety of all students.) This step will include a call to parent(s)/guardian by a school administrator.

Violations: that should be considered major offenses include, but are not limited to, the following:

- Drugs (includes alcohol, vape pens, cigarettes, lighters)
- Throwing objects off of the bus
- Fighting (trying to intentionally harm someone by hitting with hand, arm, or legs, not pushing or shoving)
- Weapons, dangerous instruments, and explosive devices
- Threats/Bullying (verbal and physical)
- Sexual Harassment

Such violations should be reported to the transportation director/ assistant immediately and noted on the driver's Bus Discipline Form. This information will be relayed to the appropriate administrator for corrective action.

Consequences: When a student's behavior escalates beyond a driver's control or has not improved after using the appropriate intervention, the student will be referred to the appropriate administrator where the student will be assigned consequences based on a) the severity of the misbehavior and b) number and frequency of violations reported.

Consequences may include any of the following:

- Administrator speaks with the student
- Administrator speaks with parent/guardian
- Removal from the bus for a period of time deemed appropriate by the administrator
- Removal from the bus for the remainder of the year.

*If a situation arises while driving the bus that may put any student in danger, the driver will contact the local authorities directly, or contact the Transportation Director and he/she will contact the appropriate authorities. Examples would be: a gun, large knife, fist fight in which a student is causing bodily harm.

Every student who rides the bus is entitled to a safe ride while on the bus; these are the keys to providing great quality service to our students and staff who ride the bus and create an environment in which we **S.O.A.R.** above the rest!

References: School Board Policies [8600](#) & [7440.01](#)

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