



# MONTE VISTA CHRISTIAN SCHOOL TRANSPORTATION DEPARTMENT

## TRANSPORTATION POLICY SCHOOL BUS RULES

1. All school rules in the MVCS online Parent-Student Handbook apply to the bus; the bus is an extension of the classroom.
2. All students transported on the bus shall submit to the authority of the school bus driver and follow the instructions of the driver at all times.
3. Each student is expected to be courteous to the school bus driver and fellow passengers. Bullying will not be tolerated.
4. Upon arrival of the bus, students are to do the following:
  - a. If waiting to load – line up in an orderly manner 12 feet away from the bus.
  - b. If waiting to exit – remain seated until the bus stops and the door is open.
5. As required by the State of California, students may only be dropped off at a pre-authorized stop. Students will only be permitted to board in the PM if they are either listed on the bus rollsheets or possess a bus permit. No handwritten notes, or parent phone calls or text messages, etc., will be accepted in place of a bus permit during the PM loading time.
6. All other change requests, including new routes, additional stops, and service cancellations, are subject to approval by the Transportation Department and the Business Office and must be submitted in writing.
7. Windows are not to be lowered more than half way. No objects or any part of the body shall be allowed outside the windows.
8. It is against the law for any passenger to throw any object in or out of the windows.
9. Students are to sit facing forward in their seats and remain seated while the bus is in motion. Excessive yelling and movement are not permitted.
10. No loud, obscene, or profane language will be allowed.
11. Pushing, tripping, or fighting on the school bus is prohibited.
12. Emergency exits are for emergencies only.
13. Animals are NOT permitted on the bus.
14. Eating, drinking and chewing gum are not permitted on the bus without the permission of the bus driver.
15. Vandalism or property damage to the bus will not be tolerated. Students and their parents will be held financially responsible for destruction of property.
16. Portable music players and cell phones are permitted on the bus. They are to be used and visible on campus only as permitted in the online Parent-Student Handbook.

# TRANSPORTATION POLICY SCHOOL BUS RULES CONTINUED

## **IN ADDITION TO THE ITEMS LISTED ABOVE, REFERRALS MAY BE GIVEN FOR THE FOLLOWING:**

- |  |                        |
|--|------------------------|
| A. Excessive Tardies                     | E. Prohibited items    |
| B. Disrespect to the driver              | F. Littering           |
| C. Misconduct at the bus stop            | G. Disruptive behavior |
| D. Unwanted conversation and/or touching |                        |

## **REFERRALS**

School bus rules are designed to promote a positive environment for all students. The rules also allow the bus driver to stay on schedule and fulfill his/her primary responsibility—to safely transport students back and forth to school. To obtain the desired behavior necessary to fulfill the above goals, referrals may be issued for any violation of the school bus rules.

To keep student riders aware of the school bus rules, the bus driver will issue verbal reminders. In addition, the bus driver will gain rider cooperation by giving verbal warnings and/ or have the student seated toward the front of the bus for close observation.

If none of these methods are successful, the driver will issue a referral as a formal way of communicating the issue to parents and the transportation department. Referrals and tardies are tracked online.

The following outlines the progression of consequences for school bus misconduct:

- First offense—Warning and reminder regarding appropriate school bus behavior. Students may be asked to review a copy of the rules at home and secure a parent signature. The first offense is a warning, but may result in a referral.
- Second offense—Referral, parent contact advising potential consequences for continued school bus behavior.
- Third offense—Referral, parent contact, 2-day suspension of the student's bus riding privileges.
- Fourth offense—Referral, parent contact, 1-week suspension of the student's bus riding privileges.
- Any further offenses—Student's bus riding privileges will be suspended and an Administrator conference scheduled.

For the purpose of assigning consequences, bus referrals are re-set at the beginning of each quarter.

## **TARDIES**

In the AM, students should be waiting at the bus stop, ready to board, at least one minute prior to the time listed in the route schedule. At the scheduled time, each bus driver will, at his/her discretion, either (1) continue on to the next bus stop or (2) allow late-arriving students to board and issue a tardy. Once the bus has departed, parents should proceed to the next bus stop and drop students there. Parents/guardians should not pull up next to or in front of the bus, nor block the loading area. It is recommended that students arrive at least five minutes earlier to ensure they are not tardy.

A PM tardy will be issued if a student is not on the bus at least one minute prior to the scheduled departure time. For safety purposes, students may not be permitted to board after the scheduled departure time.

The following outlines the progression of consequences for school bus tardiness:

- First & second tardies—Warning and reminder regarding tardy.
- Third tardy—Referral, parent contact advising potential consequences for continued school bus tardiness.

For the purpose of assigning consequences, bus tardies are re-set at the beginning of each quarter.

For questions regarding the school bus rules or consequences, please feel to contact the Transportation Department at (831) 768-6181 or [transportation@mvcs.org](mailto:transportation@mvcs.org).