

PVSD BUS GUIDELINES

Welcome to the Pojoaque Valley School District. The transportation department is responsible for providing safe to and from transportation for our students. The below listed guidelines are intended to provide parents and students with information regarding our transportation program. Information regarding our bus routes and bus stops are located on our website.

Bus disruptions, whether deliberately or inadvertently interfering with the safe operation of a school bus, behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas, will result in a progressive discipline procedure as stated below.

BUS DISRUPTIONS

Bus disruptions, deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas will result in a discipline referral.

While law requires the school district to furnish transportation, it does not relieve parents from supervising their children until students board the bus in the morning and after students leave the bus at the end of the school day.

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the lawful requests of the driver. Bus drivers have the authority to suspend a student for one trip if necessary. Bus drivers are required to fill out discipline referral forms to the Principal's office for further attention.

Student Bus Regulations

Student transportation is a privilege extended to students who qualify for transporting pursuant to statues *22-16-2 and 22-16-4, N.M. A, 1978 compilation*. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.

Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left facing traffic, except on divided or multi-lane roadways.

Students must be on time at their assigned bus stop. The bus driver will not wait for student not at the loading area.

Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid "horseplay." When loading, the students should clear the traffic area immediately.

The driver is in full charge of students when they are riding on the bus. The students must obey

the driver promptly. In cases where a teacher or school administrator is on the bus, at the request of the driver, they are also authorized to enforce student discipline.

Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.

Without the advance permission of a responsible school official, students will not be permitted to leave the bus on the way to or from school except at their regular assigned stop or school.

Students must occupy the seats assigned them by bus driver.

Students shall not be permitted in front of the passenger seating area while the bus is in motion.

Students are not to carry on unnecessary conversation with the driver while the bus is in motion.

Students will stay out of the driver's seat and will not tamper with any equipment.

Students shall be courteous and obedient to the driver.

Students must cooperate with the bus driver in keeping the bus clean.

Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.

Students shall not use profane language or obscene gestures and shall not eat any food or drink any beverage on the bus.

Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of the other students on the bus.

Students must not extend their hands or objects through bus windows.

Animals, firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on the bus. No item that will block the aisle or is unsecured shall be carried on the bus.

Students must not open or close the bus windows without the permission of the bus driver.

The use of tobacco, drugs, alcohol or controlled substances shall not be permitted.

Students will not ride on the outside of the school bus at any time or attach any item to the bus.

Parents or guardians shall be held responsible for malicious destruction to the bus.

Any damage to the bus from any cause shall be reported by passengers to the driver, and the driver will, in turn, report it to the proper school official.

Students who must cross the road after alighting from the bus must pass far enough in front of the bus (approximately eight to ten feet) so that the driver can see them. Students will cross the road only when the driver signals all is clear.

The only exception to this rule is in urban areas where pedestrian crossings are provided at intersections and student will be instructed to cross after the bus leaves the unloading zone or when traffic signals direct them to cross. Students will not cross multi-lane roadways to meet the bus except in urban areas where crosswalks or traffic signals are provided.

Students shall look both ways before crossing to the opposite side of the road.

PARENT RESPONSIBILITIES

For safe riding on a school bus by their child, parent responsibilities include the following:

- Insuring that their child arrives at the designated bus stop a few minutes prior to the scheduled arrival of the bus.
- Providing protection or supervision for their child when unusual conditions warrant precaution beyond ordinary circumstances.
- Actively cooperating with school officials and school bus operators regarding appropriate conduct of their child at bus stops and while walking to and from stops.
- Assisting with implementation and enforcement of school bus rider safety.
- Parents who pick up their child at the designated bus stop will arrive a few minutes prior to the bus. Students who are not picked up by a parent or guardian will be returned to the transportation office. Three occurrences during a school year may result in a referral to law enforcement and Children Youth and Families Department (CYFD).

SAFETY AND TRAINING

Emergency evacuation instruction with students shall be conducted at least twice a year.

The driver shall not permit the transportation of animals, firearms, knives, explosives, breakable glass items, or other dangerous objects on the bus. No item that will block the aisle while it is in motion should be permitted on the bus.

Regulations for transporting musical instruments, shop projects, and other school projects inside the bus are as follows:

No item shall occupy needed seating space.

None of the large musical instruments or projects will be carried on the bus.

No item shall be placed into the driver's compartment.

All items carried by students should be under their control at all times and carried on their lap, or between seats. The aisle and exits must not be blocked.

DISCIPLINE REFERRALS

Students who engage in disruptive behavior will be disciplined in accordance with the PSVD progressive discipline policy unless the behavior is so disruptive that immediate action must be taken to ensure the safety of all occupants. In cases such as this the bus driver may return the bus to the nearest school campus and request assistance from the school administrator and security. All other incidents will be handled as follows.

1. First Infraction - Official Warning. A written disciplinary referral form will be submitted to the campus administrator who will meet with the student about the reported behavior. The parent will be notified and the disciplinary referral will be sent home for signature from the parent. The referral will be submitted to the transportation office for tracking purposes. The incident should also be noted in PowerSchool under the discipline log entries.
2. Second Infraction – Formal Disciplinary Action. A written disciplinary referral form will be submitted to the campus administrator who will meet with the parent and the student about the reported behavior. Bus privileges may be suspended for up to ten days dependent on the severity of the infraction. A bus suspension will not run simultaneously with an out of school suspension, but will start after the out of school suspension is completed. The referral will be submitted to the transportation office for tracking purposes. The referral should also be noted in PowerSchool under discipline log entries.
3. Third Infraction – Revocation of Bus Privileges. A written disciplinary referral form will be submitted to the campus administrator who will meet with the parent and the student about the reported behavior. Bus privileges may be revoked for the remainder of the school year. The referral will be submitted to the transportation office for tracking purposes. The incident should also be noted in PowerSchool under the discipline log entries.

No one other than PVSD staff or students are allowed on any school bus unless prior authorization has been granted by the school Principal, Transportation Director, Transportation Specialist, Bus Contractor or the Superintendent of Schools or his/her designee.