

1 **8110R NON-INSTRUCTIONAL OPERATIONS**

2 **Bus Route Changes**

- 3 1) Minor route changes due to traffic, road conditions, pupil load, etc., are the responsibility of the
4 Supervisor of Special Services.
- 5 2) Major route changes and establishing of new routes will be submitted by the
6 Special Services Office to the Director of Business Operations for further submittance to the
7 Superintendent and Board of Trustees. Major route changes must also be approved by the County
8 Transportation Committee.

9 **Bus Stops**

- 10 1) A parent may request a change in the scheduled bus stop of eligible bus student provided the
11 change is:
- 12 a) reasonable, can be accommodated, and contributes to safety of the student;
- 13 b) to a regularly scheduled bus and bus stop;
- 14 c) to and/or from the school in the child's assigned attendance area;
- 15 d) within the assigned maximum number of riders for the

16 **Announcement Procedures**

- 17 1) Minor interruptions, which may result in a late schedule, due to traffic, weather, equipment
18 failure, etc., are reported to the schools by the Special Services Office when the interruption is
19 known.
- 20 2) Announcement of major interruptions, such as canceling of service which may be due to weather,
21 closing of a school or lack of transportation facilities will come from the Superintendent of Schools
22 or from the Supervisor of Special Services upon the Superintendent's approval.
- 23 3) Through electronic communication and media, the public will be notified of major interruptions
24 in service.
- 25 4) School principals will be notified of interruptions.

26 **Bus Lists**

- 27 1) Elementary school bus students or their parents fill in a "School Bus Identification Card".
28 Completed cards are collected by the bus driver and returned to the Special Services Office.
- 29 2) All bus students are listed on (State Department) Form TR-2 and attached to the Form TR-1
30 Application for Reimbursement.

31 **Bus Safety**

- 32 1) If the bus and driver are present, the driver is responsible for the safety of his/her passengers,
33 particularly for those who must cross a roadway prior to loading or after leaving the bus. Except
34 in emergencies, no bus driver shall order or allow a student to board or disembark at other than

1 his/her assigned stop unless so authorized by the Superintendent's designee. In order to assure
2 the safety of all, the bus driver may hold students accountable for their conduct during the course
3 of transportation and may document and communicate inappropriate behavior of a student. Bus
4 drivers are expressly prohibited from using corporal punishment.

5 2) The bus driver is responsible for the compliance with Federal, and State Laws, as well as Great
6 Falls Public Schools policies in regard to safety.

7 **Student Conduct on Buses**

8 All bus rules relate to safety, order and rights of others. Following is a list of basic rules. This list is not all
9 inclusive.

10 School bus drivers are directed, with authority, to maintain ORDER and SAFETY of students aboard the
11 school bus, according to District policies. School bus service is provided as a privilege, not a right. The
12 following list of expected student bus behavior is not intended to be all inclusive.

13 **Students shall:**

- 14 1. Arrive at bus stop 5 minutes prior to scheduled departure time.
- 15 2. Board and get off at assigned bus stop only.
- 16 3. Respect private property at, near, or around the bus stops.
- 17 4. Display respect to, and cooperation with, the driver at all times.
- 18 5. Abide by driver instruction when first given.
- 19 6. Sit facing forward keeping hands to themselves.
- 20 7. Stay in assigned seat until bus is stopped at their bus stop.
- 21 8. Control voice volume to driver instructed levels.
- 22 9. Abide by district policies regarding the prohibitive use of tobacco, drugs, and alcohol.
- 23 10. Sexual harassment and bullying will not be tolerated.

24 Cell phones can only be used on a limited basis by driver approval only.

25 Students making the choice to not display respect, cooperation, or follow district policy, may be subject
26 to having bus riding privileges suspended or revoked.

27 Discipline may not be in a progressive order. Before suspending or revoking a student's bus riding
28 privileges, the Contractor's Management must contact an administrator of the student's school and have
29 the assurance the parent/guardian has been contacted.

30 Policy History:

31 Adopted on: July 1, 2000

32 Revised on: June 9, 2014