

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Chief Operating Officer

DISTRIBUTION:	All Schools and Offices	<u>ROUTING</u> Administrators
SUBJECT:	BULLETIN NO. BUL-631 GUIDELINES AND PROCEDURES RELATING TO STUDENT BEHAVIOR ON SCHOOL BUS	Local District Administrators Local District Schools Support Directors Principals
DATE:	December 2, 2003	
DIVISION:	Business Services	
APPROVED:	Michael A. Eugene, Business Manager	

For further information, please call the Area Bus Supervisor who serves the school or call the Customer Service Unit at (323) 342-1340.

This revision replaces Bulletin No. C-2 Rev. of the same subject dated March 5, 2001. The content has been updated to reflect procedural changes.

I. BACKGROUND

The safe and orderly transportation of students necessitates responsible behavior by students while boarding, riding or alighting from school buses. Guidelines and procedures have been adopted to encourage and promote safe and orderly transportation. All transported students and their parents, upon commencing a District transportation program, receive school bus transportation information that includes a list of standards of behavior related to riding a school bus.

II. GUIDELINES FOR SUSPENSION

- A. When a student's misconduct is extreme and may endanger other passengers on the bus or cause damage to the school bus, the bus driver should immediately notify the school administrator and the Area Bus Supervisor to get approval for an immediate suspension.
- B. A student receiving Special Education services shall not be suspended from the bus for behavior(s) relating to his/her disability(ies).
- C. The school administrator, Area Bus Supervisor, and bus driver should use every effort possible to help students improve their conduct on the bus prior to suspension. Denying transportation to a student is a last resort. Suspension of bus transportation does not mean suspension from school.

- D. It is not compulsory that a suspension notice be issued after the first or second oral warning has been given. Only after a warning for that incident has been given and when other avenues of correction have failed, should a suspension be issued.
- E. In most cases, except for extreme safety violations, a suspension from transportation shall be for no more than one day. A student shall not be denied transportation for more than three consecutive days. However, if the school administrator, Area Bus Supervisor and driver recommend more than three days, the suspension notice should indicate "Suspended Pending Conference." The school administrator shall ensure that a Pupil Accounting Report (PAR) is completed and the appropriate form(s) sent to the parent/guardian for signature. In cases of property damage, the student should be denied transportation pending a conference.
- F. The suspension Notice of Safety Concern on School Bus should be issued as the student leaves the bus at the assigned drop-off point.
- G. When the suspension Notice of Safety Concern on School Bus is issued in the morning on arrival at school, the student shall be provided transportation home in the afternoon.
- H. If the incident occurs after normal school hours, the driver shall notify Los Angeles Unified School District Bus Operations Dispatch (323) 342-1460. Bus Operations Dispatch shall notify the Area Bus Supervisor who shall notify the school administrator at the earliest possible time, but not later than 9:00 a.m. the next school day.

## II. PROCEDURES RELATING TO SUSPENSION OF TRANSPORTATION

After the bus driver has established that students know what behavior is acceptable, the following procedures should be followed in the event corrective or disciplinary action is necessary.

### A. Step One

On the first incident, the driver shall discuss the act of misconduct with the student. The driver shall also share the circumstances of the incident with the school administrator and the Area Bus Supervisor.

Immediate suspension of riding privileges may result when a student's action endangers the safety of other passengers, including the driver, or cause damage to the bus. In such instances, the student shall be provided transportation to the return drop-off point at the close of the school day. (See Guidelines for Suspension, (G), above).

**B. Step Two**

On the second incident, the driver will again discuss the problem with the student and promptly notify the school administrator and the Area Bus Supervisor of the incident. The Area Bus Supervisor shall immediately call the school administrator to discuss the situation, and the school administrator shall notify the parent or guardian within 24 hours of the incident.

**C. Step Three**

On the third incident, the student will be issued a warning Notice of Safety Concern on School Bus, which shall describe in specific terms the exact nature of the misconduct. Specific actions as “did not stay in seat,” “yelled,” “threw book,” should be noted.

1. The driver shall explain to the student that the warning Notice of Safety Concern on School Bus must be taken home and returned on the following school morning with the signature of the parent/guardian before the student may resume riding the bus.
2. If the student returns the following school day without the signed copy of the warning Notice of Safety Concern on School Bus, the driver shall permit the student to ride the bus. The driver shall issue the student a duplicate warning notice at the drop-off point at the close of the day. The driver will again explain to the student that the notice must be returned the next day signed by the parent/guardian in order to receive transportation. The school administrator shall also call the parent/guardian advising parent of the issuance of the duplicate notice. The school administrator will also advise the parent/guardian that the student will not be provided transportation until the notice is signed and returned.
3. A copy of the warning notice is to be immediately forwarded to the school administrator and the Area Bus Supervisor.

**D. Step Four**

1. If the disorderly conduct continues after the issuance of a warning notice, the student shall be issued a Notice of Safety Concern on School Bus recommending a suspension. The number of days the student is suspended from transportation shall be determined by the school administrator, the Area Bus Supervisor and the driver. The seriousness of the offense and past history are the determining factors for the number of days the student is to be suspended. (California Code of Regulations, Title V, Section 14103; Board Rules 2255, 2256 and 2257.)

In each case, specific acts of misconduct must be described on the Notice of Safety Concern on the School Bus Form.

2. When transportation into the regular assigned school bus is to be suspended for a student receiving Special Education services, the Administrator and the appropriate District Special Education Coordinator will determine an alternate method for providing transportation services to/from Special Education services.
3. The school administrator shall ensure that a Pupil Accounting Report (PAR) is completed and the appropriate form(s) sent to the parent for signature.
4. A copy of the suspension notice is to be immediately forwarded to the school administrator and to the Area Bus Supervisor.
5. The student will be provided transportation one day before the suspension takes effect so that the parent can arrange alternative transportation and the student can return the signed copy of the suspension form.
6. If the student returns the following school day without the signed copy of the Notice of Safety Concern on School Bus suspension, the driver shall permit the student to ride the bus. The bus driver shall issue a duplicate suspension notice and explain that the student may not ride the bus until after the duration of the suspension and the suspension notice form is signed by the parent/guardian and returned to the driver.

Upon arrival at the school, the bus driver shall give a copy of the suspension notice to the school representative and notify the Area Bus Supervisor. The school representative shall notify the parent that the student has been suspended from riding the school bus.

The driver shall not pick up the student the following school day unless instructed to do so by the Area Bus Supervisor or by Bus Operations. The student shall not be allowed to ride the bus again until the transportation suspension period is over and the suspension notice is returned with the signature of the parent/guardian.

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