



School Bus Policy

Purpose and Scope

This policy ensures the safe and reliable transportation of students to and from West Virginia Academy. This policy applies to all students transported on school buses provided by West Virginia Academy.

Roles and Responsibilities

The following stakeholders have specific roles and responsibilities in the transportation process:

- School administrators: Administrators are responsible for overseeing the transportation program, ensuring that buses are safe and well-maintained, and working with transportation staff to develop routes and schedules.
- Transportation staff: Transportation staff are responsible for operating school buses in a safe and reliable manner, and for ensuring that students are picked up and dropped off on time.
- Bus drivers: Bus drivers are responsible for safely transporting students to and from school, and for enforcing the rules and procedures outlined in this policy.
- Students and parents: Students and parents are responsible for ensuring that students are at the designated bus stop on time, and for following the rules and procedures outlined in this policy.

Safety Procedures

The following safety procedures and rules apply to all students who ride school buses:

- Boarding and exiting the bus: Students must wait in a safe location away from the road until the bus comes to a complete stop and the driver signals that it is safe to board. Students should enter the bus in an orderly manner and take their seats as quickly as possible. When exiting the bus, students should wait for the driver's signal and exit in an orderly manner.
- Behavior on the bus: Students are expected to follow all directions given by the bus driver, always remain seated while the bus is in motion, and refrain from any behavior that could distract the driver or disrupt the safe operation of the bus. Students are also expected to use appropriate language and avoid any behavior that could be considered bullying or harassment.

- Emergency procedures: In the event of an emergency, students should follow the directions of the bus driver and evacuate the bus in an orderly manner.

Bus Operations

The following policies apply to the operation of school buses:

- Bus schedules and routes: Bus schedules and routes will be developed by transportation staff in consultation with school administrators. These schedules and routes may be adjusted sometimes to ensure that buses are running efficiently.
- Bus maintenance: School buses will be inspected regularly to ensure that they are safe and well-maintained. Drivers are responsible for reporting any mechanical issues or other problems with the bus to transportation staff immediately.
- Driver training: Bus drivers will receive regular training on safe driving practices, emergency procedures, and other topics relevant to the safe operation of school buses.

Discipline and Consequences

The following disciplinary procedures and consequences apply to students who violate the rules and procedures outlined in this policy:

- First offense: The bus driver will issue a verbal warning to the student and report the incident to the school administration.
- Second offense: The bus driver will issue a written warning to the student and report the incident to the school administration. Parents will also be notified.
- Third offense: The student will be suspended from riding the bus for one week.
- Fourth offense: The student will be suspended from riding the bus for the remainder of the school year.

Communication and Complaints

The following procedures apply to communication and complaints related to school bus transportation:

- Communication: The transportation staff will provide parents and students with information about bus schedules and changes as needed. Parents and students are encouraged to communicate with the transportation staff or school administration with any questions or concerns about bus service.
- Complaints: Complaints related to school bus transportation should be filed with the school administration. The administration will investigate the complaint and take appropriate action as needed.

Legal and Regulatory Requirements

This policy is subject to all applicable state and federal laws, regulations, and guidelines related to school bus transportation. These include, but are not limited to:

- West Virginia State Code § 18-9A-1 et seq., which establishes the framework for school bus transportation in West Virginia.
- Federal Motor Carrier Safety Administration (FMCSA) regulations, which set safety standards for commercial motor vehicles, including school buses.
- West Virginia Department of Education policies and guidelines related to school bus transportation.

West Virginia Academy will comply with all applicable laws, regulations, and guidelines related to school bus transportation, and will ensure that all drivers and transportation staff are trained and certified in accordance with these requirements. Any changes to applicable laws, regulations, or guidelines will be promptly incorporated into this policy.

School Bus Rules and Discipline

Rules

The following rules apply to all students who ride school buses:

- Students must be at their designated bus stop at least 5 minutes before the scheduled pickup time.
- Students must wait in a safe location away from the road until the bus comes to a complete stop and the driver signals that it is safe to board.
- Students must enter and exit the bus in an orderly manner.
- Students must remain seated while the bus is in motion and keep their arms, legs, and head inside the bus at all times.
- Students must not engage in any behavior that could distract the driver or disrupt the safe operation of the bus.
- Students must not use profane or inappropriate language or engage in any behavior that could be considered bullying or harassment.
- Students must not eat or drink on the bus, except for water in a clear plastic bottle.
- Students must not bring weapons, drugs, or other dangerous or illegal items onto the bus.
- Students must not damage or vandalize the bus in any way.

Discipline

The following disciplinary procedures and consequences apply to students who violate the rules outlined in this policy:

- First offense: The bus driver will issue a verbal warning to the student and report the incident to the school administration.
- Second offense: The bus driver will issue a written warning to the student and report the incident to the school administration. Parents will also be notified.
- Third offense: The student will be suspended from riding the bus for a period of one week.
- Fourth offense: The student will be suspended from riding the bus for the remainder of the school year.

In addition to these consequences, students who engage in behavior that poses an immediate threat to the safety of themselves or others may be subject to immediate suspension from riding the bus, pending investigation and appropriate disciplinary action.

All incidents of student misconduct on the bus will be reported to the school administration, which will investigate the incident and take appropriate disciplinary action, if necessary. Parents will be notified of any disciplinary action taken. Repeated or severe misconduct may result in suspension from riding the bus for the remainder of the school year.

This policy is subject to all applicable state and federal laws, regulations, and guidelines related to school bus transportation, and will be strictly enforced to ensure the safety and well-being of all students who ride school buses.

