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## CLARK COUNTY SCHOOL DISTRICT REGULATION

3533

### SAFETY OF STUDENTS: TRANSPORTATION VEHICLES

- I. Student safety is one of the most important criterion in the operation of student transportation services.

#### A. Student Conduct

1. The Clark County School District has established Rules of Conduct for School Bus Riders, which the schools will distribute to the students and parents or guardians. The Rules of Conduct for School Bus Riders are also posted on each school bus.
2. Misconduct may be cause to suspend or deny transportation services to the student as determined by the principal of the student's assigned school.

#### B. Driver Responsibility

1. District school bus drivers will be employed in compliance with the defined requirements set for the position and must possess the appropriate license, endorsements, and Nevada Department of Transportation physical. Exceptions to this requirement will be with prior approval of the Director, Transportation Department or a designated representative and only in emergency situations as determined by the Director, Transportation Department.
2. Drivers are expected to consistently enforce the Rules of Conduct for School Bus Riders whenever students are aboard their buses. Drivers must follow the discipline guidelines set in the Clark County School District Transportation Department Employee Procedure Handbook.
3. Drivers are to maintain respectful unbiased relationships with the student passengers. Proper precautions must be taken to avoid physical injury to student passengers and/or school employees.
4. Student refusal to adhere to the rules and regulations is sufficient cause for a driver to request assistance from the appropriate law enforcement agency, which has the authority to deny transportation for the remainder of the route or trip.

5. Drivers are to report student misconduct by issuance of a School Bus Incident Report. The report must state the specific circumstances of the violation.
6. Drivers must not permit weapons aboard a school bus. If a student with a weapon is discovered boarding, on board, or in the immediate vicinity of a school bus, the driver will immediately call the appropriate authorities. If the student has already boarded the bus, the driver will stop and secure the vehicle and wait for the proper authorities to arrive. The driver will not attempt to approach the student and possibly cause a violent reaction.

**C. Responsibility of Principals**

1. School buses and/or other District-owned vehicles operated by District employees are regarded as an extension of the school and classroom. It is, therefore, the responsibility of school principals to process and take the appropriate action regarding the School Bus Incident Report issued by drivers.
2. In an effort to maintain consistency between schools, the principal should take the appropriate disciplinary action as defined according to the category of offense:

**CATEGORY I**

1st Offense	Student-School Conference; Parent Notification
2nd Offense	Student-School-Driver Conference; Parent Notification and In-House Suspension or Detention
3rd Offense	Three-day Bus Suspension and Required Parent Conference
4th Offense	Loss of Riding Privileges for Remainder of School Year

**CATEGORY II**

1st Offense	Student-School Conference; Parent Notification
2nd Offense	Three-day Bus Suspension and Required Parent Conference
3rd Offense	Loss of Riding Privileges for Remainder of School Year

### **CATEGORY III**

1st Offense	Three-day Bus Suspension and Required Parent Conference
2nd Offense	Loss of Riding Privileges for Remainder of School Year

3. The principal will mandate the length of in-house suspension and/or detention according to school policy. The principal will notify the Transportation Department of action taken.
4. If more than one category is indicated on the School Bus Incident Report, the principal shall determine the appropriate action based on the most serious offense.

#### **D. Accidents Involving Transportation Vehicles**

When a District vehicle or private vehicle being used under sanction of the District is involved in an accident, the authorized driver will immediately take appropriate action in accordance with applicable law enforcement agency requirements and district regulations for accidents involving school buses and District transportation vehicles.

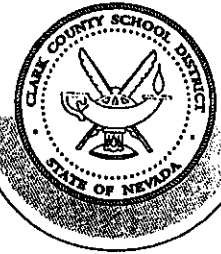
#### **E. Vehicle Maintenance**

1. All vehicles used for student transportation shall be maintained in compliance with Nevada statutes.
2. The Business and Finance Services Division is responsible for developing and implementing procedures to ensure safety standards of student transportation vehicles.

Legal Reference:	NRS Chapter 392 Pupils State of Nevada Department of Education School Bus Standards National Standards for School Transportation
Cross Reference:	Transportation Department Employee Procedures Handbook, Section VI
Review Responsibility:	Business and Finance Services
Adopted:	[3545.1:9/1/78;3545.12:12/14/72]
Revised:	(6/77;9/1/78;5/14/81;2/23/89)
Pol. Gov. Review:	3533:6/28/01

# CLARK COUNTY SCHOOL DISTRICT

2832 EAST FLAMINGO ROAD LAS VEGAS, NEVADA 89121 TELEPHONE (702) 799-5011



October 10, 2002

Assemblywoman Chris Giunchigliani  
706 Bracken Avenue  
Las Vegas, NV 89104-1644

## BOARD OF SCHOOL TRUSTEES

Mrs. Sheila R. Moulton, President  
Mrs. Shirley Barber, Vice President  
Mr. Larry P. Mason, Clerk  
Mrs. Susan C. Brager-Wellman, Member  
Mrs. Ruth L. Johnson, Member  
Mrs. Mary Beth Scow, Member  
Mrs. Denise Brodsky, Member  
Mr. Carlos Arturo Garcia, Superintendent

Dear Assemblywoman Giunchigliani:

Although AB 319 did not pass in 2001, I promised you that I would follow up on transportation concerns, which you indicated were the impetus for part of the bill. As a result, I convened a committee consisting of nine transportation employees (three supervisors, one investigator, four bus drivers, and the assistant director), as well as seven non-transportation staff (representing Student Support Services, school principals, and the legal office).

In the course of our discussions, it was clear that transportation staff felt that communication was the biggest obstacle to working effectively with schools, and they offered examples of problems they encounter:

- Transportation is not included in special education decisions, even when they are directly impacted, and they would like to ensure that principals include them in IEP meetings when applicable.
- Other problems are those that arise at the school, but end up on the bus, such as a teacher having a party last hour of the day, and then kids not being allowed to bring food and drink on the bus for the ride home – this creates a major discipline problem for drivers since food is not allowed on buses.
- The same holds true for teachers who give snacks as a reward to students who behave well, only to create a conflict for the bus driver when he/she has to confiscate the reward.
- Those present felt that many times new deans and assistant principals don't recognize that they have responsibility for dealing with bus citations. Because the incidents occur off campus, new administrators may mistakenly believe that they are someone else's problem.
- Transportation also stated that some bus drivers, both new and experienced, could benefit from additional training in behavior management. This would help eliminate the need for school administrators to deal with frivolous referrals.

Assemblywoman Chris Giunchigliani

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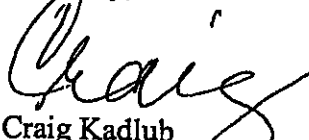
October 10, 2002

Administrators and transportation personnel identified problems at individual schools, but the consensus was that the existing procedures related to the referral and disposition of student discipline matters are sufficient, and in those cases where there are problems they can be traced to either a driver failing to follow procedure, or a school administrator failing to follow procedure. Therefore, it was stated by transportation staff, and agreed to by others, that it is not necessary to overhaul the existing procedures, but to ensure that they are implemented consistently and properly. To that end, transportation representatives on the committee committed to reviewing policies and behavior management practices with drivers, and asked that school administration also review their responsibilities and implement them consistently.

By way of follow-up, the above conclusions were shared with all principals in the district at region meetings at the start of the school year, with direction from region superintendents to review procedure and ensure compliance. I also have spoken with Dr. Worsham who has agreed to consider adding information about handling transportation-related referrals to the administrative training program.

If you have any questions or suggestions, please feel free to contact me at your convenience.

Sincerely,



Craig Kadlub  
Director, Public Affairs

# SCHOOL BUS INCIDENT REPORT TO PARENTS FORM

This form must be filled out completely and approved by your supervisor before being turned in to the school (see School Bus Incident Report To Parents section).

## SCHOOL BUS INCIDENT REPORT TO PARENTS CLARK COUNTY SCHOOL DISTRICT

### DEAR PARENT or GUARDIAN:

The purpose of this report is to inform you of an incident involving your child on the school bus, which could have jeopardized the safety and well being of all passengers. District provided transportation is a privilege. School administrators are authorized to discipline a student by denying transportation. Please review this incident report with your child so that further disciplinary action will not be required. If transportation is denied, the student must continue to attend school. Failure to attend school may result in a truancy report. Thank you.

### SECTION I

School	Route #	Student's Name (Please print)	Date of incident	Time A.M. P.M.	Driver's Name (Please print)
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### INFRACTION:

#### ☐ Category I

- ☐ Improper Boarding/Departing Procedures
- ☐ Excessive Noise
- ☐ Rude, Discourteous and Annoying Conduct
- ☐ Other Behavior Relating to Safety, Well-being, and Respect to Others
- ☐ Profanity or Name Calling

#### ☐ Category II

- ☐ Hanging out of the Window
- ☐ Throwing Objects In or Out of Bus
- ☐ Refusing to Obey Driver
- ☐ Spitting/Littering
- ☐ Bringing Objectionable Articles Aboard the Bus
- ☐ Eating or Drinking on Bus

#### ☐ Category III

(Immediate Administrative Response Required)

- ☐ Lighting Matches/Smoking on Bus
- ☐ Fighting/Pushing/Tripping
- ☐ Destruction of Property
- ☐ Tampering with Bus Equipment
- ☐ Verbal Assault
- ☐ Physical Assault
- ☐ Possession of a Weapon

### DRIVER'S ACTION:

- ☐ Oral Warning      ☐ Cauton Issued      ☐ 1st \_\_\_\_\_ Date \_\_\_\_\_      ☐ 2nd \_\_\_\_\_ Date \_\_\_\_\_      ☐ 3rd \_\_\_\_\_ Date \_\_\_\_\_

### SECTION II

#### ADMINISTRATIVE ACTION

##### ☐ Conference With Student

##### ☐ Required Parent Conference

##### ☐ Transportation Denied

\_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

### SPECIFIC DETAILS:

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Administrator's Signature

Date

Phone Number

Distribution: White Copy - School Administrator  
Yellow Copy - School then Parent with Administrative Response  
Pink Copy - School then Driver with Administrative Response  
Gold Copy - Returned by Driver to Supervisor

## **RULES OF CONDUCT FOR SCHOOL BUS RIDERS**

Students on a school bus are under the immediate supervision of their bus driver and are subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any infraction of these rules by a student is to be documented on a School Bus Incident Report to the school principal issued by the bus driver for disciplinary infractions. Copies are distributed to the parent and the Clark County School District Transportation Office.

In order to provide for the safety of passengers and effective, efficient use of buses, the following rules of conduct are established:

**Bus passengers must stand in an orderly single-file line at pick-up points until the bus comes to a complete stop.**

**Passengers must board the bus in an orderly fashion and go directly to a seat.**

**All passengers must remain seated while the bus is in motion.**

**Passengers must remain seated until the bus has come to a complete stop. Passengers shall then proceed directly to the front of the bus to exit through the front door.**

**If a passenger must cross the road, WALK ten feet or more in front of the bus, wait for the driver's signal, then cross when safe to do so.**

Any distracting action by the passenger creates a safety hazard by demanding unnecessary attention of the driver. These actions are forms of misconduct. Examples of misconduct that may result in disciplinary action are: loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, or eating or drinking.

Commission of any act defined as dangerous or antisocial student behavior occurring on the way to and from school or a school activity, function, or event will result in the student being suspended, recommended for expulsion, or other disciplinary action. Misconduct at the bus stop or when the student is on the way to and from school or to the bus stop is considered a violation.

**Parents will be held responsible for any bus damage that may result from a student's misconduct.**



Misconduct may be cause to deny the privilege of transportation to the student for a limited, specified time.

Continued misconduct may result in loss of riding privileges.

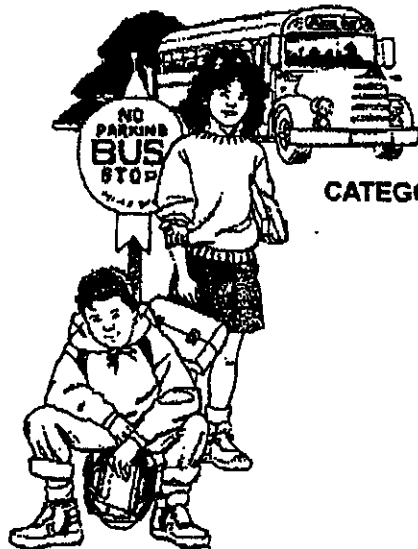
In conformance with the rules of conduct, the site administrator will address infractions in the following manner:

1. Confer with the student, the parent/guardian, or appropriate Transportation staff, as necessary, to resolve student conduct problems.
2. Designate students as ineligible for transportation services when warranted and notify the Transportation Department and the parent or guardian of the action taken.

**CATEGORY I** Infractions include, but are not limited to, behavior regarded as mischievous or annoying. Generally, the driver is expected to resolve infractions falling within this category by working with Transportation and school staff.

**CATEGORY II** Infractions include, but are not limited to, behavior, which could jeopardize the safety and well-being of students, employees, or the public. The expected disciplinary action to be taken depends on the student's overall record and the result of the misbehavior.

**CATEGORY III** Infractions include, but are not limited to, behavior, which is injurious and jeopardizes the safety and well-being of students, employees or the public and requires immediate intervention by the school administrator. These infractions require severe disciplinary action such as denying transportation and may be arrestable offenses, which could result in other legal action.



*From admin handbook*

**E. Attempted Abduction/Act of Physical Abuse**

1. Immediately secure the student's safety and protect the confidentiality of the student(s) involved.
2. Administer to the medical and psychological needs of the student, seeking competent advice from district staff as needed.
3. Prepare information that needs to be distributed to your faculty and students both orally and in writing so they can be made aware and sensitive of the issue and directed to take appropriate precautions.

**Bus Citations**

It is the building administrator's responsibility to administer actions regarding bus citations. The principal, assistant principal, or dean are the only ones who have the authority to issue an RPC, to temporarily suspend a student from using transportation services, or to administer other consequences to students regarding a bus citation.

The following outlines the routing system for a bus citation:

When a bus driver issues a citation, the driver's supervisor reviews it before it is delivered to the school. The driver gives the white, yellow, and pink copies to school administration and retains the gold copy. Once the school administration has acted on the citation, the white copy remains with the school, the yellow copy is sent to the parent and the pink copy is sent to the appropriate transportation yard.

**Discipline**

The 1985 Nevada Legislature passed SB125, which requires school districts to prescribe a disciplinary code and to provide each student with a copy. Each principal is responsible for establishing a behavior standard at his/her school in keeping with district wide policies and regulations. The following booklets, while describing common problems and corrective actions, are not intended to restrict the school principal. Appropriate disciplinary programs may be implemented in accordance with identified needs at the building level. The booklets provide a common standard from which you may operate but are not intended to prescribe or circumscribe your actions. Each school is to send the appropriate booklet home during the first two weeks of school. Copies can be ordered through District Forms.

- A. Behaving Positively at School for Elementary Students available in English (CCF-777) and Spanish (CCF-777.1).
- B. Behavior Guidelines for Secondary Students available in English (CCF-776) and Spanish (CCF-776.1).