



Bus Conduct Citation Process

Overview

First Student utilizes a bus conduct citation process, that is aimed to work in tandem with Vashon Island's PBIS policies. Based on the incidents severity and frequency, First Student will follow progressive steps to manage student behavior. The four steps below outline the overall process:

1. Drivers are encouraged to manage students with Positive Behavior Support, including positive praise and practicing student expectations.
2. If misbehavior occurs, drivers will remind students of expectations and give choices for safe behavior on the bus. A bus conduct citation may be emailed as a form of communication with the family.
3. If misbehavior continues, First Student will call home to discuss the safety concerns with the family. The student will be issued a citation. A new seat may be assigned for a period of time.
4. Should the behavior persist, or the behavior is critical in nature, such as a fight, harassment, or a major safety concern, the consequence may be escalated past the prescribed consequence. In these cases, First Student will work with the school principals to determine next steps.

Minor Reasons

1. **Warning:** The driver will remind student of safe riding practices. This may include verbal warnings (whenever possible, the bus PA system will be used. If it malfunctions, the bus driver may speak loudly while driving), pulling the bus over to address and/or reseat the student, and speaking with parents or school administrators to assist.
2. **1st Citation:** The driver will repeat the "Warning" step. First Student will contact the family to inform them of the issue and ask for assistance in developing an action plan of learning and improvement, and also inform of what additional citations may result in. First Student may work with the school for additional insight. The school will be provided with a copy of the citation.
3. **2nd Citation:** The driver will repeat the "Warning" step. First Student will contact the family to inform them of the issue. The student will lose bus riding privileges for the next school day. The school will be provided with a copy of the citation.
4. **3rd Citation within 30 days from 2nd:** The driver will repeat the "Warning" step. First Student will contact the family to inform them of the issue. The student will lose bus riding privileges for the five (5) school days. The school will be provided with a copy of the citation.
 - a. **Bus Re-Entry:** First Student may request a meeting with the family, school, and First Student to discuss a bus behavior plan and contract.
5. **4th Citation within 30 days from 3rd:** The driver will repeat the "Warning" step. First Student will contact the family to inform them of the issue. The student will lose bus riding privileges for the ten (10) school days. The school will be provided with a copy of the citation.
 - a. **Bus Re-Entry:** First Student will request a meeting with the family, school, and First Student to discuss a bus behavior plan and contract.
6. **5th Citation within 30 days from 4th:** The driver will repeat the "Warning" step. First Student will contact the family to inform them of the issue. The student will lose bus riding privileges for the remainder of the school year. The school will be provided with a copy of the citation.



Moderate Reasons

1. **Warning:** The driver will remind student of safe riding practices. This may include verbal warnings (whenever possible, the bus PA system will be used. If it malfunctions, the bus driver may speak loudly while driving), pulling the bus over to address and/or reseat the student, and speaking with parents or school administrators to assist. The student will also be issued a 1st Citation.
 - a. **1st Citation:** The driver will repeat the “Warning” step. First Student will contact the family to inform them of the issue and ask for assistance in developing an action plan of learning and improvement, and also inform of what additional citations may result in. First Student may work with the school for additional insight. The school will be provided with a copy of the citation.
2. **2nd Citation:** The driver will repeat the “Warning” step. First Student will contact the family to inform them of the issue. The student will lose bus riding privileges for the next school day. The school will be provided with a copy of the citation.
3. **3rd Citation:** The driver will repeat the “Warning” step. First Student will contact the family to inform them of the issue. The student will lose bus riding privileges for the five (5) school days. The school will be provided with a copy of the citation.
 - a. **Bus Re-Entry:** First Student may request a meeting with the family, school, and First Student to discuss a bus behavior plan and contract.
4. **4th Citation:** The driver will repeat the “Warning” step. First Student will contact the family to inform them of the issue. The student will lose bus riding privileges for the ten (10) school days. The school will be provided with a copy of the citation.
 - a. **Bus Re-Entry:** First Student will request a meeting with the family, school, and First Student to discuss a bus behavior plan and contract.
5. **5th Citation:** The driver will repeat the “Warning” step. First Student will contact the family to inform them of the issue. The student will lose bus riding privileges for the remainder of the school year. The school will be provided with a copy of the citation.

Severe Reasons

All actions that fall under the severe reasons category require immediate notification to families and schools.

Exceptions

1. Students on little buses or with transportation related IEP's are subject to bus citations. However, when issuing a citation, First Student will work with the students support team and families to determine the best course of action.
 - a. If a student on a little bus or with a transportation related IEP is issued a 4th Citation, a review of their IEP will be requested to determine next steps. By law, bus riding privileges for these students can be lost for up to 10 (ten) school days for the school year.
2. If it is believed that the student has no way to get to school, another action may be assigned in lieu of removal from the bus. A good faith effort by families to ensure that their student can get to school will be expected. There must be a true need; work schedules, inconvenience, or unwillingness to transport are not considered true needs.



Definitions

Minor Reasons	
Reason	Definition
Boarding with prohibited items	The following items are not allowed on the bus: Breakable containers (e.g glass bottles, aquariums) all forms of animal life with the exception of service animals. Other articles (such as balloons) which could adversely affect the safety of the bus and passengers (i.e. things that cannot be safely secured or causes a distraction to drivers)
Distracting the Driver	It is important not to distract the driver while the bus is in operation, except in emergencies. This can include moving seats while the bus is in motion, screaming and/or yelling, or other behaviors that cause the driver to redirect their attention from the road to the student
Eating or Drinking on the Bus	Eating, drinking and/or chewing gum is prohibited
Not disposing of trash properly	Any trash should be taken off the bus or placed in the trash can
Not following rules at the bus stop	Students are not to engage in horseplay and are to respect the property of the homeowners in the area
Not keeping out of the bus aisle	Students are to remain seated, facing forward while the bus is in operations with their feet, body and all possessions out of the aisle.
Not keeping hands to yourself	Overly aggressive play
Not maintaining proper voice level	No screaming, yelling, or other loud noises are allowed that would distract the driver
Not obeying the bus driver	The driver is in full charge of the bus and riders at all times, per state law. Students are expected to be kind and respectful to fellow students, bus drivers, and all others
Not sitting properly	Students are to remain seated, facing forward while the bus is in operation.
Not using appropriate language	Swearing, vulgar comments, or inappropriate use of words
Other	Other items not specifically listed



Moderate Reasons	
Reason	Definition
Getting off the bus at the wrong stop (CES)	Students may only get off at their assigned bus stop unless changed in SDM or a school administrator notifies First Student otherwise
Not keeping body inside bus	Bus windows are only opened with driver permission. Hands, arms, heads, legs, etc are to be kept inside the bus at all times.
Not riding the assigned bus (CES)	Students must only ride the assigned bus unless changed in SDM or a school administrator notifies First Student otherwise
Spraying an irritant on the bus	Spraying or applying perfume, deodorants, or anything with a strong odor while on the bus
Throwing items on or out of the bus	Throwing objects of any kind on, out, in or near the bus is prohibited

Severe Reasons	
Reason	Definition
Destruction of property	Deliberately impairs the usefulness of property/destruction of property (tearing, ripping, or poking holes in seats/graffiti)
Fighting	Serious physical contact/injury between two or more students
Harassment, Intimidation, Bullying	To control, embarrass, or harm other with taunting words or physical actions. Imbalance of power (physical strength, popularity, ganging up on)
Sexual misconduct	Touching someone in an unwanted sexual way
Signs of depression or suicide (this is not a "citation")	Any signs or comments that would indicate depression or thoughts of suicide must be reported
Using or possessing alcohol, tobacco and other drugs	Possessing or used of tobacco, vapor, alcohol, or illegal drugs/substances
Weapon brought on bus	Possession of knives or guns (real or look alike), including chemical weapons or other protective devices/objects capable of causing bodily harm (including all types of fireworks and firecrackers)