

# Series 700 – Auxiliary Services

Policy Title: **Parent Transportation Letter Form**

Policy Code No. **711.2F2**

Dear

Parent/Guardian:

Your child is scheduled to be a regular passenger on one of our school buses. School transportation is provided by your school district through the authority of the Board of Education.

The safety of every student on our buses is of great concern to all of us. Every precaution is taken to see the students arrive at their destination safely. This requires the cooperation of parents/guardians, students, and school officials. Driving a bus is a difficult and responsible task. Our drivers are carefully selected. **THEIR ENTIRE ATTENTION MUST BE ON THEIR DRIVING RESPONSIBILITY AT ALL TIMES !**

Anything that happens on the bus to divert the drivers' attention from their job immediately endangers the safety of the riders. It is therefore, absolutely necessary that the students conduct themselves in a respectful manner. Furthermore, transportation equipment represents a large capital investment. This is another important reason for expecting the utmost cooperation from students on our buses.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

The operation of a safe, efficient, and economical transportation program requires that all passengers observe the attached set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures described below will be followed in case of an infraction of the rules.

1. If there is a problem with your child on the school bus, the driver will discuss the problem with your child. The driver will also contact you, as the parent/guardian, to let you know that a problem does exist and to enlist your help in solving said problem. This will be the **FIRST** violation.
2. If a second violation occurs, an "Unsatisfactory Bus Conduct Report" will be filed by the school bus driver. A conference will then be held with the student, the transportation supervisor, the bus driver, and the building principal. A copy of the report will be mailed to

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parents/guardians. This shall be known as the **SECOND** violation.

3. If another violation occurs, (**THIRD** violation), another “Unsatisfactory Bus Conduct Report” will be filed. A conference will then be held with the student, the transportation supervisor, the bus driver, and the building principal. At this conference, the student will be informed that they are dismissed from the all buses for one to five days. A copy of the report will be mailed to parents/guardians, and whenever possible, a phone call will be made to the parents/guardians.
4. When, in the judgment of the bus driver, the Transportation Supervisor, and the building principal behavior by a rider is such that it becomes an immediate threat to the safety of other riders, the bus driver, or to the bus itself, the driver will file **VIOLATION FOUR** without going through steps above. Also, if a fourth violation occurs from unsatisfactory bus conduct, a third “Unsatisfactory Bus Conduct Report” will be filed. Either of these shall be known as the **FOURTH** violation. The student may be dismissed from all bus transportation (routes, activities, field trips, absolutely everything) for the remainder of the school year.

We will expend every effort to insure safe transportation for your child; we trust that you will support us in our efforts to achieve this goal.

Sincerely

yours,

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Bob Callaghan  
Superintendent of Schools

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Curt Roorda  
Transportation Supervisor

Date of Adoption

Review Date

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Legal Ref.:

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