

## **ADMINISTRATORS TRANSPORTATION PROCEDURE**

### **DISCIPLINE**

- In all situations involving misbehavior on school buses, the parents/guardians of the offenders must be contacted, either verbally or in writing. They shall be made aware of the incident(s) and the administrative action carried out or contemplated.

A file of student infractions shall be maintained in each school's office, and will be used in the event the Superintendent calls for a hearing or case review. The date, name of person reporting incident, nature of the offense, and administrative action (including the name of the parent/guardian contacted, if verbally) should be noted thereupon.

- If contact with parent/guardian is by letter, the principal should be assured that the parent/guardian received it. Preferably, the parent/guardian should affix his/her signature and return the letter to the office for maintenance in the file. If there is no response to the letter, verbal contact must be made.
- It is essential that the principal be certain that the accused student is properly identified. It must be remembered that bus drivers do not personally know all the students who ride their buses daily.
- The Superintendent should be notified immediately of any major incident(s) or of any other matters or questions evolving from bus problems.
- The teachers should be directed to frequently review the rules and regulations concerning student behavior on buses.

### **Change of Bus Stop**

- Students are not to be allowed to change buses on a permanent basis without the approval of the District Transportation Coordinator.
- Parents requesting a permanent switch of buses or drop off should be expected to do so in writing addressed to the District Transportation Coordinator and not to the driver. The District Transportation Coordinator may allow certain changes provided the new stop is approved by the police department and the bus is not filled beyond its legal capacity. Upon approval the District Transportation Coordinator will maintain a record of the change.
- With the exceptions of emergencies, occasional requests for a switch in buses, pick up location, and/or drop location, must be submitted by the parent/guardian in writing to the building principal prior to the requested change. The respective office will notify the bus driver of the approved change. Granting such requests cannot result in a bus to be re-routed or the creation of new stops.

File: EEAA-R-1

Resident students are assigned to a bus based on their home address. The District Transportation Coordinator may, at his/her discretion, allow a "school choice" student or students not assigned to a bus to ride a bus to and from a designated bus stop, if sufficient room exists on it. Granting such requests cannot result in a bus being re-routed, the creation of new stops, or a bus arriving late to school. If a given bus is or becomes filled to capacity by resident students, school choice students offered the privilege of riding a particular bus might lose their right to do so to make room for resident students.

- It is expected that all administrators and staff members be fully aware of all transportation rules, regulations and guidelines as approved by the School Committee.

Adopted By The  
Hadley School Committee: April 24, 2014

Reviewed March 9, 2018