

<b>Policy Number:</b> TRA 002	<b>Title:</b> Bus Behavior
<b>Performance Standard:</b> <b>CFR 1310.0-1310.2</b>	<b>Original Date:</b> 4/9/2008
<b>USD 418 BOE Policy:</b>	<b>Policy Council Approval/Revision:</b> 3/4/13 2/2018

**POLICY:**

It is expected that preschool children will not always behave appropriately as the ride the bus to and from school. When a child exhibits challenging behavior and is not responding to redirection or adult directives, further steps must be taken by bus staff to address the behaviors.

**PROCEDURE:**

The bus monitor and driver will keep a log of behavior concerns that arise throughout the week. Bussing staff comments will be added as appropriate. The logs will be turned into the Early Childhood Office weekly and kept in the Transportation Monitoring Notebook in the event further steps need to be initiated.

The following steps will be taken when there are behavior concerns while transporting a child to and from school.

Step 1: Monitor/Driver will discuss behavior concerns with parent at pick up and/or drop off. The bus monitor in the logbook will document this. Notes will be turned into ECC Transportation Coordinator weekly, which will be kept in the transportation-monitoring notebook.

Step 2: If improvement is not seen over a reasonable period of time, the advocate will contact the family.

Step 3: If improvement is not seen over a reasonable period of time, the ECC Transportation Coordinator will contact the family.

Step 4: If improvement still is not seen, the child will be written up using the “McPherson USD 418, McPherson, KS, School Bus Incident Report to Parents” until updated forms are available.

Step 5: This form will be turned into the PreK Transportation Coordinator. Transportation Coordinator will be responsible for the distribution of the report as applicable and appropriate as well as making contact with the parent to discuss the current incident and consequences.

Consequences to child receiving Incident Report write-up:

1<sup>st</sup> Write-up = warning to family that loss of transportation services are possible.

2<sup>nd</sup> Write-up = 2<sup>nd</sup> warning to family that loss of transportation services are possible.

3<sup>rd</sup> Write-up = suspension from transportation services for one week.

4<sup>th</sup> Write-up = termination of transportation services.

At NO POINT in time should staff “put hands” on a child to remove the child from the bus.

The person picking up the child must get on the bus and remove the child.

If this person is unable to remove the child on their own, the person picking up the child will contact an appropriate family member to assist in removing the child.

The bus will wait a reasonable amount of time; approximately 10 minutes or so

If family members are unable to get the child off the bus:

- a. The child will be brought back to ECC
- b. The monitor will contact ECC for family advocate, Family Service Coordinator and/or Director
- c. Staff will be available to receive the child
- d. Parents will be responsible for making arrangements to pick up the child from ECC.
- e. The driver and monitor will complete and official disciplinary action form and turn it into the ECC Transportation Coordinator.