



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Guidelines and Procedures Relating to Student Behavior on School Bus

NUMBER: BUL-6385.0

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DATE: September 29, 2014

POLICY: Title 5 of the California Code of Regulations Section 14103 requires school boards to adopt rules related to student behavior on buses, to include specific administrative procedures relating to suspension of riding privileges.

MAJOR CHANGES: This revision replaces BUL-631 of the same subject dated December 2, 2003. The content has been updated to reflect procedural changes.

GUIDELINES: I. BACKGROUND

The safe and orderly transportation of students requires responsible behavior by students while boarding, riding or disembarking the school bus. Guidelines and procedures have been established to encourage and promote safe and orderly school bus transportation. Transported students and their parents, upon starting a District transportation program, receive school bus transportation information that includes a list of safety standards of behavior related to riding a school bus.

II. GUIDELINES FOR ADDRESSING STUDENT BEHAVIOR CONCERNS ON SCHOOL BUSES

After the bus driver has established that students know what behavior is expected, the following procedures should be followed in the event corrective or disciplinary action is necessary.

A. Step One

On the first incident, the driver shall discuss the misconduct with the student. The driver shall also share the circumstances of the incident with the designated school administrator and the Area Bus Supervisor.

However, immediate suspension of riding privileges may result when a student's action endangers his/her safety, the safety of other passengers including the driver, public safety, or causes damage to the bus. In such instances, the student shall be provided transportation to the return drop-off point at the end of the day. Bus Operations Dispatch will advise Driver and notify school and parent when next day suspension is necessary for safety reasons.

ROUTING

ESC Instructional Superintendents
ESC Administrators of Operations
ESC Instructional Directors
ESC Operations Coordinators
Principals
Administrators



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B. Step Two

On the second incident, the driver will again discuss the problem with the student and promptly notify the school administrator and the Area Bus Supervisor of the incident. The Area Bus Supervisor shall immediately call the school administrator to discuss the situation, and the school administrator shall notify the parent or guardian within 24 hours of the incident.

C. Step Three

On the third incident, the student will be issued a warning, Notice of Safety Concern on School Bus, which shall describe in specific detail the misconduct. Specific behavior such as “did not stay in seat,” “yelled,” “threw book,” should be noted.

1. The driver shall explain to the student that the warning, Notice of Safety Concern on School Bus, must be taken home and returned on the following school morning with the signature of the parent/guardian before the student may resume riding the bus. The school administrator shall also call the parent/guardian advising parent of the issuance of the notice.
2. If the student returns the following school day without the signed copy of the warning, Notice of Safety Concern on School Bus, the driver shall permit the student to ride the bus. The driver shall issue the student a duplicate warning notice at the drop-off point at the close of the day. The driver will again explain to the student that the notice must be returned the next day signed by the parent/guardian. The school administrator shall also call the parent/guardian advising parent of the issuance of the duplicate notice. The school administrator will also advise the parent/guardian that the student will not be provided transportation until the notice is signed and returned.
3. A copy of the warning notice is to be immediately forwarded to the school administrator and the Area Bus Supervisor.

D. Step Four

1. If the disorderly conduct continues after the issuance of a warning notice, the student shall be issued a Notice of Safety Concern on School Bus recommending a suspension. The number of days the student is suspended from transportation shall be determined by the school administrator, the Area Bus Supervisor, and the driver. The seriousness of the offense and past history are the determining factors for the number of days the student is to be suspended. (California Code of Regulations, Title V, Section 14103 and Board Rules 2255 and 2256. In each case, specific acts of misconduct must be described on the Notice of Safety Concern on School Bus form.
2. When a student receiving special education services cannot be safely transported, the school administrator and the District Special Education



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Service Center (SESC), Operations will determine an alternate method for providing transportation services. The contact telephone number to SESC is (213) 241-6701.

3. The School administrator shall ensure that a Parent Notification of Student Suspension form is completed and the appropriate form(s) sent to the parent for signature.
4. A copy of the suspension notice is to be immediately forwarded to the school administrator and to the Area Bus Supervisor.
5. The student will be provided transportation one day before the suspension takes effect so that the parent can arrange alternative transportation and the student can return the signed copy of the suspension form.
6. If the student returns the following school day without the signed copy of the Notice of Safety Concern on School Bus suspension, the driver shall permit the student to ride the bus. The bus driver shall issue a duplicate suspension notice and explain that the student may not ride the bus until after the duration of the suspension and the suspension notice form is signed by the parent/guardian and returned to the driver.

Upon arrival at the school, the bus driver shall give a copy of the suspension notice to the school representative and notify the Area Bus Supervisor. The school representative shall notify the parent that the student has been suspended from riding the school bus.

The driver shall not pick-up the student the following day unless instructed to do so by the Area Bus Supervisor or by Bus Operations Dispatch. The student shall not be allowed to ride the bus again until the transportation suspension period is over and the suspension notice is returned with the signature of the parent/guardian.

III. PROCEDURES RELATING TO SUSPENSION OF TRANSPORTATION

- A. The school administrator, Area Bus Supervisor, and bus driver should use every effort possible to help students improve their conduct on the bus prior to suspension. Denying transportation to a student is a last resort. Suspension of bus transportation does not mean suspension from school.
- B. It is not compulsory that a suspension notice be issued after the first or second oral warning has been given. Only after a warning for that incident has been given and when other avenues of correction have failed, should a suspension be issued.
- C. When a student's misconduct is extreme and may endanger themselves, other passengers on the bus, or cause damage to the school bus, the bus



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driver shall immediately notify the school administrator and the Area Bus Supervisor to initiate immediate suspension pending conference.

- D. A student receiving Special Education services shall not be suspended from the bus for behavior(s) relating to his/her disability(ies).
- E. In most cases, except for extreme safety violations, a suspension from transportation shall be for no more than one day. A student shall not be denied transportation for more than three consecutive days. However, if the school administrator, Area Bus Supervisor and driver recommend more than three days, the suspension notice should indicate "Suspended Pending Conference." The school administrator shall ensure that a Parent Notification of Suspension is completed and the appropriate form(s) sent to the parent/guardian for signature. In cases of property damage, the student should be denied transportation pending a conference. Bus Operations Dispatch will initiate an ISTAR record of extreme safety violation.
- F. The suspension Notice of Safety Concern on School Bus should be issued as the student leaves the bus at the assigned drop-off point.
- G. When the suspension Notice of Safety Concern on School Bus is issued in the morning on arrival at school, the student shall be provided transportation home in the afternoon.
- H. If the incident occurs after normal school hours, the driver shall notify Los Angeles Unified School District Bus Operations Dispatch at (213) 580-2900. Dispatch shall notify the Area Bus Supervisor who shall notify the school administrator at the earliest possible time, on the next school day.

AUTHORITY: This is a policy of the Chief Operating Officer

RELATED RESOURCES:

- California Code of Regulations – Article 5, Section 14103
- BUL-5269.2 - Incident System Tracking Accountability Report (ISTAR), dated July 10, 2013, issued by the Office of School Operations
- BUL-6269.0 – Multi-Tiered System of Behavior Support for Students with Disabilities, dated April 7, 2014, issued by Division of Special Education
- Individuals with Disabilities Education Act (IDEA)
- REF-4922.0 - IEP Team Guidelines for Determining Appropriate Related Services, dated October 26, 2009, issued by Division of Special Education
- BUL-5212.1 - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) dated September 17, 2012, by the Office of the Superintendent-School Operations



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- BUL-3349.1 - Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult), dated August 6, 2014, issued by the Office of the General Counsel
- BUL-1347.2 - Child Abuse and Neglect Reporting Requirements, dated July 1, 2011, issued by the Office of the General Counsel
- BUL-2047.0 - Responding to and Reporting Hate-Motivated Incidents and Crimes, dated October 10, 2005, issued by the Office of the General Counsel
- Parent-Student Handbook, issued annual by the Los Angeles Unified School District
- BUL-6231.0 - Discipline Foundation Policy: School: School-Wide Positive Behavior Support, dated February 14, 2014, issued by the Office of School Operations
- Board of Education Resolution – To Enforce the Respectful Treatment of All Persons, dated October 1988
- BUL-3927.2 - Mandated Reporting of Certain Student Behavior, dated September 13, 2010, issued by Office of Curriculum, Instruction and School Support
- BUL-5212.1 - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult), dated September 17, 2012, issued by the Office of School Operations
- Title 5, California Code of Regulations
- Board Rules 2255 - 2257

ASSISTANCE: For assistance or further information, please contact Transportation Services Division at 1-800-LABUSES (1-800-522-8737).