

RIDERSHIP RULES AND REGULATIONS

Student transportation is a privilege extended to students who qualify for transportation pursuant to 6.41.4 NM PED Standards for Providing Transportation for Eligible Students. Students, who violate these rules and regulations, risk the loss of their riding privileges. If students are removed from a bus or lose their riding privileges, it will be the parents/guardians responsibility to transport them to and from school. If parents/guardians have any questions concerning their student's transportation, please contact the Transportation Dept. at (505) 632-2662.

When a student is found in non-compliance as a bus passenger, the following actions will be appropriate:

1. Depending on the incident the driver will first verbally warn the student.
2. If the verbal-warning fails to achieve desired results, the driver is to notify the Transportation Dept. or the student's School Principal by completing the "BUS CONDUCT REPORT".
3. Upon receiving the complaint and discussing it with the student, the disciplinarian will notify the parent/guardian by written communication or by phone.
4. If the behavior is ongoing the student will lose his/her riding privileges for:

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| 2nd offense =3 days | 3rd offense = 5 days | 4th offense = 30 days | 5th offense = remainder of school year |
|---------------------|----------------------|-----------------------|--|
5. If the incident involves fighting, bullying, or other serious offenses, the student may lose their bus riding privilege with the first (1st) Bus Conduct Report.
6. If a "BUS CONDUCT REPORT" is given during the months of April, May, or June, that report will carry over to the following school year.
7. In cases when the driver feels that he/she cannot control a student, the driver may radio the Transportation Dept. and request that a student be removed from the school bus. If the student is removed, he/she will be taken to the Transportation Dept. and the student(s) will phone their parent(s) for transportation home. The student(s) must be picked-up by 4:30 p.m. by the student(s) parent or guardian. If a parent cannot be contacted, or alternate arrangements cannot be made for the student, the student will be turned over to child protective services or law enforcement. Because of the severity of this action, the student(s) will lose his/her riding privileges for at least three (3) days and/or until a Parent, Student, Driver Conference is held.
8. If a student is under the influence of alcohol or drugs, or in possession of alcohol or drugs, he/she will be removed from the school bus and turned over to the law enforcement agencies. The incident will then be reported to the appropriate school administrator.
9. During all parts of the discipline process it is strongly recommended that the parent be involved. A Parent, Student, and Driver Conference may be arranged so that all concerns can be addressed.
10. Knowingly submitting a false report or making false accusations toward school personnel may result in disciplinary action up to and including suspension from the bus.
11. Any student kindergarten or younger must have a responsible person to receive them at their bus stop. If no one is there the student will be returned to the Transportation Dept. and the parent will be required to pick them up. If school personnel are not able to contact a parent the student will be turned over to CYFD or Law enforcement. After three such incidents the student will lose riding privileges.

NOTICES:

- Video cameras may be used on school buses to monitor students, drivers, and activities on the bus.
- During the loss of riding privileges **ALL** transportation privileges shall be revoked. Including Activities, Field Trips, etc.
- If your home address or contact information changes, it is your responsibility to update your information with the school within 5 days
- Replacement bus ID cards will be available at the Transportation Dept. for a \$5.00 fee.(Exact change-Cash only)
- **Failure to return this FULLY completed CONDUCT OF STUDENTS AS BUS PASSENGERS form within five (5) school days will result in suspension of bus riding privileges until the form is returned to the bus driver.**

(DETACH HERE) PLEASE COMPLETE AND RETURN THE BOTTOM HALF OF THIS FORM TO YOUR STUDENT'S BUS DRIVER

I have discussed the CONDUCT OF STUDENTS AS BUS PASSENGERS with my student.

(Please print) _____ who rides Bus # _____
Name of Student *must have a form for each bus*

will cooperate with the school bus driver and school authorities. We understand that these rules are necessary and must be observed to assist in providing for safe transportation for all students on school buses.

School _____ Grade _____ Date _____

Phone _____ Alternate Phone _____ Bussing Address _____

Home Address (if different than bussing address) _____ City _____

Student's Signature _____ Parent's Signature _____

_____ (Parent Initials) All students will receive a bus pass upon being approved for transportation. Students will be required to scan this pass any time they board or offload from the bus. Failure to do so may result in a Bus Conduct Report. Replacement cards will be available at the Transportation Dept. for a \$5.00 fee.(Exact change-Cash only)