Adopted: July 22, 2014
Revised: November 10, 2021
Board Approved: November 17, 2021

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. Student Training

1. Woodbury Leadership Academy must provide all students enrolled in kindergarten through grade eight with age-appropriate school bus safety training by the end of the third week of school in the following concepts:

a. transportation by school bus is a privilege, not a right;

b. school district policies for student conduct and school bus safety;

c. appropriate conduct while on the bus;

d. the danger zones surrounding a school bus;

e. procedures for safely boarding and leaving a school bus;

f. procedures for safe street or road crossing; and

g. school bus evacuation.

2. All students in kindergarten through grade eight will receive school bus safety training by the end of the third week of school. Students in kindergarten through third grade must receive the school bus safety training twice each school year.

3. Woodbury Leadership Academy will make reasonable accommodations in

training for students known to speak English as a second language and students with disabilities.

III. ELIGIBLE RIDERS

A. Woodbury Leadership Academy may determine to transport students that live outside the district in which the charter school is located. Woodbury Leadership Academy is not required, but may go outside the district boundaries, to provide transportation.

1. Woodbury Leadership Academy may charge a fee for to-and-from school transportation services if the student lives outside the district or if the student lives less than two miles from the school.

IV. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. Woodbury Leadership Academy's general student behavior rules are in effect for all students on school buses.

B. Consequences for school bus/bus stop misconduct will be imposed by Woodbury Leadership Academy under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to Woodbury Leadership Academy's administration. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

If these rules are broken, the school's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is expected that the school bus driver will report unacceptable behavior to the school in a timely manner.

2. Rules at the Bus Stop

a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs, and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road, or highway when waiting for the bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation, or horseplay.

j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

a. Immediately follow the directions of the driver.

b. Stay in your seat with your feet on the floor and face forward.

c. Talk quietly and use appropriate language.

d. Keep all parts of your body and objects inside the bus.

e. Keep your whole body, objects and negative comments to yourself.

f. No fighting, harassment, intimidation, or horseplay.

g. Do not throw any object.

h. No eating, drinking, or use of alcohol, tobacco, or drugs.

i. Keep all weapons, dangerous and harmful objects off the school bus.

j. Do not damage the school bus or equipment.

k. Electronic devices may be used without sound or with the use of headphones/earbuds and may not be used to record.

l. The bus driver has the authority to assign seating on the bus.

m. Keep the bus clean.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of Woodbury Leadership Academy. Parents or guardians will be notified of any suspension of bus privileges.

b. If transportation is listed as a related service on a student's IEP or 504 Accommodation Plan, the district must provide alternative transportation if school bus privileges are revoked. A related service may not be taken away without due process, which means a team meeting and parent consent.

i. Bus Referral Process {the below added}

Level	Behavior	Consequence
Level 1 Offense	• Failure to follow driver's directions • Standing, not sitting and facing forward while bus in motion • Excessive noise • Horseplay • Food or drink on bus	**First Offense**: Written warning **Second Offense**: Written warning and up to 3-day bus suspension **Third Offense**: Written warning and up to 5-day bus suspension **Fourth Offense**: Written warning and up to 10-day bus suspension **Fifth Offense**: Written warning and up to 15-day bus suspension or expulsion from riding bus
Level 2 Offense	• Threatening comments (intimidation) • Disrespecting others • Distracting the driver • Use of obscene or profane actions/language • Body parts out the window • Throwing objects • Inappropriate use of electronic devices • Harassing others • Stealing	**First Offense**: Written warning **Second Offense**: Written warning and up to 5-day bus suspension **Third Offense**: Written waiting and up to 10-day bus suspension **Fourth Offense**: Written warning and up to 15-day bus suspension or expulsion from riding bus **Fifth Offense**: Written warning and up to 20-day bus suspension or expulsion from riding bus
Level 3 Offense	• Possession of tobacco, drugs or alcohol • Possession of a weapon (including look alike toys) • Assault, violent toward bus driver or students • Confirmed cases of bullying • Vandalism to bus	**First Offense**: Written warning, up to 5-day bus suspension, possible expulsion from riding bus and, if appropriate, local law enforcement officials will be informed **Second Offense**: Written warning, up to 10-day bus suspension, possible expulsion from riding bus and, if appropriate, local law enforcement officials will be informed **Third Offense**: Written waiting, up to 30-day bus suspension, possible expulsion from riding bus and, if appropriate, local law enforcement officials will be informed.

ii. Records

Records of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and

substantial danger to the student or surrounding persons or property will be provided by Woodbury Leadership Academy and the Department of Public Safety in accordance with state and federal law.

iii. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

iv. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are on each school bus.

v. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school personnel and local law enforcement officials will be informed.

V. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

Woodbury Leadership Academy school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to their school administrators;

4. Monitor bus stops, if possible;

5. Have their children to the bus stop five minutes before the bus arrives;

6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus is late;

8. Recognize their responsibility for the actions of their children;

9. Assisting students in understanding safety guidelines and encouraging them to comply;

10. When appropriate, assisting students in safely crossing local streets before boarding and after leaving the bus;

11. Communicate, in writing, and medical conditions their student has that may need attention on the school bus (i.e. seizures, bee stings, heart condition);

12. Notification must be received by the office regarding contact information changes, such as telephone or address changes.

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

2. Only students assigned to the school bus by the school's office shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.

VII. EXPECTED DRIVER RESPONSIBILITIES AND DUTIES

A. Report on time, rested and prepared to drive defensively, in an alcohol/drug-free condition.

B. Drive defensively and faithfully obey all traffic laws.

C. Check the passenger compartment of the vehicle after each run for sleeping or hiding children, lost items and vandalism.

D. Discharge passengers only at designated stops unless given prior approval from Woodbury Leadership Academy's office.

E. The driver has the authority to assign seating on the bus.

F. For all student violations, write a bus conduct report and provide to the school within a reasonable amount of time.