

September 28, 2018

Dear Reed Families,

You are receiving this letter because one or more of your children may ride the bus to or from Reed School. Our goal and intention is for every Reed student to have a safe ride to and from school. Unfortunately, during these first few weeks of school, I have received numerous reports of students taking off seat belts once the bus is in motion, standing up before the bus comes to a complete stop, trading seats, yelling and hollering, eating snacks, and/or playing with toys and devices. It is imperative that we work together to guide students toward internalizing **safe** and **expected** bus behavior.

What should Parents and Caregivers do?

Parents and caregivers have the most influence on children's behavior. Please review the Yellow Bus Challenge safety rules (outlined below or at [Bus Rules – buschallenge.org](http://BusRules-buschallenge.org)). Follow up with a conversation with your child. It is effective to discuss expectations frequently and *proactively*. Children are more responsive to discussing and internalizing expected behavior when it is addressed proactively rather than in response to a negative incident.

Supervision

- Morning Bus: Two Reed staff members are at the front circle every morning to individually greet every bus rider. If your child has an unsafe experience on the bus, he/she should talk immediately with the teacher on duty.
- Afternoon Bus: Staff check in every child before he/she boards the bus. Once children are on the bus, staff does a final check to ensure that each child is seated and seat belts are fastened.

Reed's Response to Recent Unexpected Bus Behaviors

- Last week all bus students attended a bus safety assembly. I outlined expected bus behavior. Ask your child to share what he/she learned at the assembly. This assembly will be repeated throughout the year.
- Last week I met with the Program Coordinator (JPA) for Yellow Bus, the manager of First Student, and the Operations Analyst at Marin Transit. We reviewed feedback from the community of recent incidents of unexpected student behavior. We discussed protocols and procedures to improve student behavior. Marin Transit has followed up with additional support and training for drivers.

** Please note, while in transit, it is not possible for a driver to talk directly with students to address unsafe behavior. Drivers may need to pull the bus to a temporary stop (as needed) to redirect students. Unfortunately, this can lead to late arrival.*

- Last week, the Program Coordinator (JPA) for Yellow Bus rode the morning bus to observe student behavior. She will intermittently ride the bus throughout the year to monitor progress in student behavior.

Consequences & Citations

Our overarching goal is reinforce expected behavior so every child experiences a safe ride to or from school. When consequences are needed they will be given as consistently and immediately as possible.

Verbal Warning

The driver will give a verbal warning to the student outlining expected behavior. (If a safety violation has occurred causing potential or actual harm to another student, the warning may advance to a citation or a temporary seat assignment near the driver.)

Citations (See sample below)

The Program Coordinator (JPA) will make initial contact parent with parent to describe the incident and share a copy of the citation. The JPA will inform principal of the citation. Principal will follow up with a phone call to parent to discuss strategies to improve student behavior.

1st Citation: Warning and Parent Signature (Possible temporary seat assignment)

2nd Citation: Student off the bus for up to 1 week

3rd Citation: Student off the bus for up to 1 month

4th Citation: Bus pass may be revoked

Thank you in advance for your efforts toward ensuring a safe bus for every student. While it will require an ongoing, consistent, and proactive effort, I am confident that we can guide students toward internalizing safe and expected bus behavior.

In appreciation,
Mary Niesyn
Reed Principal

Bus Rules

** Children are assigned to one route and one stop and must show their pass when boarding the bus. Children without a valid pass will not be permitted to ride. This includes occasional play dates, even if the friend has a pass for another route.

Waiting for the Bus

- Plan to board at your assigned stop only.
- Know when your bus departs and where to line up to catch the bus.
- Arrive five minutes before your scheduled departure time.
- Wait quietly at the stop.

Boarding the Bus

- Wait until the bus has stopped, and the bus driver says it's OK to board.
- Hold onto the rails while boarding.
- Show the bus driver your bus pass.
- Find a seat and sit down.
- Keep the aisle clear.
- Do not bring anything onto the bus that is not allowed at school.

Riding the Bus

- Remain seated at all times.
- Keep body parts inside the bus at all times.
- Talk quietly with friends.
- Listen to the bus driver.
- Do not distract the driver or interfere with the driver's operation of the bus.
- Do not stand while the bus is moving.

Disembarking the Bus

- Disembark at your assigned stop only.
- Wait until the bus has stopped, and the bus driver says it's OK to disembark.
- Do not push or shove.
- Once you are off the bus, do not run in front of the bus or in between buses.
- Once a child exits the bus, he/she is the responsibility of his/her parents or guardians. If a student requires supervision once dropped off, plan to arrive

early so as not to leave him/her unsupervised. Kindergarteners and first graders must be met by a guardian in order for the bus driver to release them in the afternoon. If they are not met by a guardian on the Blue, Green, or Red PM buses, then students will be brought to Del Mar Middle School where First Student will contact their parent for pick up.

Additional Behavior Guidelines

- No sharing bus passes.
- No eating, drinking or littering on the bus.
- No throwing objects on or at the bus.
- No bullying or harassment of others.
- No fighting, profanity or spitting.
- No vandalism of the bus, bus stop or surrounding property.
- No smoking or fire hazards on the bus.
- No illegal substance abuse or controlled substance use.
- No animals or hazardous materials or objects on the bus.
- All items brought on the bus should be in a backpack, except for approved musical instruments or sports equipment.

Disciplinary Action

- A verbal warning will be issued by the driver to a student violating behavior guidelines and documented with the operations manager at Marin Transit.
- If the student continues to misbehave, an Incident Report Form will be filed and the Parents will be informed.
- Further misbehavior may result in the child's pass being suspended or revoked without refund.
- Parents/guardians are financially responsible for vandalism caused by their child.

NOTICE OF UNSATISFACTORY CONDUCT ON SCHOOL BUS

SCHOOL _____ DATE _____ 20____ AM _____ PM _____

TITLE 5 § 14103 (a) of the CALIFORNIA CODE OF REGULATIONS States: AUTHORITY OF THE DRIVER:

Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.

THIS IS A NOTICE THAT THE CONDUCT OF _____ ON ROUTE _____ HAS BEEN UNSATISFACTORY FOR THE FOLLOWING REASONS:

<input type="checkbox"/> Not lining up, throwing rocks, dangerous movements when bus approaches stop, threatening to cause harm, possession of dangerous object at bus stop	<input type="checkbox"/> Obstructing the aisle with feet, legs, and objects or facing the rear in seats
<input type="checkbox"/> Boarding/exiting at incorrect stop	<input type="checkbox"/> Making excessive noise
<input type="checkbox"/> Smoking or lighting matches on bus or at bus stop	<input type="checkbox"/> Eating or drinking on bus
<input type="checkbox"/> Fighting on bus or at stop	<input type="checkbox"/> Using unauthorized exits
<input type="checkbox"/> Property damage on bus or at stop/defacing property	<input type="checkbox"/> Hands or body out of windows
<input type="checkbox"/> Profanity/obscene gestures/spitting	<input type="checkbox"/> Failing to obey bus driver
<input type="checkbox"/> Littering/throwing objects in, out or at bus	<input type="checkbox"/> Giving improper ID when requested
<input type="checkbox"/> Tampering of any kind with bus equipment and controls	<input type="checkbox"/> Riding bus after receiving suspension citation

Other: _____

Driver's Signature: _____ Parent Signature: _____

PLEASE SIGN AND RETURN TO PRINCIPAL

ADMINISTRATION PROCEDURES

Penalties for infraction of established rules are as follows:

1 st Citation – Parent signature and warning	Action: _____	Date: _____
2 nd Citation – Student off bus up to 1 week	Action: _____	Date: _____
3 rd Citation – Student off bus up to 1 month	Action: _____	Date: _____
4 th Citation – Student off bus up to remainder of the year.	Action: _____	Date: _____

NUMBER OF NOTICES TO DATE: _____

REMARKS: _____

Principal/Vice Principal Signature: _____ Date: _____

White-Parent

Canary – Principal

Pink – Return to Transportation

Gold – Driver Copy