Guideline Number	Topic		
8600.008	Pupil Transportation Positive Behavioral Interventions and Supports (PBIS) – Bus Rider Behavior Expectations		
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Statement

Pursuant to rules and provisions of the District's Student Code of Conduct, the Transportation Department works in partnership with school personnel, students and parents to carry out Board policy and philosophy regarding student conduct and corrective action.

Positive Behavior Interventions and Supports (PBIS) is a proactive, preventative school-wide systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. PBIS is based on the premise that all students and staff deserve respect and a positive learning environment. A guiding principal to PBIS on the school bus is that behavior is learned and can be taught through observance of behavior expectations that include being responsible, respectful and ready to ride.

Procedures

All student bus riders are to observe positive behavior expectations while waiting for the bus, entering and exiting the bus, riding on the bus and while performing a practice or emergency bus evacuation.

The following **Bus Rules & Behavior Expectations** (***English***) *(**Español**)* are posted on the front of every West Ottawa school bus. These include: Be **Responsible**, **Respectful** and **Ready to Ride**.

What it means to: Be **Responsible**

- *While waiting for the bus*
  - Be visibly present at the bus stop five (5) minutes prior to the assigned bus stop time.
  - Stay at a safe place off the roadway.
  - Remain at least ten (10) feet away from the school bus until the bus is completely stopped and the bus driver signals you to enter the bus.
- *While entering and exiting the bus*
  - If at a group bus stop, form a single file line.
  - If crossing, wait for the driver to give a District-wide, uniform signal: Display of a green "Smile Face" crossing paddle and a full arm signal when it is safe to cross in front of the bus. Cross at least ten (10) feet in front of the bus – never behind the bus.
  - Keep eyes on where you are walking and on approaching traffic.
  - Wait to move until the bus door is open and the bus driver has signaled you to approach the bus or walk away from the bus.
  - Use the hand rail and maintain three (3) points of contact to avoid slips and falls.
- *While riding on the bus*
  - Sit in your seat, facing forward: bottom-to-bottom, back-to-back, backpack on your lap.
  - Keep backpacks closed and personal items to yourself.

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What it means to: Be **Respectful**

- *While waiting for the bus*
  - As students, respect each other and respect adults.
  - Respect each other's personal property.
- *While entering and exiting the bus*
  - Be polite.
  - Keep hands and personal items to yourself.
  - Close your window (if opened) if you are the last student to leave your seat area.
- *While riding on the bus*
  - Listen to and obey the bus driver's instructions.
  - Use a 2-foot, inside voice.
  - Use appropriate language.
  - If you have a cell phone, you may use it responsibly. It is not allowed to take pictures, videos, audible recordings, use the camera light, play music (except with the responsible use of personal headphones or in ear devices) or to use the phone to view or share inappropriate audible or visual material.

What it means to: Be **Ready to Ride**

- *While waiting for the bus*
  - Be ready to ride when the bus is at your assigned bus stop – have backpacks and other items ready to load and go.
- *While entering and exiting the bus*
  - Use the hand rail and maintain three (3) points of contact to avoid slips and falls.
  - Find your seat quickly.
  - Once seated, remain seated.
  - Load and unload ONLY at your assigned bus stop. Student passengers are not allowed to board or exit at an unassigned bus stop (all grades: preK-12).
- *While riding on the bus*
  - Pay attention to your assigned bus stop.
  - Eat meals and drink refreshments **before** entering the bus – **never** while riding on the bus.
  - Place trash in the trash bin (located near the front of the bus).

For more information on a variety of transportation issues, please refer to the **Frequently Asked Questions (FAQ)** tab on the Transportation Department website.