

# **Transportation: Operations: Pupil Management**

**CJDB**

## **Generally—**

Effective pupil management requires the combined effort of four groups: the District administration, bus operators, pupils, and parents. The Board adopts this policy to set forth the responsibilities of each group to contribute to good pupil transportation management to promote the safety and well-being of pupils.

*Standards for Utah School Buses and Operations, p. 68 (2004)*

## **District responsibility—**

The Board is responsible to:

- 1) Establish the policies and procedures by which the program functions.
- 2) Establish pupil regulations governing the behavior and safety of pupils while on the bus and at the bus stop.
- 3) Institute and administer an instructional program that teaches pupils proper conduct and safety procedures.
- 4) Conduct a training program for school bus drivers to ensure that all policies, procedures and regulations are understood and why they must be enforced.
- 5) Ensure that parents receive written copies of bus rules and regulations that clearly establish parents' roles and obligations with respect to pupil promptness, attitude and behavior.
- 6) Provide training in pupil management skills that extends beyond the scope of enforcing rules and regulations.

*Standards for Utah School Buses and Operations, p. 68, Appendix 2, Appendix 3, Appendix 4 (2004)*

## **Operator responsibility—**

School bus operators are responsible to:

- 1) Be familiar with all rules, policies and procedures affecting pupil transportation.
- 2) Establish rapport with each building administrator and work to ensure proper conduct and communications.
- 3) Establish proper rapport with pupils. Instruct pupils in proper behavior, general procedures and drills
- 4) Maintain order as a safety practice and stress the following points and procedures:
  - a) Minimized interior noise.
  - b) Controlled passenger movement.

- c) Orderly entrance and exit.
- d) No movement of objects.
- e) Silence at railroad crossings.
- f) No transportation of unauthorized materials.
- g) Discussions and seat assignment to handle minor infractions.
- h) Use of appropriate forms to inform persons dealing with discipline problems of serious or recurring misconduct.

*Standards for Utah School Buses and Operations, p. 68-69 (2004)*

### **Pupil responsibility—**

Proper pupil behavior is important because a pupil's distraction of the driver can cause accidents. Pupils should be aware of and abide by reasonable regulations to enhance safety. The pupil should clearly understand the consequences of unacceptable behavior. Pupils are responsible to:

- 1) Be aware that they are responsible for their action and behavior.
- 2) Know what the rules and procedures are and abide by them.
- 3) Display proper respect for the rights and comfort of others.
- 4) Realize that school bus transportation can be denied if they do not conduct themselves properly.
- 5) Be aware that any driver distraction is potentially hazardous to their safety.

*Standards for Utah School Buses and Operations, p. 69 (2004)*

### **Parent/guardian responsibilities—**

Parents and guardians are responsible to:

- 1) Become familiar with rules and regulations.
- 2) Encourage children to abide by rules and regulations.
- 3) Assist children in understanding rules and regulations.
- 4) Recognize their responsibility for the actions of their children.
- 5) Effect desirable changes in their children's behavior.
- 6) Support safe riding practices.
- 7) Support procedures for emergency evacuation.
- 8) Support procedures for safely crossing the highway before boarding and after leaving the bus.
- 9) Support procedures to follow in emergencies.
- 10) Support respect for the rights and privileges of others.

*Standards for Utah School Buses and Operations, p. 69 (2004)*

