

West Valley Transportation Department wants to ensure that all students in our district always have a safe and positive bus riding experience. We use the Positive Behavior Intervention System (P.B.I.S) throughout our district in which our school staff, bus drivers and department administrators acknowledge and reward positive behaviors, educate students on **B.U.S. expectations (**B**e responsible, **U**se safety, **S**how respect) and follow a progressive consequence method when expectations are not met.**

EXPECTATIONS OF RIDING THE BUS

Students are to

- be waiting for the bus 5 minutes before scheduled pick-up time
- load/unload walking, using steps and handrails properly (one at a time) and no pushing or shoving
- respect neighborhood property at stop locations, staying off lawns, flowerbeds, fences, etc.
- always cooperate and be courteous with all bus drivers, including substitute bus drivers
- follow all directions given by the bus driver, including seat assignment
- keep food, gum/candy or drinks in backpacks. No eating or drinking on bus (water only)
- stay seated at all times when the bus is moving
- raise hand when they need to address the driver and no shouting or walking up to the driver's seat area
- face forward in seat with feet on the floor and arms, hands and belongings to themselves
- avoid using profanity and no obscene gestures
- get on or off the bus only when bus is completely stopped and driver has opened door
- use Level 1 or classroom voice
- keep aisles and emergency exit areas clear at all times
- get on and off the bus only at assigned stop, unless a "school bus pass" is issued
- keep electronics, including cell phones, to self at all times and use devices appropriately
- use headphones or ear buds with electronics for listening when riding on bus
- stand 10 feet back, facing driver and wait for driver hand signal before crossing
- cross in front of the bus only, stay 10 feet distance from front of the bus while crossing
- check mail at mailbox only after the bus has left the stop
- bring articles no larger than what student can hold in their lap when sitting
- keep all parts of the body inside the bus and no yelling or passing items out of any windows
- keep bus clean and use garbage can to dispose of trash
- return home immediately if they miss the bus. NEVER accept a ride from a stranger or run after the bus!
- keep perfumes, body sprays, nail polish, scented hand sanitizers etc. inside backpack/purse and may not be used inside bus

BUS DISCIPLINE PROCEDURES

If the student does not comply with bus expectations (including conduct at the bus stop), the following steps will be taken:

1st Offense – Verbal Warning

Driver will discuss the behavior issue(s) with student and review bus expectations

Driver may move student to an assigned seat and/or send home a “Behavior Alert” notice and/or coordinate with School administrator for student loss of recess or lunch.

2nd Offense – Written Warning

Driver will submit a “Bus Ticket” to Transportation Department with behavior details

Driver will notify parent/guardian by phone and a letter with behavior details will be mailed home.

Driver or Transportations Administrator will work with School administrator for an in- school detention, loss of recess or lunch.

3rd Offense – Written Warning / Bus Suspension

Driver will submit a “Bus Ticket” to Transportation Department with behavior details.

3 – 5 day bus suspension of bus riding privileges

Transportation Department Administrator will call parent/guardian to notify them of behavior details and suspension.

Letter with behavior details and suspension information will be mailed to student’s home

4th Offense - Written Warning / Bus Suspension

Same procedure as 3rd Offense with a **10 - 20 day suspension** of bus riding privileges

Transportation Department Administrator may schedule a meeting with parent/guardian and driver.

Transportation Department will notify school administrator with details of ongoing behavior(s) and suspension.

5th Offense - Written Warning / Bus Suspension

Same procedure as 3rd & 4th Offense with a **semester or remaining school year suspension** of bus riding privileges

Transportation Department will notify school administrator with details of behavior(s) and suspension.

MAJOR OFFENSES:

- Profanity or obscene gestures directed at the driver and/or student(s)
- Harassment, Intimidation or Bullying
- Fighting and/or Assault
- Possession or distribution of tobacco, alcohol, drugs, vapes, etc.
- Tampering with bus camera equipment or emergency doors /equipment
- Refusal to comply with proper crossing procedures and/or crossing from back of bus
- Damage/Tampering to bus such as seats, secured equipment, outside bus body and/or mirror damage, etc., and/or emergency doors. (Parents will be responsible for repair costs)
- Refusal to comply with bus driver directions/instruction and/or provide false information to driver
- Theft of school or personal property
- Departing bus at unassigned stop without permission / School Bus Pass required

If the student does not comply with bus expectations (including conduct at the bus stop), the following steps will be taken with **Major Offenses**:

1st Offense – Written Warning / Bus Suspension

Driver will submit a “Bus Ticket” to Transportation Department with behavior details.

3 – 5 day bus suspension of bus riding privileges

Transportation Department Administrator will call parent/guardian to notify them of behavior details and suspension.

Letter with behavior details and suspension information will be mailed to student’s home

2nd Offense - Written Warning / Bus Suspension

Same procedure as 1st Offense with a **10 - 20 day suspension** of bus riding privileges

Transportation Department Administrator may schedule a meeting with parent/guardian and driver.

Transportation Department will notify school administrator with details of ongoing behavior(s) and suspension.

3rd Offense - Written Warning / Bus Suspension

Same procedure as 1st & 2nd Offense with a **semester or remaining school year suspension** of bus riding privileges

Transportation Department will notify school administrator with details of behavior(s) and suspension.

The Transportation department reserves the right to pass over the above steps and apply consequences (including suspensions) based on the severity of the student's conduct.

In the event behavior(s) endanger the driver or other student(s), and/or involves criminal conduct (assault, weapons, drug possession, vandalism, etc.) District Administrators, School Administrators, and/or Law Enforcement will be notified and consequences such as school expulsion and criminal charges may result.

Parents wishing to appeal disciplinary actions should refer to West Valley School District policy appeal process 3241 for further information.

ITEMS NOT ALLOWED ON SCHOOL BUSES

- Animals, insects, reptiles, fish
- Hazardous materials (flammables, weapons, knives, explosives, etc.)
- Oversized school projects, band instruments, sports equipment, etc. Items must fit within student seating area and not blocking aisle or taller than seat as not to block driver's view of students in surrounding seats
- Helium balloons, skateboards, portable stereo/speakers
- Items of breakable material (glass, porcelain, ceramic etc.)
- Aerosols, sprays, perfumes, scented hand sanitizer, lotions, nail polish may be carried on in backpack or purse but may not be used inside bus

*In accordance with **WAC 392-145-021 (3)** Heavy, sharp, bulky and/or other articles which may be hazardous in the event of an accident or an emergency stop shall not be transported unsecured in the passenger area of any school bus. Specific attention is directed to items such as skis, ski poles, vaulting poles, large musical instruments, riser platforms, etc. In no case will items be secured in such a manner as to impede access to any exit. Items which shall not be transported within the passenger area of a school bus include all forms of animal life (except service animals), firearms, weapons, breakable containers, flammables, **and all other articles which could adversely affect the safety of the school bus and passengers.***

Several students enrolled in our district have food allergies and/or asthma that cause them to have a severe reaction when exposed to allergens. Due to the dangers of allergic reactions and choking hazards the following applies:

- Students will not be allowed to eat or drink on the bus when riding on their daily bus routes to/from school. (Water only during hot temperatures)
- Students that are riding on a bus for field trip or sporting events may be allowed to eat with the teacher or coaches' permission. Eating/drinking will be allowed only if there are teachers/chaperones/coaches present on the bus to monitor students for choking or adverse allergic reactions.
- Students will not be allowed to use perfume, cologne, after shave, heavily scented hand lotions/sanitizers, etc. on the buses. Such items are to be inside their backpacks/bags at all times while on the bus.

KINDERGARTEN/PRESCHOOL DROP OFF

A parent/guardian or authorized adult **MUST BE PRESENT** to receive child. If an adult is not present, the child will be kept on the bus and bus driver will bring child back to Transportation Department at the end of the route. The bus driver will contact the Transportation office to let them know that student is on-board and will be returning to Transportation. Parent or authorized adult will pick child up at the Transportation Department.

If parent/guardian wants their child to walk from the bus stop home with an older sibling or to authorize release of child to an older sibling/relative at the bus stop, parent must contact the Transportation department to make such arrangements.

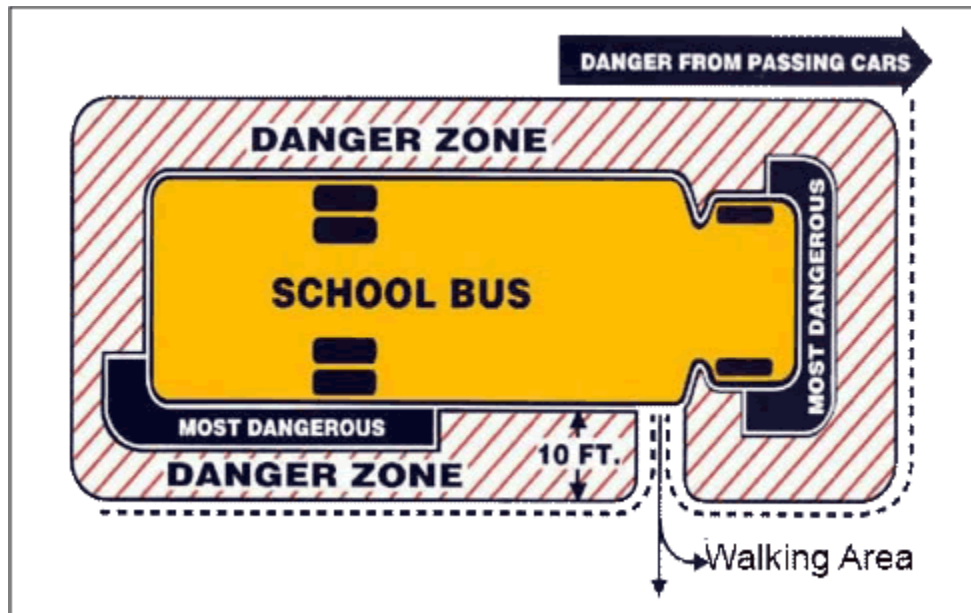
VIDEO CAMERAS

Most of our buses are equipped with video cameras and will be used as a tool to ensure onboard safety and for student management. Due to the privacy of all students in our district, our videos are not available for public viewing. In cases of certain student behavior and/or safety issues, and upon the discretion of the Transportation director, the parent(s)/guardian(s) of student(s) involved in the case may view video. In such situation an appointment must be scheduled with the Transportation Director.

ALTERNATE STOP / BUS PASSES

Any student who wants to be dropped at another stop location other than their assigned regular stop **MUST** take a parent/guardian signed note to his/her school campus office and obtain a "School Bus Pass". The School Bus Pass must be presented to the bus driver when boarding the bus. If student boards without a Student Bus Pass they will be directed back to the school office to call parent/guardian for pick up. School buses are on a time-sensitive schedule and are not able to wait for student to obtain last-minute parent authorization and School Bus Pass. Students should obtain their School Bus Pass no later than two hours before end of school day release.

STUDENT CROSSING AND DANGER ZONES



For the safety of students they should maintain a minimum 10 foot distance from the sides and front of the bus when waiting for bus, departing the bus and/or crossing. The front 10 feet of area in front of bus and the 10' feet of area around the bus are the most dangerous areas of school buses due to limited visibility and blind spots. The driver's side of the bus is an additional danger area due to cars attempting to pass the bus from that side.

When a student needs to cross the roadway to either load or unload the school bus the following process shall be followed:

- At the pick-up stop the student shall stay back and wait on the street sidewalk or 10 feet back from roadway shoulder/driveway until the bus has come to a complete stop and the bus door has opened.
- At the drop off stop the student should move away from the bus as quickly as possible and never walk alongside or behind the bus. If a student needs to approach the bus after walking off the bus, the student must stand back from the bus at a 10 foot distance, make eye contact with the driver, and wait for driver's instruction on when to approach the bus.
- Students that cross must walk out 10 feet away from the bus, stop, make eye contact with the bus driver and await for the bus driver's signal before crossing. When student has received the signal from the driver they must walk straight across staying 10 feet away from the bus.

STOP LOCATIONS

Majority of our bus routes pick-up and drop-off locations are established and will not be changed. Stops are established using Washington and WVSD statues and policies. Additions of any stop must be approved by the Transportation Director prior to establishing the stop. Transportation Director may take up to 3 days to access the physical location factors and access the aspects of Washington State Statues before stop is established for pick-up or drop-off.

BUS DELAYS

Buses will occasionally be delayed due to uncontrolled factors such as weather, traffic and road conditions, mechanical breakdowns or late departures from school campus. The Transportation Office is unable to contact all parents/guardians with all slight delays that may occur. If an extended delay occurs, School Administrators will be advised of the situation.

Winter weather delays or school closure will be announced after 6:00 am on:

Radio/TV stations (list below)

District snow info line (509) 972-6002.

District website: www.wvwd208.org Click on "closure information"

RADIO / TV Stations (after 6:00 AM)

KIT	1280 AM	KHHK	99.7 FM		
KXDD	104.1 FM	KSOH	89.5 FM		
KATS	94.5 FM	KARY	100.9 FM		
KRSE	105.7 FM	KYXE	104.9 FM (Spanish)		
KFFM	107.3 FM	KZTA	96.9 FM (Spanish)		
KYAK	930 AM	KYPL	91.1 FM		
KUTI	1460 AM	KLOV	103.1 FM		
KNDO-TV	Channel 23	KAPP-TV	Channel 35	KIMA-TV	Channel 29

TRANSPORTATION DEPARTMENT CONTACTS

Location: 7509 Ahtanum Road, Yakima, WA

Mailing: 8902 Zier Road, Yakima, WA 98908

Phone: (509) 972-5590

Fax: (509) 972-5591

Website: www.wvwd208.org

TRANSPORTATION DIRECTOR: Jaimi Schmidt Ext: 4053

TRANSPORTATION COORDINATOR: Sheryl Raddas Ext: 4052

SECRETARY/DISPATCHER: Christy Lovestrand Ext: 4051

STUDENT MANAGEMENT/PBIS LIAISON: Gabriela Alves Ext: 4058