

Category:	Procedure:	
Students	Bus Conduct	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-250	June 1997	February 1999

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- 2 1. Principal or designee may use students for information in an investigation. However, the use of student
- 3 monitors on a bus related to student conduct will not be allowed. (Reference TCA)
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- 5 2. Procedure needed for misconduct reported by parents or other students.
- 6 A. Request that parent or student make a report in writing (i.e. Parent Communication Form and/or
- 7 Student Witness Statement).
- 8 B. Principal or designee conduct investigation (including the bus driver). Thoroughly document
- 9 process.
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- 11 3. Principal or designee should follow disciplinary code sheet on the school bus incident report form (AD-
- 12 T-203) for all infractions and provide the bus driver with the goldenrod copy with results of referral.
- 13 Principals and contractors should establish a procedure for communicating bus misconduct information.
- 14 Reporting of misbehavior and results should be done in a timely manner (within 3-5 days). If a special
- 15 education student is involved in misbehavior in which an M-Team is required to determine manifestation,
- 16 principals should note on Form AD-T-203 disciplinary action taken will depend upon conference outcome.
- 17 Principal should refer to bus incident form with "conference decision" and provide a copy to the bus driver.
- 18 (Note to principals: this "conference" is only if an M-Team meeting is necessary. However, it is a violation
- 19 of the law to identify the students as handicapped on the bus incident form.) Principal should communicate
- 20 expected behaviors to all students and parents through school student handbook.
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- 22 4. Principal or designee is the only one to suspend a student from a bus enroute or at any time. (Reference
- 23 *Knox County Schools Bus Operator's Handbook*)
- 24
- 25 5. Students who transfer from bus to bus while in route to and from school shall be expected to abide by
- 26 approved discipline policies and procedures. The principal or designee at the base school (school the student
- 27 attends) shall administer appropriate discipline. Communication between schools may be necessary.
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- 29 6. Permission for a student to ride a different bus than the one he/she is assigned to will be given based on
- 30 available space, acceptable student conduct, principal discretion and if the bus doesn't have to make an extra
- 31 stop. Upon giving permission for student change of bus, principal or designee will photocopy parental
- 32 request for alternate bus, provide a copy to the bus driver, and keep a copy on file for the duration of the
- 33 change. Verification with parent by phone may be needed. (Reference *Knox County Schools Bus Operator's*
- 34 *Handbook* "Directives")
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- 36 7. Any student riding a contracted bus providing transportation for a school sponsored activity is subject to
- 37 disciplinary action for any infraction under the code of conduct.
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- 39 8. A driver submitting a School Bus Incident Report to the principal or his/her designee, should list the
- 40 interventions attempted to correct the behavior outlined in the discipline under "specific details" on Form
- 41 AD-T-203. (e.g. *Lee Canter's Assertive Discipline for Bus Drivers*)

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9. School personnel should have the responsibility for actions that violate the code of conduct at designated bus stops during a reasonable time period. If a question arises over time period or responsibility, contact school security for assistance.

This policy references “Student Management” pp. 2-4 in Bus Operator’s Handbook.
Lines 4-5 — please reference with pp. 2-4 in Knox County Bus Operators Handbook.
NOTE: All IDEA and 504 students’ IEP’s, 504 Plans, Behavior Management plans, etc. supersedes bus discipline rules and procedures.