

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 only, using steps and handrails properly (one at a time) and no pushing or shoving
- Respect neighborhood property at all stop locations, staying off lawns, flowerbeds, fences, etc.
- Always cooperate, be courteous, and follow directions given by all bus drivers, including issued seat assignments when instructed
- **No** profanity/foul language/obscene gestures/racial slurs
- **No eating, drinking, or gum on the bus (water only)** Keep food, gum and drinks in backpacks
This is a food allergy concern
- **No inappropriate physical contact – i.e.; kissing, etc.**
- Keep electronics, including cell phones, to self at all times, use devices appropriately. Headphones or ear buds must be used while operating electronics on bus. **No sharing, videoing, or recording**
- Keep perfumes, body sprays, nail polish, scented hand sanitizers, etc. inside backpack/purse.
These items may not be used inside the bus
- Articles on bus can be **no larger** than what student can hold in their lap when sitting. **No skateboards**
- Keep all parts of the body inside the bus and no yelling, passing or throwing items out of any window
- Ask permission from bus driver before lowering bus windows. **Lower windows only to marked area**
- Raise hand when there is a need to address the driver and **no shouting or walking up to the driver's seat area**
- Keep bus clean and use garbage can to dispose of trash
- Use level 1 or quiet, inside voice at all times (silence at railroad crossings)
- Keep aisle and emergency exit areas clear at all times
- Stay seated at all times, facing forward with feet on the floor and arms, hands, and belongings to self at all times
- Get on and off the bus **only at assigned stops**
- Get on or off the bus only **when bus is completely stopped and driver has opened the door**
- Walk away from bus when offloading, stand at the end of the crossing arm facing driver, and **wait for driver's hand signal before crossing – cross in front of bus only** keeping a 10-foot distance in front of bus
- Wait back on roadway and/or sidewalk for driver's hand signal to cross before boarding the bus
- Check mail at home mailbox only after the bus has left the stop
- Return home immediately if you miss the bus. **NEVER accept a ride from a stranger or run after the bus!**
- Return to school office if you are late and buses are departing from school. **NEVER run through parking lot area to catch the bus!**

BUS DISCIPLINE PROCEDURES

The school bus is an extension of the classroom and discipline related to bus transportation is administered from the transportation department, and when applicable, with the assistance from school administrators.

Bus drivers will attempt to resolve minor bus behaviors prior to contacting parents by using applicable intervention methods such as re-instruction of bus expectations, assigned seating, and changing seat of student(s) away from situation, etc. as the first attempts to better manage behaviors.

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

Minor Offenses:

VERBAL WARNING(S)

- Driver will discuss the behavior issue(s) with student and review bus expectations.
- Driver will apply applicable standard bus interventions as needed (move student(s) to an assigned seat, verbal redirection, seat partner, change seat away from situation, etc.)
- Driver will send home a “Behavior Alert” notice and/or call or email parent/guardian about behavior issues that are not showing improvement.

1ST WRITTEN OFFENSE NOTICE

- Driver will submit a Bus Conduct Report to the Transportation Student Management Liaison with incident(s) details.
- Driver will notify parent/guardian by phone or email and a letter with behavior incident details will be mailed home.*

2ND WRITTEN OFFENSE NOTICE / BUS SUSPENSION**

- Driver will submit a Bus Conduct Report to the Transportation Student Management Liaison with incident(s) details.
- **3 – 5 day bus suspension** of transportation privileges.
- Transportation Student Management Liaison will call or email parent/guardian to notify them of behavior incident and bus riding suspension. A letter with incident details and dates of suspension will be mailed home.*
- Transportation Student Management Liaison will notify School Administrator(s) of bus incident and suspension.

3RD WRITTEN OFFENSE NOTICE / BUS SUSPENSION**

- Same procedure as 2nd Written Offense with a **10 - 20-day bus suspension** of transportation privileges

4TH WRITTEN OFFENSE NOTICE / BUS SUSPENSION**

- Same procedure as 2nd Written Offense with a **40-day bus suspension** of transportation privileges.

Incidents are cumulative. A series of minor infractions with or without continual behavior issues, may result in more serious consequences and bring about a Major Written Offense Notice with bus suspension. A warning might be given for one type of infraction and a suspension result from another type.

MAJOR OFFENSES:

Include but are not limited to:

- Eating – **NO Food/Drink/Gum** – This is a Food Allergy Concern
- Profanity, obscene gestures, or racial slurs
- Refusal to comply with driver's directions and/or providing false information to driver
- Harassment, Intimidation, Bullying, Assault, Fighting
- Tobacco, alcohol, drugs, vapes, etc. - Possession and/or distribution of
- Departing bus at unassigned stop without permission
- Taking video or pictures of other student(s) or driver without consent
- Throwing object(s) of any kind out of bus windows
- Refusal to comply with proper crossing procedures and/or crossing from the back of bus
- Tampering with or damage to bus (inside or out) such as seats, secured equipment, emergency doors/exits, camera equipment, safety equipment, mirrors, etc. (Parents will be responsible for repair costs)
- Use/Possession of weapons, explosives, dangerous objects or fire hazardous items
- Theft of school or personal property

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

Major Offenses:

1ST WRITTEN OFFENSE NOTICE / BUS SUSPENSION**

Driver will submit a Bus Conduct Report to the Transportation Student Management Liaison with incident(s) details.

3 – 5-day bus suspension of bus riding privileges

- Transportation Student Management Liaison will call or email parent/guardian to notify them of behavior incident and bus riding suspension. A letter with incident details and dates of suspension will be mailed to home.*
- Transportation Student Management Liaison will notify School Administrator(s) of bus incident and suspension.

2ND WRITTEN OFFENSE NOTICE / BUS SUSPENSION**

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

3rd WRITTEN OFFENSE NOTICE / BUS SUSPENSION**

Same procedure as 1st Written Offense with a **40-day bus suspension** of transportation privileges

4th WRITTEN OFFENSE NOTICE / BUS SUSPENSION**

Same procedure as 1st Written Offense with a **remaining school semester or remaining school year bus suspension (no less than 40 days)** of transportation privileges.

*Transportation will attempt to make contact with parent/guardian by telephone. However, due to differing schedules, contact numbers being invalid, and/or voicemail systems not available; phone contact is sometimes difficult. In the event phone contact is not made, and parent/guardian has an email address on file, contact will be made via email. A letter with incident details will be mailed home on every written offense.

**Bus suspensions are NOT school suspensions. When a student is suspended from the bus, the suspension applies to all district school buses including shuttle buses that transfer students to the Junior High to student's assigned route buses. If a student is on suspension from bus transportation, parent(s)/guardian(s) are responsible to ensure their child gets to and from school during the bus suspension period.

The Transportation department reserves the right to bypass procedure steps on either minor or major incidents and apply consequences (including suspensions) based on the severity and/or continual behavior(s) 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 3241 appeal process for further information.

HARASSMENT & BULLYING

Our school district is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. WVSD Policy 3207. Harassment, intimidation or bullying means any intentional verbal, physical act, written message or image (including those that are electronically transmitted).

To report an incident of harassment, intimidation, or bullying, contact the Transportation Department at (509) 972-5590 or the student's school campus administrator.

ITEMS NOT ALLOWED ON SCHOOL BUSES

- Animals, insects, reptiles, fish (service animals only)
- Hazardous materials (flammables, weapons, knives, explosives, lighters, matches 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
- Toys replicating a weapon (guns, swords, knives, etc.)
- Items of breakable material (glass, porcelain, ceramic etc.)
- Sprays, perfumes, scented hand sanitizer, lotions, nail polish, etc. may only be carried in backpack/bag or purse but may not be used inside bus. **No aerosol cans of any kind are allowed on 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.*

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. Transportation Administrators, Transportation Personnel and School Administrators are authorized to view bus camera videos. Transportation Administrators and School Administrators are authorized to take appropriate disciplinary action to correct any inappropriate behaviors reflected on the video. Video tapes and clip recordings remain the property of the district and may be reproduced only in accordance with the law.

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 segments of the video. In such situation, an appointment must be scheduled with the Transportation Director.

COMPARTMENTALIZED BUS SEATING

School bus seating is designed as a safety feature for student bus riders. The major design factor is the compartment formed by each seat, which protects the student(s) sitting on the bench seat. In order for this compartmentalization to work properly and provide the highest level of safety to the student(s), proper seating by the student(s) is required. Each student should be face forward, the student's torso should be facing forward at all times, the student's back should be flat against the back of the seat, and the student's bottom should be flat on the seat and both feet and legs should be kept in front of their body.

BUS WINDOWS

Bus passenger windows are for light, ventilation and to see through. Bus windows should be left closed unless student has requested permission from the bus driver. When windows are permitted to be opened, they may not be lowered any further than the marked lines of the bus window area. Windows are not to be fully opened for the safety of students and motorists on the roadway. Students are not permitted to extend head, hands, or arms out of bus windows at any time and shall not throw or spit anything out bus windows at any time.

DISRUPTIVE ITEMS

Electronic devices including cell phones, laser pointers, toys, balls, rubber band shooters, audio speakers (with and without Bluetooth capabilities) etc., are not allowed to be used on the bus and students are to keep them secured inside bags/backpacks. These items when used on the bus can cause disruption and may be confiscated from the student by the driver and only returned to the student at the time the student is offloading the bus. In cases where these items cause excessive disruption and/or non-compliant usage, driver will issue a discipline written offense notice including bus suspension.

West Valley School District is not responsible for lost, stolen or damage to electronic devices brought to school or on the bus.

CELL PHONES

Cell phones can be utilized solely by the student who has ownership of the item for their personal use only. **Cell phone videoing, picture taking, sharing and screen displaying to others while on the bus, is not allowed.** If the cell phone use should become a disruption or distraction on the bus, the student will be asked by the bus driver to put the cell phone away. Failure to do so, and disruption or distraction that continues or starts again, the student's cell phone may be confiscated by the bus driver and returned to the student at the time the student offloads the bus. In cases where these items cause excessive disruption and/or non-compliant usage, driver will issue a discipline written offense notice including bus suspension.

ALLERGENS

Several students enrolled in our district have severe 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, drink, or chew gum on the bus** when riding on their daily bus routes to/from school. (Water only)
- 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.**

BUS BOARDING

Once a student boards a school bus, it is the responsibility of the driver and the transportation department to ensure that the student be transported to their designated stop location. Bus drivers will not allow a student to offload the bus once he/she has boarded. This includes when the buses are on school campuses boarding students for transportation. A driver will only release a student if authorization has been given by the Transportation Department or by a School Administrator.

Drivers will not release a student to an adult, sibling or friend at the bus door, unless the driver has received authorization from the Transportation Department or School Administrator. Drivers are not equipped on their buses to verify relationship or attain verbal authorization of student with person requesting release and will retain the student and transport them to their designated stop if no authorization has been given by Transportation Department or School Administration.

Parent/Guardians should not request to speak to the driver on the student's cell phone. The parent/guardian should contact the Transportation Department and leave a message for the driver or make arrangements for the driver to make contact with them after their route.

ALTERNATE STOP

In accordance with the Washington Administrative Code (WAC) 392-145-060

Loading and Unloading: The following procedures are required to assure maximum student safety:

(1) A school bus driver shall not order or allow a student to depart the school bus other than at his or her regular stop unless permission is first obtained in accordance with district policy.

Any student who wants/needs to be dropped at another stop location other than their assigned regular stop, **must make prior arrangements** and due to bus capacities, this will only be allowed if the stop that student is needing to get off at is located on the same daily bus route that student rides. School buses are on a time-sensitive schedule and are not able to wait for student to obtain last-minute parent authorization. **Parents/Guardians are responsible for checking with their child's school campus office on the school policy for obtaining permission prior to needing the child to ride to an alternate stop.** Drivers **MUST** have prior authorization from the Transportation Department to allow a student off at an alternate stop.

KINDERGARTEN/PRESCHOOL

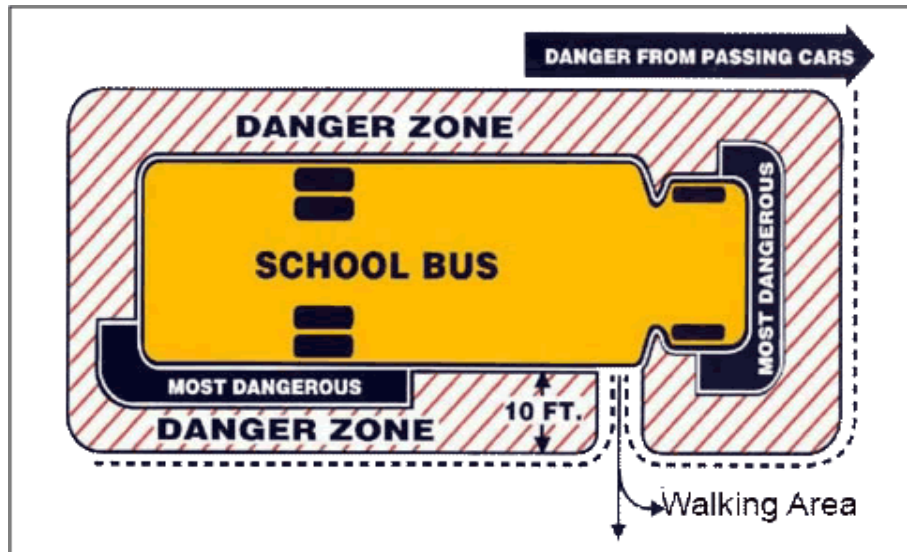
A parent/guardian or authorized adult **MUST BE PRESENT** to receive child. If an adult is not present, the child will be kept on the bus and bus driver will bring child back to the Transportation Department at the end of the route. The bus driver will contact the transportation office to let them know that student is on-board and will be returning the student to the Transportation Department. Parent/Guardian or authorized adult will pick child up at the Transportation Department (7509 Ahtanum Road, Yakima).

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, the parent/guardian must contact the Transportation Department to make such arrangements at (509) 972-5590.

When a kindergarten student's stop location requires the student to cross the roadway to get to and from the bus, the child and **parent/guardian with the child, must follow the same crossing procedures as all students.** For the utmost safety of our students, it is critical in teaching students the proper crossing procedures to ensure they understand how to safely cross with or without a parent/guardian present. Bus driver's will make eye contact with student(s), display a palm up hand sign to stay/wait, and when it is safe to cross, the bus driver will extend their arm out with a sweeping motion that indicates its ok to cross and it is only at this point that any crossing occurs.

Parents/guardians are responsible for the supervision of their child/ren at the bus stop location prior to bus arrival and after bus departure.

STUDENT CROSSING AND DANGER ZONES



For the safety of students, they should maintain a minimum 10 - 12-foot distance from the sides and front of the bus when waiting for the bus, departing the bus and/or crossing. The 10 feet of area in front of the 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 - 12 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 - 12 foot distance, make eye contact with the driver, and wait for driver's instruction on when to approach the bus.
- Students that cross when boarding the bus must stand back on the sidewalk or 10-12 feet back from the roadway shoulder/driveway and wait until the bus has come to a complete stop, the bus 8-way light system is fully engaged with stop paddle deployed and the driver has given the hand signal for crossing, before crossing.
- Students that cross when offloading must walk out 10 - 12 feet in front of the bus (at the end of the crossing arm), stop, make eye contact with the bus driver and await (as a group) for the bus driver's signal before crossing. When student(s) has received the signal from the driver, they must all walk together at the same time straight across staying 10 feet away from the bus.
- Parents/guardians must follow the same crossing procedures as students, including waiting for the driver's hand signals and walking at the same time as all other students at the stop.

STUDENT 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 State and West Valley School District statutes and policies. Additions of any stop must be approved by the Transportation Director or Transportation Coordinator prior to establishing the stop. The Transportation Director or Transportation Coordinator may take up to three (3) days to access the physical location factors and access the aspects of Washington State Statutes before a new stop is established for pick-up or drop-off.

On the occasion when a student or the driver may have missed the stop, or the student boarded the wrong bus, students need to advise the driver and are not to get off the bus at any other location in accordance with WAC 392-145-060 Loading and Unloading Procedures

The following procedures are required to assure maximum student safety:

- (1) A school bus driver shall not order or allow a student to depart the school bus other than at his or her regular stop unless permission is first obtained in accordance with district policy.

Parents/guardians are responsible for the supervision of their child/ren at the bus stop location prior to bus arrival and after bus departure.

BUS DELAYS

Buses will occasionally be delayed due to uncontrolled factors such as weather, traffic and road conditions, road construction, mechanical breakdowns or late departures from school campus. Our school district transports an average of 3500 students daily to and from school and the Transportation Office is unable to contact all parents/guardians with all delays that may occur. If an extended delay occurs, School Administrators will be advised of the situation.

○ Beginning of School Year Delays

During the start of each school year for the first few weeks, the logistics of the route schedules are still in minor adjustment of times and stops as well as, kindergarten schedules. The volume of calls received at the Transportation Office during this time period is very high. The transportation staff work very hard to attend to everything, but are not adept at getting to all calls and unfolding circumstances in a timely manner during business hours the first month of school. Every effort will be made to inform parents and return calls, and your patience and understanding during this time is appreciated. If you have not been able to connect with our office and your phone message has not been responded to, we ask you to please continue to call the Transportation Department during that time or email Transportation Coordinator at boyled@wvwsd208.org .

- Winter Weather Delays or School Closures will be announced no later than 5:30 am on:
 - Flash Alert Email Notifications
 - District website: www.wvwsd208.org under Departments in the Transportation Tab, Click on “closure information”
 - District snow info line (509) 972-6002.
 - Radio/TV stations
 - West Valley Facebook Page

RADIO / TV Stations (after 6:00 AM)

KIT	1280 AM	KHHK	99.7 FM	KIMA-TV	Channel 29
KXDD	104.1 FM	KSOH	89.5 FM	KAPP-TV	Channel 35
KATS	94.5 FM	KARY	100.9 FM	KNDO-TV	Channel 23
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		

In inclement weather the Transportation Director drives several back roads and city street areas within the district boundaries to evaluate road conditions. Consideration for our students who live in the outlying and rural areas is a key focus of the decision on delays or closures. The conditions are reported to the Superintendent for final assessment and decision on delays or closures.

Not all routes have alternate stops assigned on snow routes. The stops affected in inclement weather will be advised of the alternate location to use prior to the winter season. When delays or alternate snow routes are issued it will only apply to the stops that have been notified prior and all other stop locations will remain the same.

In winter, school buses will drive at slower speeds for the conditions and safety and may be delayed arriving at assigned stops. We ask that for student safety, that students dress warmly with appropriate winter clothes and shoes and await the bus a minimum of 10 - 12 feet back from the sidewalk or road shoulder and remain at that distance **until the bus comes to a complete stop and the driver opens the door**. Students should use the step handrails when boarding or offloading the bus to prevent slipping on icy steps.

- Bus Incident Control Delays

When bus discipline problems are so disruptive that the driver feels it is unsafe to proceed, then the driver may stop and secure the bus in a safe location until order is restored. These are occasional occurrences, and may result in route delays. The potential danger of proceeding with an extremely unruly busload of students outweighs the bus being late.

- Bus Mechanical Delays

As with any other motor vehicle, school buses may occasionally have mechanical breakdowns. In these situations, the Transportation Department mechanics are advised and dispatched out with another bus in which the driver and students on board will transfer on to. The transportation office will coordinate with other area route drivers to assist in picking up or delivering the remaining students. If the delay is in the morning, schools will be notified that students from the delayed route will be arriving late.

ITEMS LEFT ON BUS

Items of value (Chromebooks, electronics, band instruments, backpacks, etc.) will be brought into the Transportation Office at the end of the day. If it is known who possess the item, transportation will attempt to make contact with the parent/guardian to let them know the item has been located. Drivers and transportation are not always able to identify items and such items will be kept at the transportation office. Parent(s)/guardians(s) can contact the Transportation Office to check if their child's item has been turned in. All other items will be stored on the bus by the driver and the driver will return the items to the student the next day.

West Valley School District and the Transportation Department will not be held liable for any damaged, lost, or stolen items (including valuable items). Students that bring anything of value onto the bus will do so at their own risk. Please instruct your child to keep anything of value or importance secured within their backpack/bag prior to getting on the bus and keep such items inside their backpack/bags at all times.

SCHOOL BUS ACCIDENTS

In the event that a school bus is involved in an accident with students on board, the Transportation Office, District Administrators including the Superintendent, Law Enforcement and Emergency Responders will be notified immediately. All students and driver will remain on board until School officials, Law Enforcement and Emergency Responders arrive. Assessments, reports, investigations and parent/guardian notification can be a tedious process, but very important. Priority is ensuring safety, security, and medical attention of students at all times and we understand parent(s)/guardian(s) become concerned and anxious. The Transportation Department will make every effort to communicate to all parties including parents/guardians as expeditiously as possible.

Students can only be released from the scene by law enforcement and/or district authorization and will not be released to anyone prior to authorization. Once authorization is given a student will only be released once student is signed out to parent/guardian with a proper identification. Parents are discouraged from going directly to the accident site until they have made contact with the Transportation Department.

When necessary, and after authorization, an alternate bus will be sent to the accident site to transfer the students and onto the alternate bus to be transported to school or home.

TRANSPORTATION DEPARTMENT CONTACTS

Hours of Operation: 6:00 AM – 5:00 PM

Location: 7509 Ahtanum Road, Yakima, WA
Mailing: 8902 Zier Road, Yakima, WA 98908

Phone: (509) 972-5590
Fax: (509) 972-5591
Website: www.wvsd208.org

TRANSPORTATION DIRECTOR: Jaimi Schmidt Phone Ext: 4053
Email: schmidtj@wvsd208.org

TRANSPORTATION COORDINATOR: Debra Boyle Phone Ext: 4056
Email: boyled@wvsd208.org

SECRETARY/DISPATCHER: Rachiel Bennett Phone Ext: 4051
Email: bennetr@wvsd208.org

PBIS STUDENT MANAGEMENT LIAISON: Michelle Stapleton Phone Ext: 4052
Email: stapletonm@wvsd208.org