

Moravia Community School Transportation Policies and Procedures

All students riding a bus are subject to the following regulations. Any misbehavior, which distracts the driver, is a hazard to the safe operation of the vehicle and jeopardizes the safety of the passengers. Every school bus and driver has been supplied with the School Bus Incident Reporting System, which reflects the rules of student conduct. Rules are posted at the front of each bus. Students will be cited for the following activities:

- Failure to remain seated and out of the aisle
- Refusing to obey Driver
- Fighting
- Profanity
- Lighting matches (lighter)
- Use or possession of Tobacco or alcohol
- Throwing objects out of bus windows
- Hanging out of window
- Spitting/ Biting
- Disobeying Bus Monitor
- Bothering others (Disrespectful)
- Vandalism to the bus or others belongings
- Eating or Drinking or leaving trash on the bus
- Throwing objects on bus
- Other inappropriate behavior

Consequences of bus misconduct:

- 1st Offense: Parent notified/Consequences at the discretion of building principal
- 2nd Offense: Parent notified/Consequences at the discretion of the building principal
- 3rd Offense: Parent notified/Suspension of bus privileges: 3 school days
- 4th Offense: Parent notified/Suspension of bus privileges: 5 school days
- 5th Offense: Parent notified/Bus privileges are removed for the remainder of the school year

Bus Route and Operating Policies:

Bus routes and stops are planned and established by the Director of Transportation. Safety, economy, efficiency, and allocation of resources are some of the considerations, which will be evaluated in determining bus operation policies. Parents who wish to make requests for changes in routes or stops should contact the Director of Transportation. Students and parents are encouraged to notify the school immediately of any safety hazards, which they have observed during bus operations.

Changes in Bus Plans:

Children value and need consistency, structure, and routines to make them feel safe. Riding the bus is no different. Your child should know where they are going after school and how they will get there each morning before they leave for school.

➤ Afternoons - If your child is not riding the bus in the afternoon, please send two notes to school with your child. One note is to be given to the driver and the other note is to be given to your child's teacher. Notes should be dated and signed by the parent or guardian.

➤ Only on rare occasions such as emergencies or unforeseen circumstances should parents call in changes or message your child's teacher. To message your child's teacher please do so on their communication tool of choice. (example: Remind app or Class Dojo)

Calls to the office must be made by 3:00 p.m. otherwise messages have a higher chance of being lost in the shuffle or not delivered to the appropriate person. This causes MANY problems when loading buses for the student, driver, teacher and office staff.

Moravia School Phone Number : (641) 724-3241

➤ Parents who fail to follow the note procedure or consistently call in after 3:00 pm may also have their child's bus privileges suspended by the transportation director. If your child does not ride certain afternoons due to regularly scheduled events, 2 notes in the beginning are all that is necessary. If future changes occur in your child's schedule, please send additional notes. (ex. Every Tuesday and Thursday Billy stays for after school; every early out Billy rides to Grandma's house; every Wednesday Billy gets off the bus at the Nazarene Church, etc.)

➤ The Moravia Community School District Board of Education has authorized the use of video cameras on some school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child. Videotaped record of the student misbehavior is not required for the student to be determined to have violated the school rules.

Moravia Transportation Agreement

I hereby acknowledge that I have read and understand the Moravia Community Schools policies and procedures for riding a school bus or school vehicle. I agree that it is my responsibility to comply with these policies and procedures and any future changes made to it.

Parent Signature: _____

Student Signature: _____

Date: _____

If you have any questions or concerns please feel free to contact the following:

Moravia Community School (641) 724-3241

Elementary Principal/Superintendent Sam Swenson: samswenson@moraviacsd.com

Junior High/ High School Principal Kevin Cochran: kevincochran@moraviacsd.com

Transportation Secretary Andrea Scott: andrea.scott@moraviacsd.com

