

CHIPPEWA FALLS AREA UNIFIED SCHOOL DISTRICT COLABORATING WITH CHIPPEWA YELLOW BUS PURPOSE STATEMENT

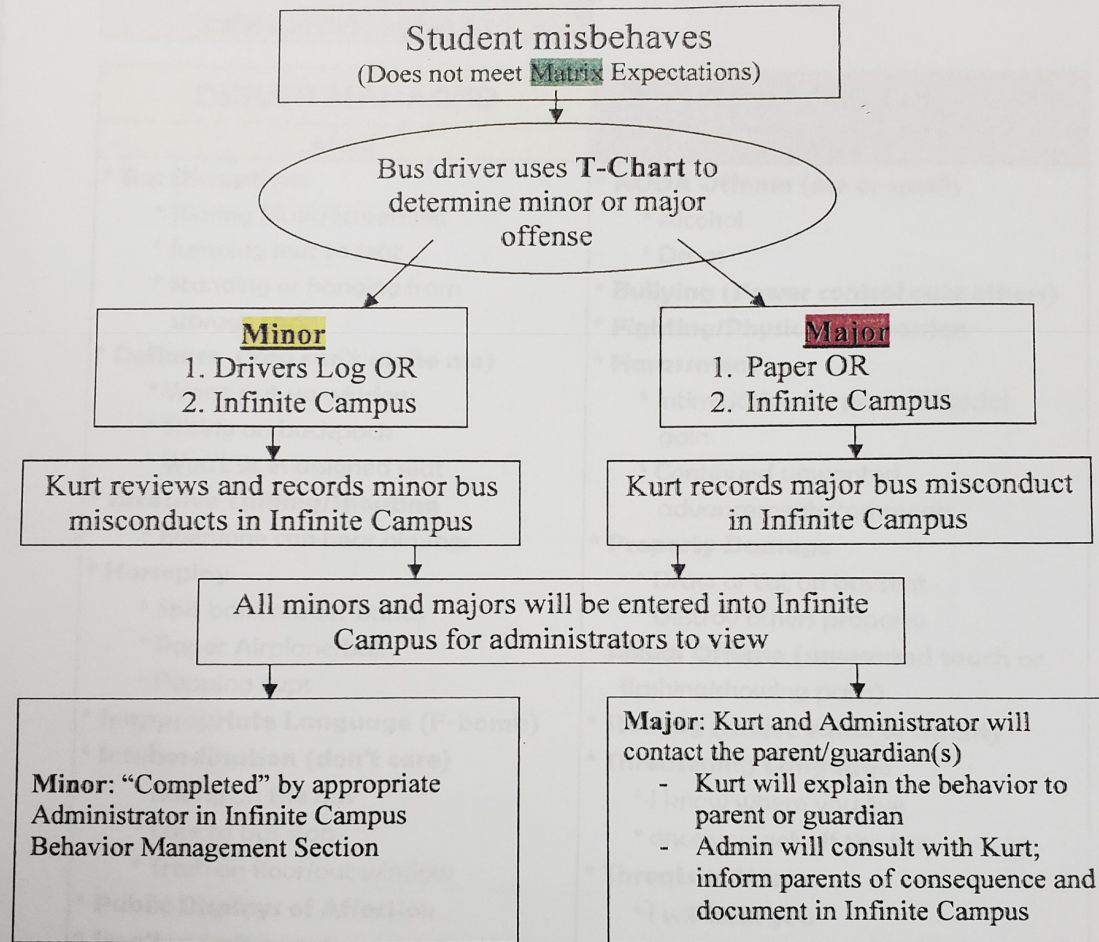


To have standardization across the school bus fleet for safety, efficiency, and accountability. Thus, being able to effectively focus more on driving and less on behavior issues. Therefore, starting and ending each student's day on a positive note to enhance their learning experience.

Chippewa Yellow Bus Matrix

	Loading and Unloading	When the bus is moving
Be Safe	<ul style="list-style-type: none"> • Walk directly to bus stop (watch for hazards) • Wait on the sidewalk or 10' off the road • After door opens move forward to enter or exit • Use handrails and each step one at a time • Discharge on right, move straight away • Discharge on left, wait 10' in front of the bus, but off the road until signaled to cross in front 	<ul style="list-style-type: none"> • Sit properly (feet forward and face forward) • Keep center aisle clear (feet, knees and items) • Keep body parts and items inside the bus • Stay in your seat while the bus is moving • Back four seats get used only if others are full • Luggage racks are only used for charters • Remain silent at RR crossings (look/listen)
Be Respectful	<ul style="list-style-type: none"> • Form a single file bus line • Go safely to seat without disturbing others • Wait patiently until the bus arrives or departs • Board one student at a time • Minimize talking until all are seated • Use your manners • Follow the bus driver's, chaperon's or coach's guidance and/or directions 	<ul style="list-style-type: none"> • Use respectful (friendly/proper) language • Use appropriate voice (inside/quiet/soft voice) • Share seat and respect others personal space • Respect other's property and secure your items • Bring lost and found items to drivers attention • Appropriate use of electronic equipment • Minimize distracting driver unless an emergency
Be Responsible	<ul style="list-style-type: none"> • Plan to be at your bus stop early (2-5 minutes) • Know your bus number(s) and driver(s) names • Secure your items (mark with name and bus #) • Missed the bus, call an adult, the bus company or report to the school office if at school • Use a bus deviation for temporary changes • Contact bus company for permanent changes 	<ul style="list-style-type: none"> • Inform driver of problems (raise hand or ask) • Look out for seat buddy (report sick or injured) • Clean up messes and put trash in the trash can • Report weapons, fighting/threats or vandalism • Know emergency exits and evacuation plan • Group exit, front to back alternate left to right • Keep food and drink in containers until off the bus or get coach/chaperon approval on charters

School Bus Misconduct Process



Notes

- IEPs may govern discipline for students with IEPs
- Consequences determined based on severity of behavior
- Severity and chronicity may result in advanced levels of discipline
- Sever Majors may include a police referral
- A Major offense can be due to receiving three minors in 30 days or "Major" behavior as outlined in T-Chart
- When a misconduct is submitted electronically drivers will add Safety Director Comments "SD Comments" for Kurt to document in Infinite Campus what was done (i.e. assigned seat, etc.) for record keeping

**CHIPPEWA YELLOW BUS
BEHAVIOR T-CHART**

DRIVER MANAGED	BUS COMPANY MANAGED
Minor	Major
<ul style="list-style-type: none"> * Bus Disruptions <ul style="list-style-type: none"> * Blaring Music/Screaming * Jumping seat to seat * Standing or hanging from storage racks * Defiance (You can't make me) <ul style="list-style-type: none"> * Won't put up window * Sitting on backpack * Won't sit in assigned seat * Excessive Talking/Shouting <ul style="list-style-type: none"> * Everyone can hear him/her * Horseplay <ul style="list-style-type: none"> * Spit balls/rubber bands * Paper Airplane/ball * Popping cups * Inappropriate Language (F-bomb) * Insubordination (don't care) <ul style="list-style-type: none"> * Eating on the bus * Late to bus stop * Trash on floor/out window * Public Displays of Affection * Stealing (minor value, no intent) * Teasing <ul style="list-style-type: none"> * Water/Soda over head * Name calling * Inappropriate Gestures 	<ul style="list-style-type: none"> * AODA Offense (see or smell) <ul style="list-style-type: none"> * Alcohol * Drugs * Bullying (Power control over others) * Fighting/Physical Aggression * Harassment <ul style="list-style-type: none"> * Intimidation for personal/social gain * Continued unwanted advancements/comments * Property Damage <ul style="list-style-type: none"> * Draw or cut on bus seat * Destroy others property * Sexual Offense (unwanted touch or flashing/showing parts) * Stealing (major value or intent) * Threatening Language <ul style="list-style-type: none"> * I know where you live * once you get off the bus * Threats of Harm <ul style="list-style-type: none"> * I will beat you * I'm going to kill myself * Tobacco use on school bus (smoke/smokeless) * Weapons/Combustible Possession (fake or real) <ul style="list-style-type: none"> * Guns, knives or swords * Lighters, flare/spray paint

Office Discipline Referral (ODR) data sheet

Student:

Incident Date:

School:

Incident Time:

Bus #:

Loaded By:

Driver:

Student Grade:

Behavior (Minor)	X	Action Taken	X
Disruption		Identified (1)	
Defiance		Identified (2)	
Excessive Noise		Identified (3)	
Horseplay		Answered Why?	
Inappropriate Language		Taught Expectations	
Insubordination		Review Expectations	
PDA		Behavior Modeled	
Stealing (no intent)		Assigned Helper	
Teasing		Practiced Behavior	
Inappropriate Gestures		Assigned Seat	

Students Response:**Victim Response:****Remarks: (On back if needed)**



Riding Safely

(Positive Behavior Interventions and supports (PBIS) kick-off!)

What we will be learning, teaching, reviewing, and modeling as a bus team:

- Loading
- Take Your Seat
- Appropriate Noise Level
- Unloading
- Emergency Exits



Riding Safely

(Expectations of what you are required to follow)

Loading:

- * Arrive at your bus stop 2 to 5 minutes early
- * Wait on the sidewalk or at least 10 feet off the road
- * Wait in a single file line until the door opens
- * Use the handrails and one step at a time
- * Safely go to your assigned seat and sit down without disturbing others

WHY? The bus has a schedule to keep, if you are on time, the bus can remain on time and waiting in a safe area and using handrails protects you.



Riding Safely

(Expectations of what you are required to follow)

Take your Seat:

- Put your **BOTTOM** on it's bottom
- Your **BACK** on it's back
- Your **FEET** on the floor
- Your **BACKPACK** & Hands on your lap
- Pass it on Back (if you are doing it right, others around you will too)





Riding Safely

(Expectations of what you are required to follow)

Take your Seat:

- * Window Seat (window expectations)
- * Aisle Seat (feet, knees, elbows and belongings)
- * Trash/Food (pockets, container or floor?)
- * Only use back two rows when others are occupied (at least 2 per seat)
- * Assigned seats (By grade, transfers or special situations)

WHY? For yours and other riders safety. Also it's the **LAW**, so please take your seat and stay seated!

Riding Safely

(Expectations of what you are required to follow)

Appropriate Noise Level:

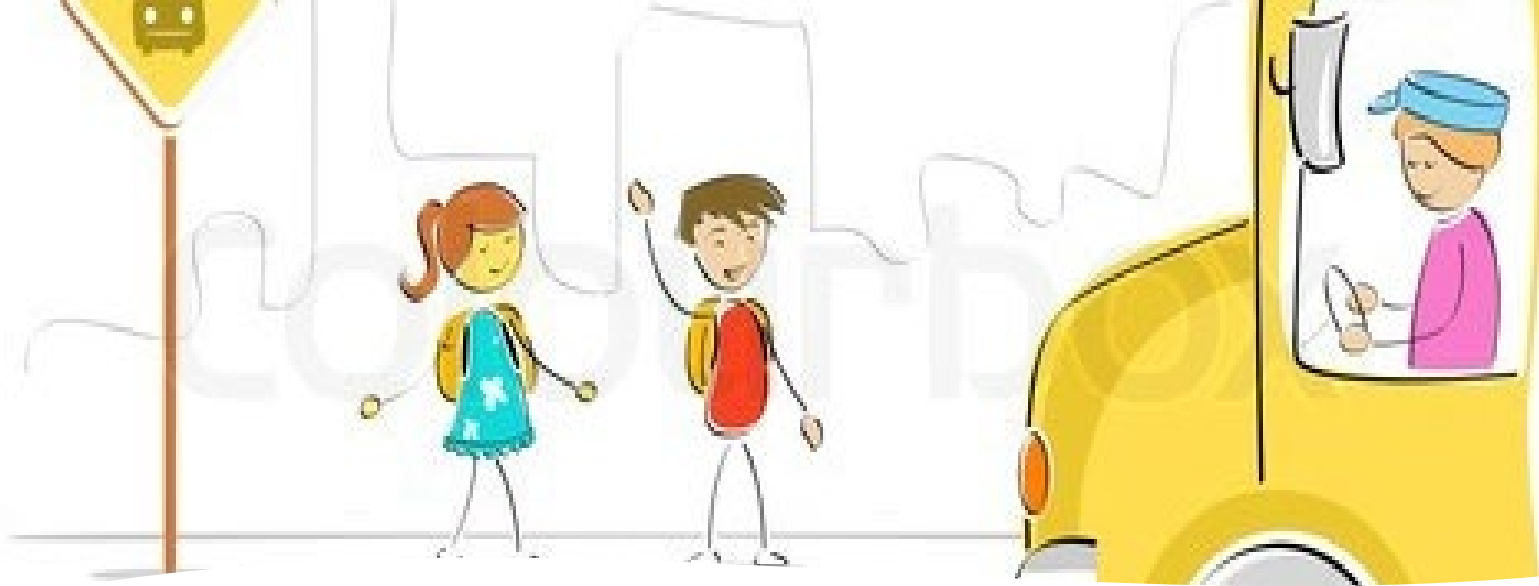
- Only your seat buddy can hear you
- Your language is respectful and proper
- Your volume does not disturb the driver or others
- At RxR crossings be silent until across the tracks
- An emergency, raise your hand and your voice



WHY? Your driver needs to be able to hear the 2-way, students in trouble and/or approaching trains

Riding Safely

(Expectations of what you are required to follow)



Unloading:

- Remain seated until the bus stop and the door opens
(consider moving to a front seat at the bus stop before yours. This will help everyone get home on time by reducing the over all stop time)
- Use the handrails and one step at a time
- Left Discharge: Walk 10 to 12 feet in front of bus and wait for driver's signal to cross the road (This is 3 to 5 steps past the end of crossing arm just off the road)
- Right Discharge: Move straight away from the bus
(Walk up the driveway, to the sidewalk or to a pedestrian crossing)

WHY? These standards must be followed to keep you clear of the danger zones that are around the school bus and you can remain safe.

A rectangular sign with a textured, metallic appearance. The text "EMERGENCY EXIT" is written in large, bold, italicized capital letters. Below it, "DO NOT BLOCK" is written in smaller, bold, italicized capital letters.

EMERGENCY EXIT
DO NOT BLOCK

Emergency Exits:

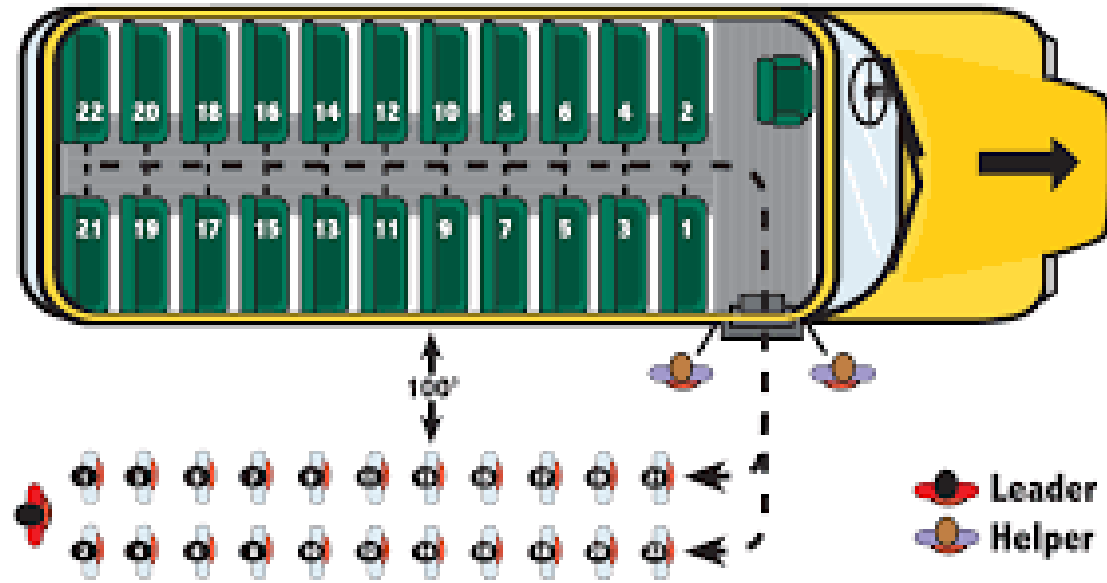
- Remain calm, quiet and follow driver's directions
- Front Door: lift or push red release button or lever
- Rear Door: raise large lever and push out
- Window Exits: raise the red lever and push out
- Roof Hatches: turn red knob to exit and push out
- First seat behind driver goes first, then zig zag all the way to the back

Riding Safely

(Expectations on what you are required to follow)

Riding Safely

(Expectations of what you are required to follow)



EMERGENCY:

- Two emergency evacuation per school year using front exit
 - Documented with date, time, location, bus number and drivers name
- Explain what to do in a crash, stalled bus on RxR tracks, electrical fire in the engine, and medical emergency to a student on board
- Explain what to do in before, during and after an evacuation.
- Explain what to do on snowy, icy road delays, bus delays or a bus break down

WHY? So everyone knows what their responsibility is in an emergency. To feel comfortable reporting safety issues to driver.

Riding Safely

CHARTERS



Attention Coaches/Chaperones,

Please follow these instructions:

- 1) Have everyone take a seat and remain seated, except the last four seats unless all others are full. (Let us know when everyone is accounted for, seated and you are ready to depart)
- 2) Keep the Noise level reasonable with proper/respectful language. (The radio station and volume is at Driver/Coach/Chaperone discretion in reason)
- 3) Let the driver know if it get too Hot or Cold. (They will manually adjust it)
- 4) In general, keep everyone in his or her seat while the bus is moving. Head, Hands and Feet must always stay inside bus and aisles clear. Moving around to discuss plans, dispose of garbage in trash can, and or respond to an emergency is excepted. (jumping seats, screaming, doing pull-ups on luggage racks is NOT!) so please help keep your crew Safe.

Thank You in advance for helping transport your riders to and from in a safe, efficient and friendly environment for all.

***Please fill out our survey that will be emailed to you, and let us know how your driver and experience was with us. Thank You