

RESPONSIBILITIES OF BUS DRIVERS
(Support Services)

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1. The role of the school bus driver is an exceedingly important one. Each driver must operate the bus safely, efficiently, and economically, as well as competently supervise the students under their care. A good driver can teach many of the qualities of good citizenship by requiring students who ride the bus to adhere to the standards of conduct that have been established for all students using the buses. By consistently providing good leadership, a driver can win respect and cooperation of students, parents, and teachers.

A. General duties

1. The safety and well-being of students riding school buses rests heavily on the school bus driver in the operation of the school bus.
2. The school bus driver must check their vehicle prior to the beginning of each run to ensure that the bus is in safe operating condition.
3. The drivers must be sure that aisles in the bus are clear of objects that might cause an accident, and that tools, equipment, and the like are properly secured so that, in the event of an accident, the passengers on board are not subject to flying objects.
4. The driver must cooperate with all agencies to ensure safe, comfortable, and economical student transportation.
5. The driver is expected to comply with all motor vehicle laws of the Commonwealth of Massachusetts, and regulations established by the Registry of Motor Vehicles, Board of Education and the Marlborough Public Schools.
6. The driver must take proper precautions, in the event of an accident involving the vehicle, to protect both lives and property.
7. In the event of an accident involving a school bus, the driver is responsible for reporting the accident to the nearest law enforcement agency, and for having an officer arrive on the scene as soon as possible. This often expedites the fixing of responsibility and setting of damage claims. Students should never be left unattended.
8. The driver must give full instruction to all students on their bus concerning the proper procedure in crossing the road after alighting from the bus.
9. The driver is responsible for supervising students from the time the students enter the bus until they alight at their regular stops.
10. When stopping the bus on the road, the driver, after ascertaining that way is clear, should signal pupils across the road in front of the bus. The driver should not start the bus until the students are out of danger.

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B. Specific duties and responsibilities

1. Drivers must not remove any child from a bus as a disciplinary measure.
2. Drivers must not touch a child except to assist the student or to render first aid.
3. Bus drivers may take any of the following actions in case of misconduct:
 - a. Report each incident to the principal.
 - b. Request that the principal board the bus and talk to the students or talk to the individual students during the school day.
 - c. Require individual passengers to sit in assigned seats or assign seats to all students on the bus.
4. Extreme discipline procedures are as follows:
 - a. Stop the bus at the edge of the road.
 - b. Turn off the ignition.
 - c. Set the emergency brake.
 - d. Separate the fighters (if applicable).
 - e. As a last resort, have police come to the scene.
 - f. Call the principal as soon as possible.
5. Suspension of a student from riding the bus may be administered by the school principal, but no student may be forbidden to ride the bus by the driver.
6. School principals will administer punishment when rule infractions are reported and investigated. Reports must be prompt and punishment administered as soon as possible.

C. Good student control is mainly the responsibility of the bus driver. The driver should consider the following points:

1. Drivers must not remove any child from a bus as a disciplinary measure.
2. The driver can expect a variety of discipline problems which will tax their ingenuity.
3. The changing of attitudes requires time.
4. Development of socially acceptable attitudes is a process that continues through life.
5. The driver should have an understanding of the problems and aspirations of students.
 - a. Most students want to be older than they are, to be free of adult controls and do things that adults do.
 - b. Most students want adults to recognize their good traits and/or abilities.
 - c. Students dislike being singled out for disciplining in front of a whole group.
 - d. Some students will create problems to get attention. This may be the result of their not receiving sufficient attention at home or at school.
 - e. Problems may result from low grades, influences at home, or poor health.
 - f. Students who normally comply with regulations may become problems if the driver is too lax, indifferent, or unreasonable in his/her demands.
6. The driver should try to analyze his own attitudes and should not permit their personal problems to be reflected in his actions or judgments while dealing with students.



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7. The driver should strive to make the student's time on the bus most pleasant. A smile or friendly greeting can do much to promote a pleasant atmosphere on the bus.

In addition, the driver should:

- a. Be reasonable with violators
- b. Be firm with students when necessary
- c. Encourage students to be courteous to others.

D. Drivers should help enforce the following:

1. Consuming food or beverages on school buses is not permitted.
2. Smoking on buses is forbidden.
3. Avoid extending arms or other parts of the body out the window.
4. Do not change seats while bus is in motion.
5. Avoid shouting or other excessive noise that may distract the driver and lead to an accident.
6. Keep the bus clean and sanitary.
7. Be courteous to others.
8. Listen carefully and obey directions given by the driver.
9. Nothing may be thrown within the bus or out the windows.
10. Students must remain on the bus until their bus stop or school is reached.
11. No person will be allowed to interfere with the vision or attention of the driver, or with the operation of the bus.
12. Fighting, teasing, pushing, verbal abuse, or damaging property are forbidden.
13. Do not leave your seat until the bus has come to a complete stop and the driver has opened the door

E. Bus behavior report

1. Driver procedure: The driver shall be in full charge of the bus at all times, and shall be responsible for order; the driver shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal or designee of the school which the student attends.

Legal Reference:
cf.

Approved: Prior to 1/1/90

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