

Business

Transportation: Responsibilities and Duties

The bus driver is responsible for the behavior of students aboard the school bus. The bus driver shall expect and shall receive full administrative support in exercising his/her duties in maintaining proper student behavior and safety aboard his/her bus. This support is based on the premise that the bus driver has exercised reasonable judgment in the performance of his/her duties. If violations occur, the following procedures will be enforced.

All reports of misconduct shall be submitted to the Transportation Department by the next work day. These reports shall be from the previous work day.

The Principal shall determine the severity of the report of misconduct. All minor offenses may be referred to the school principal for action. If the Principal requests a suspension, the Transportation Department shall notify the parents/guardians, school (school administrator) and the bus company.

Parents/Guardians and/or students may appeal the action taken by requesting through the School. Upon such request, the School shall arrange a conference involving the pertinent parties. The decision arrived at as a result of the conference shall be determined by the School and the Transportation Department.

Bus drivers may be required to submit a narrative supporting the report of misconduct. The narrative must include: driver's name or ID number, school, route number, A.M. or P.M., name of student, date of act or misconduct, and all actions as seen by the driver to support the report of misconduct.

The driver must be willing to have the original narrative sworn and notarized. The driver may be required to appear before the Transportation Supervisor.

Legal Reference: Wisconsin Statutes § 120.13(1); § 121.52(2); Wisconsin Admin. Code Trans. § 300.16; § 33.17

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