

BUS PASS VIOLATION, GRADES K-12 (NON-PASS RIDERS)

The following progressive actions regarding violations of the use of bus passes are established:

- A. Bus drivers shall ensure that students who arrive at the bus without ridership authorization:
 - 1. Are sent to the end of the line to be the last to board the bus
 - 2. Sit in the front of the bus
 - 3. Legibly enter their name, grade, and NPR dates on the driver's NPR log
 - 4. Inform students without bus pass/fare of the need to have it next time

- B. The NPR office assistant In the Transportation Office shall:
 - 1. Check to see if student has purchased a pass
 - 2. Log all NPRs daily
 - 3. Telephone the names of the students to the NPR representative at each school
 - 4. Separately notify the schools of non-pass owning students, students who are riding the wrong bus from a controlled area, and the students with suspended riding privileges, who rode on an NPR
 - 5. Inform drivers of the buses suspended students normally ride, and other buses the students could ride

- C. School administrators/designees shall:
 - 1. Receive the telephone report of daily Non-Pass Riders from the Transportation Department
 - 2. Accomplish the following progressive action:
 - a. Counsel the student after the third NPR, and contact the parents by phone. The telephone contact shall be followed up with a letter
 - b. Suspend the student from the bus for three days after the fourth and fifth infractions occur
 - c. Handle sixth time Infractions on an individual basis, rendering disciplinary action up to total suspension from transportation

BUS PASS VIOLATION, GRADES K-12 (NON-PASS RIDERS) (continued)

3. Notify Transportation of all suspensions by phone
 4. Make every effort to identify students who give false names, and take additional disciplinary action against them
 5. Collect proper bus fares from students who do not own passes, and take additional disciplinary action against them
- D. Duration of informing/disciplinary action period:
1. The above stated procedures will be in effect on a semester basis

NPRs issued going to school, from school, or both in any one day shall constitute an infraction.