

# Lone Tree Community School

Dear Parent:

The purpose of this letter is to keep you informed on what we are doing to keep the school bus ride safe for your child(ren). For the most part, our students do well when riding on the school bus. However, there are occasions when some students struggle with staying in their seats and/or speaking quietly enough so that the driver is not distracted. In an effort to make the bus ride as safe as possible, the administrators and I have worked together to come up with a behavior management system that our drivers may use to help ensure a ride that is enjoyable. We have taken some of the techniques that we have found to be effective in managing our younger students in our elementary and middle school classrooms and will be applying some of those techniques on our route buses. As your transportation director, I hope you will support this effort as I have made safety my highest priority.

Thank you for your cooperation!

Sincerely,

Steve Farrell  
School Transportation Director

\*\*Enclosed is a summary of the student management program and some information that I have already shared with our drivers.

***LONE TREE COMMUNITY  
SCHOOL SCHOOL BUS  
STUDENT MANAGEMENT PROGRAM***

To ensure safety, it is important that we work together to find ways to effectively manage student behavior on our school buses. Sometimes, implementing even the simplest student management techniques can bring relief to your stress as a driver, improve your communication with the students you transport, improve your relationship with students, and provide students with a safer ride.

I would like to provide you with some ideas to help manage student behavior on your bus:

1. Remind the students on a regular basis of our five basic rules for bus safety. Let the students know that these are not just rules, these are our expectations. Teach students the purpose of each rule is bus safety. Every student should know the rules and be expected to follow them. Rules should be posted in more than one place on the school bus and in a place where students may see them.

2. When addressing the students, stop the bus in a safe place, stand, and face the students. Yelling at students while you are driving (and facing the windshield) is not an effective way to communicate. Yelling at students (into the mirror) is usually ineffective as well.

3. When the students are meeting your expectations, verbally communicate to them (in a positive manner) that they are doing a great job following the rules. You may do this when they enter the bus, before you leave on a trip, or as they exit the bus in the mornings. Kids love to be “built up”! (Examples – (1) “Wow, you kids did an outstanding job today following our basic rules.” (2) “As your driver, I really appreciate your cooperation and respect!” (3) “Have a great day, you’re really doing a nice job following our basic rules.” (4) “You kids are being so good, I’m having a great time being your driver!”)

4. Of course there will be times when certain students are going to violate the expectations that have been explained to them, and we need a protocol to follow when the expectations are continually violated. Here are the steps you need to follow after you have properly posted bus expectations, trained students on appropriate behavior, and implemented all phases of the management system, and certain students will not comply:

- Report to Mr. Farrell the name or names of the students involved in the incident. Mr. Farrell will meet with the student (or students) and let them know that their behavior is unacceptable for riding on the bus. They will also be informed that if this behavior continues that further steps are in place to handle behavior issues. Mr. Farrell will also document the name and take notes about the student/director conference.
- If the same student is reported again to Mr. Farrell, he will set up a conference with the student. During the conference, he will call one of the parents/guardians informing them about the behavior issues on the bus and that this is the second conference with this particular student. He will also explain that if the student continues to not comply with bus rules, further steps will be taken to handle problem behavior. Mr. Farrell will also document the name and take notes about the student/director conference and the parent phone call.
- If a student is reported to Mr. Farrell for a third time, the matter will be referred to the appropriate office.