

24 MARCH 1999



Transportation

**SCHOOL BUS MONITOR AND FREE/
REDUCED LUNCH PROGRAMS (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes 18 WGI 24-301, 19 June 1997

Pages: 15
Distribution: F

This instruction implements AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. It outlines the policies which govern the School Bus Monitor Program on Okinawa. This instruction applies to all units assigned, attached, tenant, and associate to Kadena Air Base with personnel whose children are registered in the School Bus Program. The Air Force is the executive agent responsible for managing the program for all military services on Okinawa. The School Bus Program is administered by the Department of Defense Education Activity/Pacific Area Center Transportation Management Office. The School Bus Monitor Program and the Free/Reduced School Lunch Program are administered by the 18th Support Group. The Bus Monitor Program is mandatory for all sponsors whose children are registered in the School Bus Program.

This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are 10 U.S.C. 8013, SAF: Powers and Duties; delegation by, and Executive Order 9397 (SSN). Forms affected by the PA have an appropriate PA statement. Systems of records notice F033 AF CIC D Locator, Registration & Postal Directory Files, (Jun 11, 97, 62 FR31793) applies.

SUMMARY OF REVISIONS

This publication is revised to include privacy act information in this publication and prescribed forms. This publication also includes a new 18 WG Form 36, **Bus Monitor Registration Card (PA)**. The name of the Education Activity Liaison Officer is changed to the Department of Defense Dependent Schools (DoDDs) Liaison Officer. A “[” indicates revised material since the last edition.

1. General. Both the School Bus Monitor Program and the Free/Reduced Lunch Program are located at the Bus Registration Office on Camp Lester, Building T-2518. The primary goal of the School Bus Monitor Program is to provide a safe environment for children riding school buses. There are some particular

problems associated with bus travel on Okinawa that include travel on narrow roads, blind corners, relatively high speeds of traffic, and the large size of contracted school buses. These concerns create special problems and hazards for all bus riders regardless of age. Proper conduct by students riding the school bus is the responsibility of the sponsor. The safety of our children is absolutely essential, and misconduct discredits the people of the United States in the eyes of our host country.

1.1. Individuals wishing to register complaints or obtain information concerning bus registration, free/reduced lunches, bus monitor duty, bus monitors, bus drivers, or students riding the bus should call 645-2431 or 645-2360. You may also register a complaint in person at the Bus Registration Office or by sending a memorandum to 18 SPTG/CCEB, Unit 5133, APO AP 96368-5133. You should contact military/security police concerning activities at bus stops.

1.2. When parents report their children lost or failed to arrive at their bus stop: complete a walk through of the bus to ensure the child is not on the bus, call the bus monitor or driver for any information, staff and parents will watch the video tape to verify the child was on the bus and to determine during what stop the child left the bus, and the staff will refer parents to appropriate authorities.

2. School Bus Program:

2.1. An 18 WG Form 36, **Bus Monitor Registration Card**, is completed at the School Bus Office for each sponsor who is registering their child for school bus transportation. Upon request of the sponsor or spouse, an American Dependent School Bus Pass will be issued to students in kindergarten through grade 12. Registration may be denied for: a dependent who has been permanently suspended due to misconduct, sponsor has been de-registered due to failure to perform bus monitor duty, or because the sponsor lives in a designated "walk" zone for a particular school.

2.2. Parents must notify the Bus Registration Office in person of changes in address, duty phone, home phone, unit of assignment and when permanently transferred off the island.

3. Bus Monitor Program. When a sponsor registers their child in the School Bus Program, they will be scheduled for bus monitor duty. Each sponsor will be required to complete a set number of bus monitor runs for each child registered. A full bus run includes two separate trips to/from school. On rare occasions when children are dismissed early, the bus monitor for that day will have to perform an additional run. Sponsors will receive two copies of their bus monitor schedule. One copy is for the sponsor and the other is for their supervisor.

3.1. Parental Involvement:

3.1.1. Children (grades K-6) without bus passes or an authorization letter will be allowed to ride to and from school for that day only.

3.1.2. Children (grades 7-12) without bus passes will be denied access onto the bus to and from school. If a bus pass is lost, misplaced, or stolen at school, children (grades 7-12) may ride the bus from school for that day only. It is the sponsor's responsibility to provide transportation until a new bus pass is obtained.

3.1.3. School bus transportation is a privilege, not a right that may be suspended or revoked. Parents must ensure their children are aware of behavior expected while riding the school bus and of potential disciplinary action. If a bus becomes uncontrollable, the bus driver will contact the school bus registration office. The bus will not continue to scheduled destinations. Sponsors will be notified to pick up their children at a place the bus registration office will designate.

3.1.4. Parents should discuss school bus rules with their children concerning appropriate behavior (see Rules for the School Bus, [Attachment 1](#), [Attachment 3](#), and [Attachment 4](#)).

3.1.5. In accordance with installation directives regarding child supervision, parents of kindergarten age students must meet their child at the bus stop.

3.2. Unit Level Support. Commanders and staff agency chiefs can support this program by: working with individuals to ensure scheduled bus monitor duty is not in conflict with mission requirements or objectives, informing personnel of particular times that should be avoided when scheduling their bus monitor duty, ensure personnel show when scheduled, taking appropriate punitive action against those who fail to show and/or neglect to "actively" monitor the bus, using good judgment before excusing people from their monitor duties; attempting to find someone else to fill in for people they dismiss from duty.

3.3. Bus Monitors. Bus monitors are not permitted to bring children, or any other visitors (e.g., spouse), to ride the bus while performing bus monitor duty unless they are registered bus riders.

3.4. Video Surveillance. All buses have video cameras to provide visual documentation of incidents reported. Occasionally, incidents will not be recorded because of camera breakage or it occurred outside the camera's field of view. In these instances, other methods will be utilized to determine facts.

4. Responsibilities:

4.1. The DoDDs Liaison Officer (18 SPTG/CD) will:

4.1.1. Supervise the School Bus Monitor Program Administrator.

4.1.2. Set policy guidelines for the Bus Monitor Program in accordance with the policies of the 18th Wing Commander and Senior Service Commanders on Okinawa.

4.1.3. Act as appeal authority in disputes between the sponsor and bus monitor program staff (See [Attachment 5](#)).

4.1.4. Modify or remit any suspension actions in specific incidents as deemed appropriate.

4.2. The Program Administrator will:

4.2.1. Supervise School Bus Monitor Program employees.

4.2.2. Manage training, scheduling, investigation, and disciplinary activities as stated in this instruction.

4.2.3. Answer complaints, comments, and suggestions about the school bus monitor program or free/reduced lunch program. Elevate complaints to Education Activity Liaison Officer when appropriate, or refer to appropriate agency.

4.2.4. Publish a monthly report for all Senior Service Commanders, DoDDs Liaison Officer, and unit commanders reporting personnel who missed monitor duty and children suspended from the school bus.

4.2.5. Investigate all verbal/written reports of bus monitor misconduct on the bus. Investigations will be done within 5 duty days of the date the incident is reported.

4.2.6. Counsel bus monitors by phone or in person for infractions of procedures or misconduct while acting as bus monitor. Initiate a formal complaint to unit commanders for serious infractions

of procedures or misconduct while acting as bus monitor. Complaints to unit commanders will be made through the DoDDs Liaison Officer.

4.2.7. Ensure all equipment and surveillance cameras are serviced when needed.

4.2.8. Develop, revise, and implement 18 WGI 24-301, *School Bus Monitor and Free/Reduced Lunch Programs (PA)* in accordance with the policies of the DoDDs Liaison Officer and 18th Support Group Commander.

4.3. The School Bus Monitor Program Assistant will:

4.3.1. Schedule sponsors for monitor duty. Departing sponsors must complete bus duty before their DEROS. Due to limited availability of monitor days, duty may have to be performed on a bus other than what their children ride. Monitors may be tasked to monitor other buses after arrival at the Bus Registration Office, however, this action will be kept to a minimum.

4.3.2. Schedule all future bus runs not previously scheduled with a monitor by scheduling newly registered personnel or by random selection from the registration file.

4.3.3. Compute bus monitor days. There are three types of bus runs:

4.3.3.1. A “kindergarten home only” run will pick up one set of children at school; and return the children to their assigned bus stops. This run will take approximately 2 hours and **equals one half of a bus monitor duty day.**

4.3.3.2. A “single run bus” will pick up one set of children in the morning and deliver them to school. The same bus will pick up the same children from school in the afternoon and return them to the bus stops. A “single bus run” will take approximately 2 hours in the morning and 2 hours in the afternoon and **equals one bus monitor duty day.**

4.3.3.3. A “double bus run” will pick up one set of children in the morning and deliver them to school. Then the same bus will change numbers, pick up a second set of children, and deliver them to school (not necessarily the same school). The “double bus run” is approximately 3 hours in length and **equals 1 bus monitor’s duty day.** The “double bus” will run again in the afternoon to take both sets of children back to the bus stops. Therefore, if a monitor accomplishes the morning and afternoon “double bus runs,” they receive credit for **2 bus monitor duty days.**

4.3.4. Contact bus monitors by telephone when changes are made to the School Bus Schedule. Changes may be made due to early school closings or cancellation of specific bus routes. When schools are closed due to unexpected circumstances, all bus monitors will be scheduled a make-up day. An announcement on Far East Network radio and television will be made. Individuals scheduled for bus monitor duty that day will not be contacted in person.

4.3.5. Prorate a sponsor's unperformed monitor duty when de-registration occurs. **De-registration does not automatically excuse the sponsor from bus monitor duty.**

4.3.6. Initiate the following actions when bus monitor duty is not performed.

4.3.6.1. On the first no-show, the sponsor will be notified of the missed duty, rescheduled for a make-up day, assessed one penalty day, and a no-show letter will be sent to the sponsor’s unit commander.

4.3.6.2. On the second no-show, the sponsor will be notified of the missed duty, automatically

de-registered from the School Bus Program for the remainder of the school year, released from all monitor commitments, and a no-show letter will be sent to the sponsor's unit commander. The sponsor's children will no longer be eligible to ride the school bus.

4.3.6.3. Reschedule individuals immediately to another bus if they miss their afternoon shuttle bus. If no other bus is available, the monitor will be rescheduled for duty on another day and will be given a penalty day. Individuals who miss are not excused from duty.

4.3.7. Report all missed monitor duty to the Program Administrator.

4.3.8. Reinstate the sponsor if a request letter is received from the sponsor's unit commander. The letter must state the necessity for reinstatement and the sponsor's attitude and ability to perform bus monitor duty. The sponsor will then be tasked with the original number of bus monitor days for the rest of the school year plus applicable penalty days. Continued dereliction of bus monitor duty after reinstatement will result in permanent de-registration without appeal.

4.3.9. Reschedule bus monitor days in compliance with paragraph **4.3.10**. Days that have been rescheduled will not be rescheduled a second time unless one of the conditions in paragraph **4.3.10** below is met.

4.3.10. Rescheduling of bus monitor duty, within 10 school days prior to the scheduled duty, is allowed for the following reasons with appropriate documentation: short-notice TDY/TAD or PCS if the monitor gives the bus office a copy of orders or other official documentation for verification, emergency leave or medical crisis if a leave slip is presented for verification, and duty commitments if the bus office receives a written request from the sponsor's commander.

4.3.11. Ensure all sponsors receive current instructions when scheduled for bus monitor duty.

4.4. The School Bus Monitor Program Investigator will:

4.4.1. Investigate incidents and complaints of misbehavior on school buses within 5 school days after receiving a verbal or written report.

4.4.2. Investigate by watching surveillance videos, interviewing participants of incidents, students, parents, bus monitors, and the staff.

4.4.3. Initiate corrective or penalty action. Penalties imposed for student misconduct will run consecutively based on the number of incidents documented on each child (see **Attachment 1**, **Attachment 3**, and 4). Misbehavior will not be excused in the absence of a bus monitor. The **sponsor** and student are held responsible for misbehavior and are accountable for it. All incidents and actions taken will be recorded and reported to the Program Administrator.

4.4.3.1. Corrective actions taken by the Bus Registration Office include: visiting the school bus to speak to the children, telephone consultation with the sponsor or spouse, and counseling by letter. Corrective action **may be** taken instead of penalty action. Corrective action will never be taken concerning actual safety hazards or illegal activities.

4.4.3.2. Penalty action includes the recovery of money from the sponsor for vandalism, temporary suspension of bus riding privileges, and permanent suspension for the length of the sponsor's tour.

4.4.3.3. The Department of Defense Education Activity/Pacific Management Transportation Office will send out the billing letter for any damage to the school bus which is caused by the

bus rider's misconduct. Notify the 18 SPTG/CCEB staff the name of the student, beginning date of the suspension and the ending date of suspension when a student is suspended from the cocurricular buses.

4.4.4. Notify sponsor by telephone and letter. The suspension will be calculated using the school calendar published by the DoDDS Regional Headquarters on Okinawa. Only actual school days will count as a suspension day. Suspensions will begin the school day after notification is made to the sponsor or spouse. Suspensions not completed during the academic year will carry over to the next school year. Appeals may be made to the Bus Program Administrator or elevated to the Education Activity Liaison Officer when required. Proper suspension appeals' process must be followed (See [Attachment 5](#)).

4.4.5. Arrange office consultations with parents within 5 duty days of the incident to view surveillance tapes or discuss incidents. Office consultations are made at the request of the parents. Child participation in consultations is encouraged.

4.4.6. Report illegal activities to proper authorities.

4.5. Bus Monitors will: Be responsible to keep track of scheduled days and meet obligations. Avoid requesting changes to scheduled bus monitor days unless absolutely necessary. Ensure changes are requested at least 10 school days prior to the assigned day. The following steps must be taken to request a change:

4.5.1. Identify a valid request based on military necessity or personal crisis (short-notice TDY/TAD, emergency leave, etc.). Sponsors are responsible for planning for routine contingencies such as planned exercises. Changes will not be made solely for personal convenience.

4.5.2. Attempt to obtain a substitute (spouse or anyone over 18 years of age with an ID card) to do bus duty. Substitutes cannot be a DoDDS student.

4.5.3. Regardless of arrangements made, sponsors are still accountable for missed duty. The sponsor must ensure their substitute is aware of all responsibilities associated with monitor duty. All infractions of procedures and bad conduct by the bus monitor will be investigated and the sponsor will be accountable. See [Attachment 2](#) for specific instructions concerning bus monitor duty.

5. Free and Reduced Lunch Program:

5.1. The United States Department of Agriculture (USDA) Child Nutrition Lunch Program enables students attending Department of Defense Dependents Schools (DoDDS) offering lunch meals to receive free or reduced meals if the total household size and income meets established eligibility criteria. AAFES School Lunch Program on Okinawa offers nutritional lunches to students attending all Okinawa DoDDS. All meals are nutritionally balanced in accordance with USDA standards.

5.2. If you feel you are qualified and would like to participate in this program, complete 18 WG Form 37, **Application for Free/Reduced-Lunch Program (PA)** at the School Bus Registration Office.

5.3. Only the sponsor will be allowed to sign the 18 WG Form 37. If the sponsor is not available, a Power of Attorney is required.

5.4. After approval, you must update your application if your income decreases or increases by \$49.00 a month or \$599.00 a year or if family size changes.

5.5. A random audit will be conducted during the school year to verify applications. Deliberate misrepresentation will subject sponsors to prosecution under applicable Federal statutes or other regulations.

5.6. 18 WG Form 37 is reviewed and accepted at the School Bus Registration Office. However, AAFES sells lunch coupons at base exchange cashier windows. Parents who qualify for reduced meals will present 18 WG Form 37-1, **DoDDs Meal Program Authorization Card - Reduced**, to receive reduced price coupons. Parents who qualify for free meals will present 18 WG Form 37-2, **DoDDs Meal Program Authorization Card - Free**, to receive free coupons. Reduced price and free meals will only be served to children who have AAFES-issued coupons.

6. Prescribed Forms: 18 WG Form 36, **Bus Monitor Registration Card (PA)**, 18 WG Form 37, **Application for Free/Reduced Lunch Program (PA)**, 18 WG Form 37-1, **DoDDs Meal Program Authorization Card - Reduced**, and 18 WG Form 37-2, **DoDDs Meal Program Authorization Card - Free**.

JAMES B. SMITH, Brigadier General, USAF
Commander, 18th Wing

Attachment 1**RULES FOR SCHOOL BUS PASSENGERS**

A1.1. Carry your bus pass with you each day. Do not loan your bus pass to another individual. Do not ride a bus that is not marked on your bus pass.

A1.2. Present your bus pass to the bus monitor for inspection upon entering the bus. Cooperate with the bus monitor by giving your name and parents name when requested.

A1.3. Find a seat to sit in. You may have to share a seat with another student. Sit properly, with your bottom fully on the seat. Kneeling or squatting is not allowed. Once you are sitting, do not stand or move about the bus. Do not change seats unless directed by the bus monitor, or to ensure your own or another person's safety.

A1.4. Do not litter.

A1.5. Keep all windows closed unless given permission by the bus monitor or driver to open it. Do not play with the window shades.

A1.6. You may not play radios, listen to headphones, or play electronic games.

A1.7. You are encouraged to read, study, or talk quietly.

A1.8. Follow the basic rules of common courtesy and treat all individuals with respect.

A1.9. You may not eat, drink, or chew gum on the bus.

A1.10. Follow directions of the bus monitor and driver the first time you are told. If you are uncooperative, or continue to misbehave, disciplinary action may be levied.

A1.11. When you reach your destination, gather your belongings and safely exit the bus after it has come to a complete stop.

A1.12. Keep your hands to yourself and do not horseplay. You are not allowed to strike or touch other bus riders.

A1.13. Do not destroy or deface the bus at any time.

A1.14. School bus transportation is a privilege, not a right, it may be suspended or revoked. Suspension or revocation from one bus is suspension or revocation from all buses.

Attachment 2**INSTRUCTIONS FOR BUS MONITOR**

A2.1. Failure to actively monitor children and/or failure to follow these instructions will result in additional monitor duty or suspension of bus privileges. Serious misconduct by a monitor will be reported to their commander.

A2.2. Sign in at the Bus Registration Office for each scheduled run before bus departure. You may not catch the bus at a bus stop. Individuals who do not sign-in at the registration office will be considered a no show.

A2.3. Pick up a monitor binder and carefully read over the instructions.

A2.4. Ensure you know which bus you are scheduled to monitor. Morning monitors are picked up at the front of the School Bus Registration Office by the bus they monitor. Most afternoon monitors take a shuttle bus from the bus office to the school where they catch their bus. These "shuttle buses" are annotated on the sign-in sheet. Missing the shuttle bus will not excuse you from bus monitor duty.

A2.5. Ensure proper courtesies are extended to all people and adhere to the following rules of personal behavior.

A2.5.1. Do not use profanity.

A2.5.2. Do not eat, drink, or smoke on the bus.

A2.5.3. Do not read, listen to headphones, or play electronic games while children are on the bus.

A2.5.4. Do not touch the children except to prevent injury or in an emergency.

A2.5.5. Be alert and take time to listen to children if there is a problem.

A2.5.6. Avoid confrontations with parents, however, if a hostile situation arises, be calm and professional.

A2.5.7. Try to resolve all incidents to the best of your ability. You are the first line of discipline and our goal is to resolve incidents before penalty action is required.

A2.5.8. Greet each group of children in a firm and authoritative voice. Establish your presence as a friendly but no nonsense adult.

A2.5.9. Do not confiscate bus passes from children unless you have been instructed to do so by Department of Defense Education Activity (DoDEA) authorities (e.g., using someone else's bus pass) or Bus Monitor Program Staff.

A2.5.10. Deny children (grades 7-12) without bus passes access to the school bus.

A2.5.11. When a child from grades K-6 is without a bus pass, or an authorization letter from their parents, they may ride the bus for that day only. Turn in names of all students without bus passes to School Bus office personnel.

A2.5.12. Stand inside the front door of the bus and verify bus passes prior to the children's entry on the bus. Deny entry to students with the wrong bus number. High School students (grade 7-12) will not ride elementary buses (Grade K-6) and vice versa.

A2.5.13. You may seat all the children yourself, and separate children who are being rowdy or participating in horseplay. You may also seat children who are creating disturbances near you to better maintain control of the situation.

A2.5.14. Monitors are encouraged to stand in order to better view all children. Ensure you hold onto the rails, the ceiling, or seats when standing or moving. Sit in the middle of the last seat of the bus. From this position, you will be able to observe all children on the bus. Feel free to move about the bus to maintain discipline. Do not sit in the front seat while children are on the bus.

A2.5.15. Stop misconduct as specified in **Attachment 1**. Instruct individuals involved in misbehavior to stop. Assure them a recurrence will result in their name being turned into the Bus Registration Office. Realize some children require to be told several times.

A2.5.16. Break up fights as quickly as possible by pulling them apart, standing or sitting between them, and seating the students involved in separate areas of the bus.

A2.6. If an accident occurs, the monitor's primary responsibility is to ensure the safety of the children. Follow these guidelines:

A2.6.1. Ensure the emergency and front door of the bus are open, and assist children off the bus to a safe area.

A2.6.2. Do not move unconscious or severely injured children unless the child risks more serious injury by not being moved.

A2.6.3. Do not perform risky first aid procedures which you have not been trained for.

A2.6.4. Ensure emergency assistance is requested.

A2.6.5. Ensure the Bus Registration Office is notified at 645-2431 or 645-2360. From off base dial 892-5111.

A2.7. Remain on the bus until all children are off and the bus returns to the Bus Registration Office. If a child misses a stop, bring them to the Bus Registration Office. Never leave a child alone on the bus.

A2.8. Complete a walk through from the back to the front of the bus looking into each seat. Check for any children, items, and trash left on the bus. Some of our bus runs are long and younger children occasionally fall asleep while riding the bus. If you find a child on the bus, bring them to the Bus Registration Office and we will contact the parents. Any other items you find should also be brought to the Bus Registration Office for disposition.

Attachment 3

GUIDELINES FOR CATEGORIZING STUDENT MISCONDUCT

Category 1 Behavior	Category 2 Behavior	Category 3 Behavior	Category 4 Behavior
Standing and moving while the bus is in motion.	Littering	Possession of any harmful substance or item such as: paint, insecticide, or cigarette lighters.	Burning of any material (including cigarettes or pipes).
Extending any item or part of the body from the bus.	Consuming food or drink to include candy and gum, using chewing tobacco.		
Participating in/or encouraging horseplay.	Excessive noise.	Spraying another individual with hair spray, perfume, etc.	Possession of illegal drugs, alcohol, or prescription drugs not prescribed for bus rider who possesses it.
Use of any spray such as hair spray, perfume, deodorant, etc.	Spitting or using saliva in any manner.	Aggressive behavior such as punching, kicking, slapping (May also be classified as illegal activity depending on severity).	Possession of pornography.
Running or jumping.	Gambling		Vandalism
Swinging on ceiling use of or seat rails.	Obscene gestures or speech.		Smoking or tobacco products.

**Category 1
Behavior**

Throwing or shooting objects in any way.

No bus pass, riding unauthorized bus, loaning bus pass, using another person's bus pass, using fake bus pass.

**Category 2
Behavior**

Use of profanity, being disrespectful.

Making derogatory, racial, ethnic or sexual remarks.

Disobeying or ignoring the bus monitor or driver, failure to present a bus pass or name when requested.

Harassing or creating an intimidating environment.

**Category 3
Behavior**

Serious assaults/battery.

**Category 4
Behavior**

Possession of knives, pellet guns, BB guns, or any item used or configured to be used as a weapon.

Theft

Indecent exposure

Attachment 4

**CORRECTIVE AND PENALTY ACTION CHART
STUDENT MISCONDUCT**

**THE PROGRAM ADMINISTRATOR RESERVES THE RIGHT TO ASSIGN PENALTIES ON
A CASE-BY-CASE BASIS**

	GRADES	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Category 1 Behavior	K - 6 7 - 12	5-day suspension 15-day suspension	10-day suspension 30-day suspension	20-day suspension Permanent	Permanent
Category 2 Behavior	K - 6 7 - 12	5-day suspension 15-day suspension	10-day suspension 30-day suspension	20-day suspension Permanent	Permanent
Category 3 Behavior	All	20-day suspension	30-day suspension	Permanent suspension	
Category 4 Behavior	All	Permanent suspension & notification of authorities			
Riding the bus while under suspension or revocation of privileges	All	10 Days		Permanent Suspension	

Vandalism - Suspension is based on severity - Includes recovery of money

NOTE: When a student commits more than one offense during a ride, each offense will be penalized individually. Suspension will run consecutively.

EXAMPLE: If a student is using profanity and possessing a cigarette lighter on the same day, the student will incur one penalty for using profanity and one for possessing a cigarette lighter.

I.E., USING PROFANITY (K-6) 5 DAYS, (GRADE 7-12) 15 DAYS

POSSESSING A CIGARETTE LIGHTER: 20 DAYS

The above example would result in 25 days suspension for grades K-6, and 35 days suspension for grades 7-12.

Attachment 5

DISCIPLINARY PROCESS AND APPEALS

A5.1. The investigator will investigate all alleged incidents of misbehavior. Upon completion of the investigation, the investigator will make a determination on the validity of the report and stated facts. The investigator will then notify the sponsor of any child whom disciplinary action is taken against within 5 duty days.

A5.2. If the sponsor has a disagreement with the investigator's decision, the sponsor may elect to appeal the decision to the School Bus Monitor Program Administrator (Supervisor). However, appeals will only be granted if the sponsor has watched video surveillance upon the investigator's request. If the sponsor elects to appeal the decision, the Administrator will schedule an appeal meeting with the sponsor and the sponsor's child. All appeal meetings will be held during normal duty hours. At the appeal meeting, the Administrator will hear the sponsor's presentation of facts as they believe them. The child will also be given an opportunity to make a presentation in defense of himself/herself. The child will address all adults respectfully throughout this meeting. This is an administrative process and it will be handled accordingly. If the child's or sponsor's behavior is not conducted in an appropriate manner, they will be dismissed and no further action will be taken on the sponsor's appeal.

A5.3. After the Administrator meets with the sponsor and child, the Administrator will compare the investigator's presentation of facts with those presented at the appeal meeting. The Administrator will then make a determination of the facts and discipline to be taken. The sponsor will be notified within 24 hours of the Administrator's ruling.

A5.4. If the sponsor disputes the Administrator's decision and wishes to appeal the case further, they must notify the Administrator of their decision. The Administrator will then issue the sponsor a letter (addressed to the sponsor's unit) stating the respective case has been reviewed, the administrator has made a ruling on it, and the sponsor wishes to appeal it further. The sponsor will sign this letter under a statement stating they wish to appeal the case to the DoDDs Liaison Officer, and they understand the ruling of the DoDDs Liaison Officer is final.

A5.5. The sponsor must then take this letter to their respective commander. The commander must endorse this letter under the statement he believes the case to be exceptional, it warrants further review, and requests the Education Activity Liaison Officer review the case.

A5.6. After the sponsor and his/her commander has signed the letter, it must be turned into the School Bus Program Administrator. The supervisor will then provide the DoDDs Liaison Officer with a copy of the letter. The DoDDs Liaison Officer will then set an administrative hearing with the sponsor, child, and an appropriate unit representative (i.e., first sergeant, section commander, executive officer), and hear the sponsor's presentation of the facts. The squadron representative will then have a chance to make any presentation they feel is appropriate (i.e., why this is an exceptional case). This is an administrative hearing and it will be conducted as such. The child will address all adults respectfully. If the child or sponsor behaves inappropriately, the administrative hearing will be immediately dismissed and no further action on the appeal will be taken. After the hearing, the DoDDs Liaison Officer will compare the sponsor's presentation of facts with those of the investigator's and make a final ruling. The sponsor will be notified of

the final ruling by telephone within 48 hours. The phone notification will be followed by written notification to the sponsor and their respective unit.