

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 520
STUDENTS**

SCHOOL BUS CONDUCT GUIDELINES

Section I: Complaint Resolution: All complainants are urged to first discuss the complaint with the school bus driver involved before any action is taken. The Transportation Supervisor serves as the first level of appeal in regard to all complaints about school bus conduct/discipline. Complaints, which are not resolved at a given level, may be appealed to the next higher level: Safety Services Manager, Director of Operations, Superintendent (or Designee), Board of School Trustees, respectively.

The Transportation Supervisor will review and respond to each informal complaint on an individual basis as quickly as possible. If the problem is not resolved at that level, the complainant may submit a formal written complaint according to the due process procedure.

Section II: Due Process: Any formal complaint in regard to school bus conduct/discipline must be presented directly to the Transportation Supervisor in writing on a "Transportation Department Complaint Form" and signed by the complainant. The Transportation Supervisor will investigate the complaint, confer with the school bus driver and/or complainant as necessary, and respond in writing within 15 calendar days. If a satisfactory agreement is not reached, either party may appeal to the next higher level of complaint resolution within 10 calendar days. All facts brought out at any level will be made available to the next higher level in the appeal procedure. The Board of School Trustees is the final level of appeal. All decisions of the Board of Trustees will be final.

Adopted: August 23, 1994
Revised: November 26, 2007
October 9, 2012 - Title Change