

2009 - 2010

Waxahachie I. S. D.



Regular Bus Rider's Rules
& Safety Handbook

Waxahachie I. S. D. Regular Student Bus Rider Safety Handbook

Dear Parent:

The Waxahachie Independent School District provides bus transportation to and from school [as a courtesy service for eligible students residing in the district](#). The State of Texas prescribes the conditions governing school bus operations and funds the service by allotting the district a given amount for eligible students transported.

Eligible students are defined by State statute as those residing in the district at least two miles from the school they should attend, as measured by the shortest practical route. The shortest practical route is the nearest traveled public road, which may or may not be the road used by you or the school bus and is measured to or from both addresses. Address eligibility is continually audited. When an address is found to be ineligible (because of street openings, construction changes, student change of address, etc.), notification will be made as soon as possible with a reasonable grace period allowed for parents to locate alternate means of transportation.

In order to meet the conditions outlined by the State and provide safe, prompt movement of eligible students, the school district has adopted standard regulations and procedures and has provided disciplinary measures for violations of bus rules. They are herein outlined for your information and for the guidance for your child.

The school district is pleased to provide transportation for its eligible students and solicits your assistance in helping create a safe, healthy operation. You may help by reading the enclosed material and acknowledging receipt by completing and returning a current bus rider's contract to the student's campus office. We ask your cooperation with school personnel in developing proper behavior patterns for those pupils who ride WISD buses.

If you need information concerning bus routes, call the Transportation office at 972-923-4632 or use the "Street Search" on our web site at www.trans.wisd.org.

If you should need information concerning student bus safety referrals please contact your student's principal.

Thank you,

Gary Coffey,
WISD Transportation Department Supervisor

Parents and Regular Bus Riders,

The goal of this Regular Bus Rider's Handbook is to help provide a safe and enjoyable experience for children who ride school buses. Parents should take time to read and discuss the material in this handbook with their children. **Riding a regular school bus is not a state requirement**, it is a privilege provided by the school district and should be treated as such. School buses may not be able to navigate all streets in the district due to width, surface, construction, weather, or other accessibility constraints. Please be understanding of the nature of School Bus limitations vs. private vehicles.

Student bus rider contracts are to be completed and returned to the campus within 5 days after receipt.

GENERAL RULES

1. Obey the instructions of the bus driver. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with the driver. Bus contracts must be renewed each school year or for each new address change but only one address at a time may be used for bus service.
2. Board and leave the bus at your designated bus stop only.
3. **Non-Eligible Students ARE NOT ALLOWED TO RIDE To Or From School With Friends.** Only students who are eligible to ride will be transported. Everyone must ride their assigned bus to and from their assigned bus stop. Registered, eligible riders must have a signed Emergency Bus Rider Request from their principal to ride with another student or get off at a bus stop other than your own. The request must be given to the driver when you board the bus. **These are only good 3 times per school year and then only at a principal's discretion.**
4. It is the responsibility of the parent to provide transportation to school if a child misses the bus. Make prior arrangements for such an occurrence.
5. Buses may be equipped with an audio/video observation systems. (The Federal Family Educational Rights and Privacy Act (FERPA) prohibits a school district from allowing parents to view children...on videotape, and this law is further incorporated into our state's Open Records / Public Information Act.)

PROCEDURES FOR WAITING FOR THE BUS

1. **Be at your bus stop at least 8 minutes before scheduled pick up time. Driver will not stop, honk, or wait. Riders must be visible to approaching bus.**
2. Stand on the sidewalk, or back from the roadway about 10' while waiting for the bus but be sure you are visible to the driver before the bus reaches your stop. If you are in a darkened area you may wish to use reflector markings or a flashlight.
3. When the bus approaches form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop and the driver signals you to board.
5. If you miss the bus, go home immediately. Parents should have a backup plan for you to get to school. The same applies when going home from school. Students will be returned to schools if they are undeliverable at their stops for any reason.
6. Parents must instruct your children on what to do if they miss their bus.
7. The school bus is an extension of the classroom; all school rules and regulations apply. These include conduct, dress code and safety rules.

GETTING ON THE BUS

1. Do not push or shove.
2. Use the handrail and steps properly.
3. Go quickly to your assigned seat. The bus will not move until all are seated.
4. Usually students from the first stop will be assigned in the back of the bus, until the last students picked up are seated in the front. **However, at their discretion, drivers may assign other seats if this does not work.**

CONDUCT ON THE BUS

1. Immediately sit and remain properly seated in your assigned seat while the bus is moving. Do not stand, move or change seats while on route.
2. A student shall not refuse to sit in an assigned seat or deny anyone a place to sit.
3. Students are expected to remain seated for the duration of the trip, and remain seated until the bus door opens at their stop.
4. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
5. Scuffling, fighting, horse playing, the use of objectionable, obscene, vulgar or profane language or gestures are forbidden.
6. Do not throw or display objects inside or outside the bus.
7. Do not mark, cut, or scratch any part of the bus. The person who is responsible for the damage will pay vandalism costs and may lose their bus privileges for the year.
8. Emergency doors, windows, exits, hatches or other bus controls should be used only during supervised drills, or actual emergencies.
9. Students shall never attempt to operate the passenger door or other driver controls except in case of emergency.
10. Students shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle.

GETTING OFF THE BUS

1. Stay seated until the bus is completely stopped, stand and walk only on the bus floor. Gather all belongings before you reach the bus stop.
2. Use the handrail(s) and take one step at a time, when boarding/leaving the bus.
3. Wait your turn to get on or off the bus. Pushing and crowding will only slow others down and may cause an accident or injury.
4. Keep loose clothing, drawstrings and other items away from handrail(s). Everything should be in your pockets or backpack, if possible.
5. Stay clear of the bus. Do not chase, hit or hang onto the bus at any time.
6. If any article drops or rolls near or under the bus, DO NOT go after it. Go to the bus door and ask the driver for help.

CROSSING THE STREET OR HIGHWAY

1. All students living on the left of the roadway shall exit the bus and move to a point 15 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. NEVER cross the road BEHIND the bus.
4. CAUTION: Be alert for the vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections or marked crosswalks whenever possible. Obey all traffic signals and signs on your way home.

PROHIBITED ITEMS not allowed on a school bus

- 1. Tobacco products or any strong odors.**
- 2. Animals or insects, caged or otherwise.**
- 3. Glass containers of any sort or fashion must not be out or visible.**
- 4. Alcoholic beverages may not be brought on board for any reason.**
- 5. Weapons, explosive devices or any flammable item, drugs, or chemicals may not be visible or in use.**
- 6. Any object (musical instruments, shop project) too large to be carried safely by the student. All other items must be kept on the student's lap at all times.**
- 7. Any object (crutches, balloons, etc.) that may cause injuries, block exits, seat space, walk space or the driver's view or that delays the route during boarding or exiting the bus. All other items must be kept on the student's lap at all times.**
- 8. Matches or cigarette lighters (lighted or not), laser lights or flash paraphernalia may not be exposed or in use while on a school bus.**
- 9. Food, drink or littering. Eating or drinking on the bus is a choking hazard. Littering is a health hazard and is dangerous to everyone's safety. All are not permitted.**
- 10. Radios, CD, MP3, Ipod, tape players, Cell Phones, etc. played too loudly or that cause any disturbance are a distraction to the driver, are hazardous and are not permitted to be out, in use, visible or audible while students are on board the bus.**

ACCIDENTS OR EMERGENCIES

- 1. Always follow the driver's instructions.**
- 2. Remember your mandatory Bus Evacuation Training video and class training.**
- 3. If you must leave the bus, stay in a group.**
- 4. The following procedures will be used for evacuation in an emergency situation.**
 - a. The student nearest the back/side door will open it and hold it open.**
 - b. Leave the bus in a single file as quickly and as quietly as possible.**
 - c. Do not attempt to take personal belongings with you.**
 - d. Evacuation will start with the seat closest to the front or back door.**
 - e. Once outside the bus, follow the driver's instructions completely.**

EXTRA CURRICULAR TRIPS

- 1. Bus rider rules apply to all school sponsored events.**
- 2. Student control and discipline will be the responsibility of the building administrator and the trip chaperone or sponsor.**
- 3. The bus must be clean when returning from the trip. Chaperones and sponsors must verify that the bus is in the same condition it began in.**

Bus Safety Referrals and Campus Discipline

One method the driver uses in maintaining proper control of the bus environment is the Bus Safety Referral system. Other methods include the Seating Chart, Silence, Windows Up and Delay of Route. We mainly use the Safety Referral system and the Seating Chart.

As such, it is of priority concern that the Safety Referral system be adhered to for the ultimate safety of students on board our school buses. Additionally, drivers, campus security or administrators and law enforcement have the right to file criminal complaint charges against violators as applicable.

The school bus is an extension of the classroom; the Campus Administrator will administer discipline with assistance from the bus driver referral, Transportation supervisors and video footage, if available. All laws, TEA regulations & school board policies that apply to student conduct during regular bus routes and other student related activities apply to the school bus.

Actions and behavior on board a school bus may create additional dangers that might not exist on campus or in the classroom and must often be considered in a different light. Students boarding, riding or exiting the bus can distract the bus driver from safely handling the school bus, which could lead to accidents or injuries.

Transportation-to-campus steps and resultant consequences for improper/unsafe conduct on the bus include, but are not limited to, the following:

STEP 1

- a) A bus conduct report is written and may be forwarded to the campus administrator immediately or with a subsequent report.
- b) The report(s) should be sent home for parent signature and returned to the campus administrator then back to the Transportation department with action taken noted.

STEP 2

- a) A bus conduct report is written and forwarded to the campus administrator.
- b) The bus student is denied ALL bus privileges for 3 days.
- c) The report is sent home for parent signature and returned to the campus administrator then back to the Transportation department with action taken noted.

STEP 3

- a) A bus conduct report is written and forwarded to the campus administrator.
- b) The bus student is denied ALL bus privileges for at least 10 days.
- c) The parent is telephoned and the conduct report is sent home for parent signature and returned to the campus administrator then back to the Transportation department with action taken noted.
- d) A conference with a transportation supervisor, the campus administrator, a parent, and the student will be held before bus riding privileges may be resumed.

STEP 4

- a) A bus conduct report is written and forwarded to the campus administrator.
- b) The student is denied ALL bus privileges for the remainder of the year.
- c) The parent is telephoned and the conduct report is sent home for parent signature and returned to the campus administrator then back to the Transportation department with action taken noted.

- 1] A parent conference may be called at any time by the campus administrator or a transportation supervisor, if a serious misconduct occurs.
- 2] The administrator or a transportation supervisor has the authority to skip steps for serious violations or to repeat steps if the misconduct is not repetitious or a serious safety or legal violation.
- 3] If any WISD monetary loss or property damage is sustained, the student/parent will be billed and no further bus service will be allowed, pending restitution and other action taken.

Waxahachie ISD 2009-2010 Regular School Bus Rider Contract

Bus Rider Safety Handbooks are available at the WISD Transportation office or www.trans.wisd.org . These are basic guidelines only.

Bus riding privileges may begin 3 days after this form is completed, received at and verified by Transportation.
*****Any address change must be updated in your child's campus computer records first then notify WISD Transportation Services.*****

- 1) This student will be allowed to ride 1 bus to and from their campus and their enrolled address only as assigned.
- 2) The legal Parent or Guardian, as listed at school, must make any changes, as needed, to the child's school office immediately for any permanent change of address or phone number. A new bus contract is due each year if a child is going to ride or for a change of address.
- 3) You may be required to show proof of residence. This could change both the bus stop and the route he/she rides. Student may have to go up to ½ mile, along public roadways, from the street of residence to nearest bus stop. Not all streets are passable by buses.
- 4) In case of an emergency YOU should notify the campus principal in person or in writing prior to the close of school. On a temporary, day-by-day basis, they may issue an Emergency Bus Rider Slip (EBRS) up to 3 times per school year, if the Principal determines it is warranted. **NOTE: The driver is not allowed to take a written note to transport a child to any other bus stop.** Continued bus service depends on YOUR proximity to the child's campus and discipline management policies in place at the time.
- 5) The student must be available to ride to/from campus by being at his/her appointed stop no less than 8 minutes prior to scheduled pick up and immediately following dismissal from school. Drivers will not stop, honk or wait. Adults are not required to be present at the stop.
- 6) **Bus stops where students do not ride on a regular basis may become inactive.** YOU and your child should make alternate arrangements, **in advance**, in case either of you is not able to be at the appointed loading spot at the scheduled time. Buses **will not** turn around or make second passes for any reason. This endangers everyone along the route and delays the bus. Students may not ride buses other than the one they are assigned to. Student may not ride another bus without a principal & Transportation supervisor's prior consent.
- 7) Large/other objects that are hazardous to students or driver, take up seat space or block aisles, exits or the driver's view are not allowed.
- 8) Read the handbook on our web site for more detail or contact Transportation Services for clarification at 972.923.4632.
- 9) Video recordings used on board WISD buses will be viewed only by designated WISD personnel or law enforcement agencies only, for legal reasons of individual privacy. (Federal Family Educational Rights and Privacy Act – FERPA)
- 10) **No one is allowed to approach the bus** at any time except "AUTHORIZED" Transportation Personnel, School District Officials and necessary Law Enforcement personnel. **No one is allowed to board a WISD school bus** except "AUTHORIZED" Transportation Personnel and duly registered, bus eligible WISD students. Call WISD Transportation for any question or problems with the bus.

11) Disruption of Transportation is a \$500 fine (Ed. Code 37.126)

NOTE: Students must live outside a 2-mile distance, (shortest route) along public roads, to or from their assigned campus to be eligible for bus service according to TEA regulations. Any changes may alter their eligibility & their route assignment. Elementary riders may be allowed service within that distance as deemed necessary by the WISD School Board.

Keep the handbook and above information for future reference. Detach and return the contract form below. THANK YOU.

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***Complete & return this form to your school office: El fondo del retorno de formulario a su oficina escolar:**

2009-2010 Regular Bus Rider Contract - Contrato del Pasajero del Camion

This student and I (signed as Parent below) agree to read the Bus Rider's Handbook online at www.trans.wisd.org and to abide by it's safety rules. In general, all Classroom Rules shall apply. You must keep your address and phone numbers up to date at the school your child attends.

El estudiante (en lista abajo) y yo (el padre firmado abajo) leeremos el libro de reglas del pasajero del camión y seguiremos las reglas que aplican. Como regla general, toda regla del salón aplicara. Su dirección y teléfono será verificado con los archivos de la escuela a través de la computadora.

STUDENT'S LAST NAME (PRINT ALL) APELLIDO DE ESTUDIANTE, (Por favor imprima)	STUDENT'S FIRST NAME PRIMER NOMBRE	MIDDLE NAME Segundo nombre	DATE OF BIRTH Fecha de nacimiento
HOME ADDRESS (Apt-Street Name & Number, City) DOMICILIO, (#de apartamento)	HOME PHONE TELEFONO DE CASA	EMERGENCY PHONE TELEFONO DE EMERGENCIA	
SCHOOL Campus (NOT WISD or Waxahachie) ESCUELA	GRADE GRADO	Student ID # ID del estudiante	AM -or- PM # de ruta del camion

PLEASE USE A SEPARATE FORM FOR EACH RIDER. THIS INFORMATION IS REQUIRED BY THE STATE OF TEXAS. PLEASE, DO NOT CHANGE ANY WORDING ON THIS FORM. THANK YOU!
 Por favor use una forma para cada estudiante. Esta informacion es requerida por el estado de Texas. Por favor no cambia ninguna palabra en esta carta. ¡Gracias!

PARENT SIGNATURE Firma del padre	TODAY'S DATE Fecha de hoy	STUDENT SIGNATURE Firma del estudiante
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Your child will be expected to board & exit the bus without parental supervision and find their way to & from the bus stop and home alone. The district is not required by law to check IDs of adults at bus stops.

Los estudiantes deben ser capaces de ponerse a y de la parada de autobús y a casa sin la supervisión adulta.

La ley no requiere que nosotros comprobemos la identificación del adulto en la parada de autobús.

Please return this form to your school office - Por favor adiestre el retorno este contrato a nuestra oficina.

631 Solon Rd, Waxahachie, TX 75165 – Fax: 972-923-4743 – Office: Telefono: 972-923-4632

***[SCHOOL PERSONNEL: Update Computer, Keep Original on campus, Fax 1 copy only to Transportation]**

Revised March 31, 2009