

BUS RIDER'S SAFETY HANDBOOK

PARENTS and BUS RIDERS

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for children and adults who ride buses. Parents should take time to read and discuss the materials in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such.

GENERAL SAFETY RULES

1. Obey the instruction 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.
2. Board and leave the bus at designated stops only.
3. Only students who are eligible to ride may be transported and must ride their assigned bus.
4. Do not ask to ride home on another bus with a friend, unless there is a note written by a parent and signed through the school office. This note must be presented to the driver or you will not be allowed to ride.
5. Students Pre-K thru 4th grades will not be allowed off the Bus by themselves without a note from parent giving permission for the Transportation Department to do so.

NOTE* It is the responsibility of the parents to provide transportation to and from school if a child misses the bus or is suspended from the bus.

PROCEDURES FOR WAITING FOR THE BUS

1. Be at your bus stop five minutes before scheduled pick-up. Driver will not wait or honk.
2. Stand on the driveway or back from the roadway while waiting for the bus.
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.
5. IF YOU MISS THE BUS, GO HOME IMMEDIATELY.
6. Parents should instruct their children on what procedures to follow if the bus is missed.

7. Students will abide by Jasper I.S.D.'s rules and regulations concerning bus students, including school conduct and dress code.

LOADING THE BUS

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. The bus will not move until all students are seated.

CONDUCT ON THE BUS

1. Remain seated while the bus is moving.
2. Do not change seats. The Driver is authorized to assign seats.
3. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
4. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door opens.
5. Normal conversation is permitted; any loud noises may distract the Driver and create an unsafe condition.
6. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.
7. Do not throw objects inside or out of the bus. Any damages will be the responsibility of the person causing them.
8. Do not mark, cut, or scratch any part of the bus. The person who is responsible will pay vandalism costs.
9. Students shall face forward for the duration of the trip; 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.
2. Use the handrail and take one step at a time when leaving the bus.

3. Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
4. You must use your assigned stop at all times, (A.M. and P.M. routes).
5. Do not chase or hang on to 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 door of the bus and ask the driver for help.

CROSSING THE STREET OR HIGHWAY

1. All students living on the left side of the roadway shall exit the bus, move to a point 10 to 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. Always stay at least ten (10) feet away from the sides of the bus.
5. **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.

PROHIBITED ITEMS

1. Tobacco
2. Live/Dead animals or insects
3. Glass Containers
4. Alcoholic Beverages
5. Weapons, explosive devices, harmful drugs or chemicals. (Any instrument that can be used to harm someone else)
6. Any object (musical instrument, shop project, etc.) too large for the student's lap. All other items must be kept on the student's lap at all times.
7. Matches or cigarette lighters.
8. Food or Drinks (no eating or drinking on the bus is permitted).
9. Radios, tape players, CD players, headsets, or beepers.
10. No hair brushing/combing is prohibited on the bus. (Also includes applying make-up)
11. No laser lights/pens, mirrors, or flashlights. Homework should not be done on the bus. If the driver has to make a sudden stop, pen or pencil could cause serious injury.
12. Perfumes, colognes, body spray, hair spray (aerosol cans, or pump spray containers).
13. Toys of any kind that could cause a disturbance on the bus.
14. Any other items which could be considered a hazard.

ACCIDENTS OR EMERGENCIES

1. FOLLOW THE DRIVER'S INSTRUCTIONS.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
 - A. The student nearest the door will exit first.
 - B. Leave the bus in a single file line as quietly and as quickly as possible.
 - C. Evacuation will start with the seat closest to the door.
 - D. Once outside the bus, follow the driver's instructions completely.

EXTRA-CURRICULAR TRIPS

1. Bus rider rules apply to all school-sponsored events.
2. Discipline, while on a trip, will be the responsibility of the trip sponsor. A student can receive a bus infraction report for conduct during an extra-curricular trip.

SCHOOL BUS DISCIPLINE

The school bus is an extension of the classroom and discipline will be administered by the principals of the school the student is attending. All school board policies that apply to student conduct and other student related activities apply to the school bus.

****Riding a bus in Jasper I.S.D. is a privilege, which may be revoked for failure to comply with the rules of conduct.****

****Your student's safety is our first and foremost concern. Working together will allow us to ensure his/her experience on a Jasper I.S.D. bus is a safe and positive one.****

WARNING!!

PENAL CODE 42.01

THE USE OF ABUSIVE, INDECENT, PROFANE, OR VULGAR LANGUAGE, OFFENSIVE
GESTURES, OR ABUSIVE, THREATENING BEHAVIOR IS A CRIME PUNISHABLE WITH A
FINE NOT TO EXCEED

\$500.00

DISRUPTION OF TRANSPORTATION ED. CODE 37.125

\$500.00 FINE

BUS RULES

FOLLOW THESE RULES

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Co-operate with the driver.
6. Follow directions the first time they are given.
7. Keep all harmful objects (drugs, alcohol, tobacco, weapons, and toys) off the bus.
8. Do not damage bus or equipment.

9. Stay in your seat with your feet on the floor while the bus is in motion.
10. Keep hands, head and feet inside bus.
11. Do not fight, push, or shove.
12. Do not bring animals on the bus.
13. Keep hands, feet, objects and negative comments to yourself.
14. Bus driver is authorized to assign seats.

***THESE RULES ARE POSTED ON EACH BUS**

Special Education Transportation Information

Responsibilities

The safe and efficient transportation of your child relies on the cooperation and efforts of the school staff, the Transportation Department, the Office of Special Education, the bus driver and aide, and you the parent. The following section outlines some of the various responsibilities of those involved.

1. Parent Responsibilities

It shall be the responsibility of the parent to:

- Assist the school by submitting accurate and timely information to be included on the Transportation Request Form, and if applicable, the alternate Bus Plan and Student Emergency Card. Incorrect and untimely information delay the onset of transportation services.
- Inform the school administrator, bus driver and aide of any medical condition or behavior that might affect the student's safety or health on the bus.
- Provide up-to-date emergency information to the school and Transportation Department.
- Assure that an authorized person will be at the bus stop, on time, when the child is dropped off.
- Assure that the student meets the bus at the scheduled time. Buses are scheduled to arrive within a few minutes of the designated time each day. The bus driver is required to wait for two minutes and cannot wait for a tardy student as this creates late pick-up times for other students.
- Inform the school principal and the Transportation Department of any change of address or telephone number as soon as this information is available. If the address change requires rescheduling, 3 working days, depending on the location, may be needed to establish a new route and time schedule.

2. Student Responsibilities

It shall be the responsibility of the student to:

- Obey the rules for bus riders.
- Respect the rights of the other student passengers.
- Be ready at the designated pick-up time.

3. Driver & Aide Responsibilities

It shall be the responsibility of the bus driver, and aide to:

- Notify the parent/guardian of the bus number and approximate time of pick-up and drop-off.
- Be on time for the pick-up and drop-off. The driver is not required to wait for a student for more than 2 minutes. This procedure must be adhered to because of the number of students to be transported in a fixed period of time. If the driver arrives earlier than the designated time of pick-up, he/she must wait.
- Ensure the overall safe operation of the bus.
- Be prepared to provide appropriate first aid.
- Display appropriate care and patience.
- Be located in a position inside the bus that best meets the needs of all students (aide).
- Maintain an emergency evacuation play, listing each passenger, for use by medical personnel in the event of a vehicle accident.

- Be prepared to effectively and efficiently evacuate the bus in the event of an emergency.
- Understand and support the privacy and confidentiality of the families whose children they transport.
- Complete and submit a notice of unsatisfactory conduct to the designated school administrator if a behavior problem occurs on the bus.
- Report to the school administration any significant changes in a child's behavior.
- Assist students on and off of the bus as required by their handicapping condition. At the school, it is the administrator's responsibility to make appropriate arrangements to assist the driver and aide in loading and unloading students.

4. School Responsibilities

It shall be the responsibility of the school to:

- Involve the Transportation Department in any special transportation arrangements that may be necessary.
- Submit timely and accurate updates to the Transportation Department at the end of each year to assist in routing and scheduling for the following year.
- Update the information contained on the Special Transportation Request form when necessary.
- Assure that the students are ready for dismissal at the time established by the principal and the Transportation Department.
- Notify parents of schedule changes that may affect pupil transportation (i.e., early dismissals, inclement weather, etc.)
- Provide appropriate arrangements for those students needing assistance in boarding and discharging from the bus at the school.
- Refer requests by the parent or guardian involving alternate transportation arrangements to the Transportation Department. The school principal or his designee must notify the Transportation Department when approval is given for the student to go home by another method. Notify the Transportation Department if the student arrives at school by means other than the bus and the student requires bus transportation home.
- Accept and act on discipline forms submitted by the bus driver or monitor. The principal or his/her designee is responsible for disciplinary action, including the suspension of the student's transportation privilege, when appropriate.

5. Office of Special Education Responsibilities

It shall be the responsibility of the Office of Special Education to:

- Assist the Transportation Department in getting appropriate updates from the schools at the end of each school year.

6. Transportation Department Responsibilities

It shall be the responsibility of the Transportation Department to:

- Assign each eligible student to a bus. No one may assign a student to a bus or reassign a student to a different bus without the permission of the Transportation Department.
- Determine bus stop locations according to the handicapping condition of the student and the accessibility of the residence.

- Route, schedule and tier special education buses. The routing and scheduling plan will ensure the safest and most effective use of the vehicle. Beyond the onset of the school year, a minimum of 3 working days, depending on the location, may be needed to establish a new route and schedule any pick-up/drop-off changes.
- Address concerns from parents, school administrators, drivers and aides, and the motoring public regarding special education transportation.
- Provide the appropriate training and screening for bus drivers and aides.
- Establish and enforce transportation procedures, rules, and regulations.
- Inspect all buses in accordance with all state and local statutes and regulations.
- Provide assistive devices as needed, including, but not limited to vests, harnesses, car seats, and booster seats.