

STUDENT TRANSPORTATION HANDBOOK
BUS RIDERS RULES and REGULATIONS
RIDER REGISTRATION

TEXAS Rural Student Transportation (TRST)



TEXAS Rural Student Transportation
Hamshire-Fannett ISD Transportation Department
11341 Dugat Rd.
Beaumont, TX 77705
(409) 234-6077

Dear Parents / Guardians and Bus Riders:

We ask that you discuss the contents of this handbook with your student rider to promote a clear understanding of the responsibilities and expectations. Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parents/ guardians. We want to provide a safe, comfortable and pleasant riding experience and to do so, there are certain policies to be followed by all.

ALL STUDENTS ENROLLED IN THE DISTRICT, whether riding a bus regularly, extra-curricular activities only or do not plan to ride a school bus at all should fill out the Bus Riders Rules and Regulations Registration form provided by All Aboard TEXAS, LLC dba (TRST) and deliver it to their school bus driver or turn in to the campus office as soon as possible. All students at some point in their educational career with Hamshire-Fannett, will be on a school bus.

Thank you for your cooperation and support regarding the care and safety of all our children.

Texas Rural Student Transportation

TEXAS Rural Student Transportation

There is no higher priority than the safety of our customers and team members. Rest assured, we are closely monitoring information and recommendations released by the Texas Education Agency in accordance with the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), federal, state, and local government agencies, and internal teams, to stay on top of this evolving situation with the most up-to-date information and to ensure the actions we are taking are comprehensive and appropriate.

We understand, however, that you may have concerns about student transportation. We would like to ease your worries by sharing with you the procedures we are enhancing to assure student and district staff safety and the safety of our transportation team members.

Our Fleet

While it is our general practice to thoroughly clean our buses before each trip, we are enhancing our cleaning efforts in our most frequently used areas such as handrails, door handles, and overhead areas, and all hard surfaces. Each such surface is thoroughly wiped down with an effective, high-grade disinfectant and multi-purpose cleaner. These procedures will be implemented after each bus run that transports students or staff members.

If we are advised of an individual who has traveled on board a bus was potentially exhibiting coronavirus symptoms, that vehicle will be taken out of service and sent through a full decontamination process. While en route, all efforts will be made to allow as much fresh air as possible into the bus such as running routes with windows open when weather permits to allow for fresh air circulation.

Our Team and Facilities

We are taking concrete steps to reduce team member risk of exposure. We have:

- Developed a Contagious Illness Response Plan (CIRP);
- Implemented infection prevention measures (e.g., promoting frequent and thorough hand washing, stocking alcohol-based hand sanitizer, encouraging respiratory etiquette such as covering coughs and sneezes, encouraging team members to stay at home when sick), encouraging employees to limit socialization and public outings, and wearing face coverings both while on duty and during personal time;
- Developed procedures for prompt identification and isolation of individuals who are ill;
- Increased the frequency of our housekeeping practices, which includes routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

Student Transportation

Due to space restrictions and ridership capacities, students will not likely be able to social distance while riding the bus. When possible, parents are encouraged to take their children to school or carpool to reduce possible virus exposure on the bus.

While taking steps to reduce team member risk of exposure, we will also be taking as many steps as possible to reduce student exposure. We will:

- Provide anti-bacterial hand sanitizer on each bus for students and team members to properly sanitize hands upon boarding the buses or as needed;
- Require that all students over the age of 10 wear a face mask and face shield while on board school district transportation. Since social distancing cannot be maintained on a bus, those children under the age of 10 can wear a face covering if the parent or guardian determines it developmentally appropriate;
- Sharing of personal items will be prohibited (earplugs, phones, books, etc.)

- Students in the same family/household (regardless of grade) sit together in seats to help limit exposure;
- When possible, keep class groups together on bus runs to minimize potential exposure between different groups of children (field trips).

The dynamic nature of this outbreak requires us to be nimble and flexible in how we respond. We will continue to be vigilant in our actions to ensure the safe travel of our passengers.

Thank you for your trust in the Texas Rural Student Transportation team. We are confident our proactive actions will enable us to continue delivering you an unparalleled, safe and reliable transportation service.

General Information

School Bus Drivers

School bus drivers are selected, hired, and trained following a rigorous selection criteria and a thorough criminal history background check. All HFISD school bus drivers complete the Texas Department of Public Safety School Bus Driver Certification Course. Each driver has also earned a Class B Commercial Driver License. Bus drivers are required to pass a pre-employment drug test along with an annual physical and are subject to random drug and alcohol testing.

Every driver has successfully completed the required school bus driver training course as well as monthly safety training. HFISD school bus drivers are professionals and are expected to conduct themselves as such at all times. All school bus drivers will be treated with respect identical to that of other HFISD personnel.

Restricted Areas

Hamshire-Fannett ISD buses will not enter dead-end streets or enter personal property except when approved by the director of transportation and the property owner. Use of private property or gated communities requires prior concurrence by the property owner(s). Drivers will not enter parking lots or areas that do not have ample space for turning around or maneuvering a school bus.

Safety and Seating

School buses are designed with many safety features for all students. Each seating compartment protects students who are properly seated. While seated, each student should face forward; the student's torso should be facing forward at all times with their back flat against the back of the seat and their bottom flat on the seat. The student should be sitting straight back and upright against the seat, as in any vehicle. Both feet and legs should be kept in front of their body, and out of the aisle. Hamshire-Fannett ISD school buses are equipped with seat belts.

All HFISD regular school buses can safely transport up to three students per seat.

All HFISD school bus routes have assigned seats. All extra-curricular activities/field trips will fill out a seating chart prior to departure.

Seat Belt Policy

If students are riding on a bus equipped with seatbelts, they must be worn at all times per state law. All HFISD school buses are equipped with seat belts.

Video Cameras

Video cameras (with audio) may be utilized on Hamshire-Fannett ISD school buses. Federal (FERPA) regulations designate these video recordings as part of the student's education and therefore prohibit the viewing of these video tapes by the general public.

School or law enforcement personnel may use this information as safety training material and/ or evidence of bus safety rule violations.

Extracurricular Trips

1. All bus safety rules apply when riding the bus to school-sponsored events.
2. The bus driver has overall responsibility for the bus and safety of all passengers; however, the sponsor will be expected to address student behavior issues and cleanliness of bus.
3. Changing clothes on the bus is strictly prohibited. This includes extracurricular activities. Changing of uniforms/clothing should be arranged prior to the event and not done on the school bus. Cameras are always in use and bystanders are always around. This is for the safety and integrity of our students and employees/chaperones.

Inclement Weather

The HFISD Administration will keep the transportation department and the school district notified during inclement weather conditions.

1. As circumstances dictate, buses may be detained at a campus or diverted to a safer location. Delivery of students will continue as appropriate.
2. Students should follow the driver's instructions; remain calm and quiet so the driver can receive proper safety information over the district radio system.
3. Parents are encouraged to meet the bus at their student's designated bus stop to ensure safe student drop off. Meeting the bus at other locations is disruptive and inappropriate.

Parents:

1. Read and discuss with your student(s) the contents of this bus riders' handbook. If you have any unanswered questions or concerns contact our supervisor for assistance.
2. Please inform your student(s) of the bus number, time, and location of their bus stop. This information is available by contacting the transportation department at (409) 234-6077.
3. Please have your student(s) at the bus stop 5 minutes prior to the actual loading time. If the bus is 20 minutes late, please have your student(s) return home and contact the transportation department at (409) 234-6077.
4. Please discuss that riding a bus is a privilege. Student attire and behavior on the school bus is the same as in the classroom.
5. Remind your student to tell you, a teacher, a principle, or the bus driver if they have a concern about a situation on the bus.
6. Report serious issues that occur on the bus or at the bus stop to the transportation department, or contact your campus Principal.
7. Once you have covered the safety information with your child, complete, sign, and return the bus rider's contract provided by the transportation department or found on the HFISD website to the bus driver.
8. Parents/Guardians are responsible for the transportation of your student(s) to and from school during suspension from the bus. If your child is suspended from bus riding privileges, this includes all

bus transportation. They may not catch a bus from another location. Being suspended from bus rider privileges does not excuse a student from school.

Special Needs Transportation:

In order to qualify for Special Needs transportation, the campus ARD committee must determine that special transportation is needed as a related service. Siblings are not permitted to ride a special needs bus with their siblings if they miss their assigned bus.

Expectations of All Student Riders:

1. All Student Riders are expected to follow the guidelines of their Campus Student Code of Conduct, the procedures contained in this handbook, and the instructions provided by the School Bus Driver.
2. All Student Riders are expected to board and exit the bus at their designated pick up or delivery point. Any changes to this must be approved in writing by the student's parent or guardian before the student will be allowed to exit at another bus stop and **must be handled through the campus office in writing prior to bus loading time**. Text messages on cell phones or asking the driver to call a parent or speak to a parent at route time is not permitted and students will be sent home via their normal bus route and bus stop.
3. All students are expected to be on their side of the street at the designated bus stop 5 minutes prior to the scheduled pickup time. The school bus will approach the designated pick up point and utilize the amber warning lights (AWLS) which alert other drivers. When the Red Lights are activated, the student may cross the roadway. The bus will make a complete stop within the regularly scheduled time; the driver will proceed to the next pick up point if no students are visibly present at the stop.
4. All Student Riders are expected to wait quietly at their designated pick up point until the school bus arrives. Designated pick up points may be moved, if the student fails to respect their neighbor's property and vandalism is reported.
5. All Student Riders are expected to return home and contact their parent/ guardian only if the school bus is over 20 minutes late. We make every attempt to be on time, but unfortunately some delays will occur. If you experience a repeated delay, please contact Transportation office for assistance. The phone number is (409) 234-6077.
6. All Student are expected to turn in the Bus Riders Rules & Regulations form provided by transportation, or in the student's orientation within the first week of riding. This form may also be found on the HFISD website. Failure to return this form may result in loss of riding privileges. Please contact transportation with any questions.
7. All student riders are expected to sit in the assigned seat provided by the school bus driver and hold all carry-on items in their lap. Depending upon the situation, we may require students to sit up to three per seat. All HFISD regular school buses can safely transport up to three students per seat.
8. Student Riders are expected to go directly to their assigned seat and prepare for the ride. Students should sit on their back pockets and face the front at all times. Sitting sideways, extending legs into center aisle, sitting on backpacks or band instruments, or facing backwards creates a hazardous situation and will not be allowed.
9. All student riders are expected to follow safety procedures when riding on any HFISD school bus. We do not allow students to eat or drink while on the school bus (choking hazard). Any open, non-

sealable container (food, candy, or drink) will be thrown in the trash when the bus is boarded AM or PM, field trips, no exceptions. **All candy, gum, food, water, pens, pencils and any pointed object should be left in back pack at all times.**

Riding Procedures for All Student Riders:

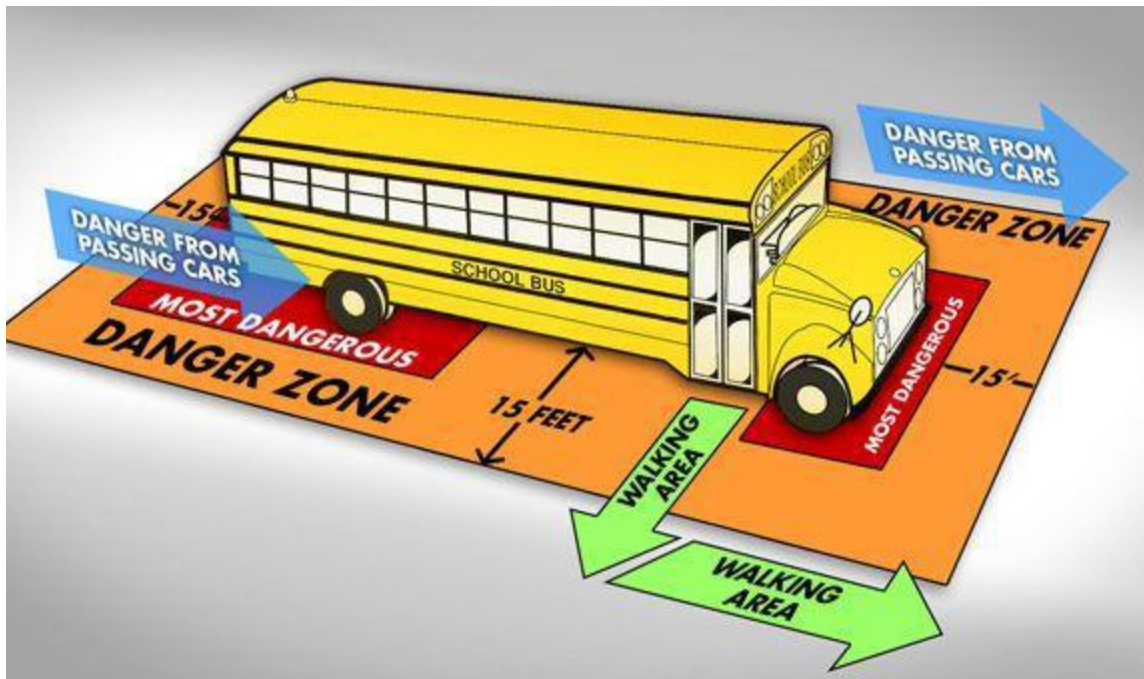
Designated Bus Stops:

1. Eligible riders are expected to board or exit the bus at the designated stop closest to their home. Using other bus stops may result in loss of riding privileges.
2. Students should practice good citizenship while waiting for their bus to arrive and respect the property of their neighbors. Students should arrive at their stop 5 minutes prior to the bus arrival time. If crossing the street is necessary, wait until the bus arrives and controls the traffic flow with Red Lights. Texas Rural Student Transportation and HFISD does not allow students to cross state highways when loading or unloading their assigned bus.
3. The same behavior expected in the school should be displayed at all designated stops. Be a good neighbor.
4. The bus drivers are not permitted to add or move stops. If you need to discuss your bus stop location, please contact the Transportation office for assistance.
5. Substitute drivers are used to drive your school bus route when the regular driver is out or on a field trip. They will use the approved route description to drive the route. If the route or times are not the same as your regular driver, please contact the transportation office at (409) 234-6077. For this reason, it is important that students be out at their designated bus stop at the designated time. Students are not to wait inside for the driver to honk, on the porch, or in their car. To a substitute driver, a car sitting at the end of the driveway is most likely someone leaving for work. The only exception would be inclement weather.

Drivers will not wait for students who are not on time.

Boarding at a Bus Stop:

1. As the school bus is approaching, students should begin forming a single file line and be ready to board the bus. Stand 10 feet away from the roadway while waiting for the bus.
2. No student should ever approach the bus until it has completely stopped and the driver has set the air brake. The air brake system will make a loud noise when the bus is secure.
3. The driver will open the door and motion for the students to load. Once on the bus, go directly to your assigned seat. Pushing and shoving is very dangerous and may result in injury or loss of riding privileges.
4. Any area within 15 feet of a school bus is considered **“The Danger Zone”**. Students within this area are in a place where they may not be seen.



If your child cannot see the driver in the front windshield, then the driver cannot see your child. The child is walking too closely to the front of the bus and should move 10' out from the front of the bus.

Exiting at the Campus:

1. As the school bus is approaching the campus unloading zone, all students should remain seated until the bus has completely stopped and has been secured. Each campus has specific times to unload students. Students should follow the directions of the driver.
2. When the driver signals to unload, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in injury or loss of riding privileges.
3. All Aboard TEXAS, TXRST or its employees is not responsible for items lost or stolen during transportation or in any affiliation with transportation. Any articles found on the bus by the driver will be retained for the student until the afternoon run. If not claimed that afternoon, the item can be collected at the Transportation Department. If it is not claimed and we can determine which campus it belongs to, we will forward the item to that campus. **Parents, PLEASE MARK ALL OF YOUR CHILDS BELONGINGS WITH THEIR NAME AND GRADE, including your high school students.**
4. Students should never use the emergency exits unless directed by the driver. Emergency doors, windows, and roof hatches are available only during evacuation procedures. Any student using the rear door to exit at any time other than a designated emergency is subject to loss of bus rider privileges.

Boarding at a Campus:

1. When the students are released from the school, they are expected to go directly to their bus. Students waiting for their bus to arrive from another campus should form a line along the sidewalk area of the campus-loading zone. Administrators are outside to assist if needed.
2. Students who are moving in or around the buses while they are parked are in the “**Danger Zone**” of the bus, so extreme caution must be used at all times while loading and unloading.

3. Once students board the bus, they are expected to stay on the bus and sit in their assigned seat. Students will not be permitted to depart the bus for any reason without permission from the transportation director or an administrator. Please do not call or text your student and tell them to get off the bus for another mode of transportation. This should be handled appropriately through your child's campus office before dismissal time so that we may ensure the correct mode of transportation for your child. *These requests will not be honored.* If there is an emergency and you must have your child, please contact their campus and an administrator will contact transportation to retrieve your child and send them to the appropriate location. This is for the safety of our students.

4. Each campus allows a specific amount of time for each bus to load. Once the driver has shut the door and air brake is released, students are not to chase after the bus or run along the side of the bus. They are to return to the campus and make other arrangements with their administrator.

Exiting at a Bus Stop:

1. As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured.

2. No student should ever walk down the center aisle of the bus while the bus is moving or change seats.

3. Students are expected to exit at their designated bus stop only. The use of the rear emergency exit other than in an emergency is grounds for suspension of bus riding privileges. THIS EXIT IS FOR EMERGENCIES ONLY

4. The driver will open the door once the bus is secured. The amber warning light signals (AWLS) will be activated before the bus stops. Once the bus is stopped and the door is opened, the red warning lights signals (RWLS) will be activated signaling for all traffic to stop. The driver will allow adequate time for each student to unload. All students crossing in front of the bus should watch the driver for assistance.

5. Any area within 10 feet of the school bus is considered "The Danger Zone". Students should immediately walk away from the school bus as they unload. No person should ever stand, walk, or cross the street directly behind a school bus (blind spot).

6. Be aware of vehicles that do not stop when the bus is loading or unloading students. Each day, drivers carelessly run through the red lights flashing on school buses stopped for children. Please instruct your student to look before stepping off of the bus as well as while crossing roadways.

7. Students should never touch the school bus while they are walking away. Students should never try and retrieve any item that may end up under the bus.

Students riding home or to school with a friend

Students are **NOT** allowed to ride home with friends on a different route. We understand that there may be an emergency, in which case, contact transportation at (409) 234-6077 and discuss the issue with a supervisor or the director of transportation. Upon approval, transportation will make arrangements and contact the driver. Please see **Daily School Bus Privileges** at the end of this handbook.

Emergency Evacuation:

1. Stay calm and quiet, and be ready to listen to instructions from the driver. Excessive noise will make it difficult for everyone to hear.

2. Follow the driver's instructions. He or she is in charge of the bus and has been trained to take actions to protect all students.

3. All students must remain with the bus. Students cannot leave the area, even with parents, until released by the Police. Parents are expected to cooperate and not force themselves onto the bus. Police/ Paramedics each have important actions to complete to ensure that each student rider is safe and accounted for properly.

4. The following procedures will be used for evacuation in an emergency situation under the direction of the driver:

a. The rider nearest to the emergency door will open the emergency exit door, exit, and then hold the door open

b. The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.

c. Evacuation will start with the seat closest to the door.

d. The third rider to exit will act as the guide and will lead the other students to a safe place; usually 50 giant steps from the bus.

e. Once outside the bus, follow the guide, stay together, and follow the driver's instructions as safely, quickly and completely as possible.

f. The driver is usually the last person off the school bus.

The driver has been trained to evacuate the bus if an emergency is present. The driver will assess the situation and make a decision to evacuate or keep the students on the bus. The safest place is where we want the students to be.

Expected Conduct on ALL School Buses:

Assigned seating:

1. The driver will assign each student to a seat. Each rider will be responsible for his or her space. Students should report any existing vandalism or damage immediately to the bus driver. The person determined responsible for damages will be required to pay repair costs. Parents/ Guardians will be notified by the transportation director about the situation. Student riding privileges may be suspended until payment is arranged.

2. Students should always sit in their assigned seats

3. Drivers may safely assign up to three students per seat.

Cell Phones:

Students are prohibited from taking or posting pictures/video/Snapchat/Facebook/TikTok or social media of any kind while on school buses. With this policy in place, we can protect all students, staff,

and parents from being compromised in any way. Also, telephone calls are prohibited without permission from the driver.

We strive to keep our buses on schedule, however, some delays are beyond our control.

Do not allow the phone to become a distraction to the driver. Parents/ Guardians are asked NOT to request to speak to the driver on the student's cell phone or ask that the driver call the parent during a route. *Parents please do not call the driver during route time. The parents should contact the Transportation Department at (409) 234-6077 and make arrangements for the driver to contact them after their route.*

Electronic Devices:

1. Students who allow their cell phones, MP3 players, IPODS, etc. to become a distraction or disruption on the school bus will be asked to put the item away. Students are not permitted to photograph, video, snapchat or use recording of any kind while on a school bus. Failure to comply with these instructions may result in the item being confiscated. Parents will then be required to pick up the item at the Transportation Department during normal hours of operation (6am-5pm on a normal school day).

2. Bus drivers are **NOT** responsible for lost or stolen items used or left on the bus.

3. All electronic devices must have headphones or be placed on mute when in use. It is recommended that only one be in place in the ear so that students are able to hear directions from the driver. External noise from any device is not allowed on the school bus. Keep the device at an acceptable volume level. If the driver requests the device to be turned down, please follow the directive. Students must be able to hear instructions from the driver at all times. When entering or exiting the bus, all media should be off and headphones out of the ears so that students can be aware of their surroundings and hear instructions from the driver.

4. The use of any electronic device is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver.

Carry-on Items:

1. All carry-on items must be kept in the student's lap and secured in backpacks while riding. There should never be pens, pencils, markers, coloring pens/pencils or sharp objects of any kind out of the backpacks. These can not only damage the seats but also cause injury to students while loading/unloading and traveling.

2. All students who carry an instrument will be assigned a seat toward the front of the bus. This will prevent the student from carrying the instrument over the heads of other riders. Drivers do not have safe, ample space to hold your students belongings for them.

3. No instruments larger than a trombone will be allowed on the bus.

4. All basketballs, footballs, soccer balls, skateboards, etc. must be contained in a bag at all times. Students may be denied transportation at a campus. Items will be confiscated at a bus stop by the driver and turned over to an administrator.

Excessive Noise:

1. All students are expected to go directly to their assigned seat and prepare for the ride to or from school.

2. Screaming for no reason, talking very loudly, chanting, singing, or dancing on the bus, creating a disruptive situation, and refusal to follow directions of driver will not be tolerated.
3. Use of band instruments or noise making devices is not permitted on the bus at any time.
4. All students should talk only to their seatmate or to the person next to them. All conversations should be kept as quiet as possible.

Emergency Equipment:

1. School buses are equipped with standard emergency equipment such as a fire extinguisher, reflective triangles, blood borne pathogens spill kit, and a first aid kit. Your driver has been trained for the proper use of each piece of equipment.
2. Emergency windows, doors, and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of these handles. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation. The use of the rear emergency exit other than in an emergency is grounds for suspension of bus riding privileges. Students who tamper with these exits may lose their riding privileges. The driver will ask the students to correct the situation. If the student fails to follow the directive, the student will receive a warning from the driver and the parent / guardian will be contacted by Transportation.

Disruption of Transportation:

1. Anyone who creates a disruption of transportation services may lose their riding privileges.
2. Students are expected to follow safety procedures while riding the school bus to and from school. Each student is expected to follow their HFISD Code of Conduct while riding. If it is not allowed inside the classroom, it is not allowed on the bus at any time, including field trips, extra-curricular trips and shuttles.
3. Drivers are not required to physically break up fights on the school bus. However, the driver will verbally instruct the students to stop, notify dispatch, and instruct students who are not fighting or involved to keep out of harm's way.
4. A student, who has been threatened by physical aggression or harassment, should immediately notify the bus driver, a teacher, their Parent/ Guardian or Campus Administrator.
5. School Bus Drivers may pull the bus over at a safe location to speak with students about behavior and bus safety procedures.

Items Prohibited on a School Bus for Safety Reasons:

A student who brings any of these items onto the bus may lose their riding privileges immediately, even while an investigation is pending or coordinating for campus consequences.

1. Flammable liquids/gases
2. Gun or Gun like toy
3. Knife (any size) - scissors
4. Brass knuckles
5. Laser pointers
6. Stink bombs, fireworks
7. Glass containers
8. Water balloons

9. Aerosol sprays/perfumes
10. Rubber bands/ clips
11. Animals
12. Insects/ fish
13. Paint balls
14. Alcohol
15. Cigarettes, e-cig, vapes, lighters, matches, flammables, etc.
16. Objects that students use to intentionally cause a disruption and embarrass or bully other riders.

Student code of conduct:

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, campus administration may restrict or revoke a student's transportation privileges.

Transportation

Daily School Bus Privileges:

The Hamshire-Fannett Independent School District chooses to provide bus transportation under the operation of Texas Rural Student Transportation to all eligible students of the district. All policies, rules and regulations pertaining to school bus transportation have been carefully established to enhance the safety of all students who choose to utilize this service. Students are expected to board and depart the bus only at one designated bus stop. For the safety of the operator of the vehicle and all passengers, students must board buses only at authorized stops, and drivers must unload passengers only at authorized stops.

Due to the rapid growth of HFISD, we will no longer permit large groups to ride the bus routes.

Only registered riders specific to a bus route will be allowed on a bus route. Please, No sleepovers, birthday parties, club meetings, etc. that involve additional students riding a route that is not their regular route. Alternate transportation arrangements should be made for those groups. These situations overcrowd buses.

The time involved in transporting students to and from school is regarded as an extension of the school day. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied.

TEXAS Rural Student Transportation
BUS RIDERS RULES AND REGULATIONS
RIDER REGISTRATION **Required*

Rules defining student conduct are designed to protect the passengers and shall be observed at all times.
Bus safety rules shall include, but not be limited to, the following:

1. The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.
2. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
3. Buses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.
4. Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.
5. Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.
6. Students must keep their hands, head, feet and personal objects inside the bus at all times.
7. Scuffling, shoving or fighting is prohibited on the bus and at established bus stops.
8. Littering or throwing items inside or from the bus is prohibited. (Throwing objects at the driver or objects hitting the driver is an automatic suspension of bus rider privileges)
9. Students are not allowed to consume food or drink on the bus. The use of tobacco products and/or electronic cigarettes is prohibited.
10. Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
11. Students are not to engage in loud talking, yelling, and the use of profanity, inappropriate language or gestures, on the bus.
12. Students are not allowed to bring animals or harmful objects (i.e., weapons, drugs, alcohol, fireworks, etc.)
13. Students while on the bus and when exiting or entering the bus are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District and/or Texas Rural Student Transportation.
14. Students, while on the bus, while entering or exiting the bus and while at or in the general area of the designated loading and unloading zone area, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District and/or Texas Rural Student Transportation.
15. Pre-Kindergarten through 3rd Grade must have authorized adult at bus door/present or the child will not be released.

(Disciplinary Procedures on back)

CUT ON DOTTED LINE & RETURN ONLY THE INFORMATION CARD

***Please include mailing address if different**

Date: _____ Field Trips Only: _____ Bus #: _____ AM: _____ PM: _____

Student's Name: _____ DOB: _____

School: _____ Grade: _____

In case of accident or illness, the driver, dispatcher or principal may notify:

Parent/Guardian: _____

Home Address: _____ City: _____ Zip: _____

Mailing Address: _____

Phone: _____ Email: _____

PM Drop-off Location: _____ if no answer, call: _____

2nd Contact: _____ Phone: _____

I HAVE READ AND UNDERSTAND THE BUS RULES AND HAVE REVIEWED THEM WITH MY CHILDREN.

Parent/Guardian Signature: _____

Additional Comments (i.e., Medical/Allergies): _____

**THE FOLLOWING DISCIPLINARY PROCEDURES FOR
BUS TRANSPORTATION WILL APPLY:**

(Parents will be notified by copy given to student, phone call and/or mail)

- a) **FIRST OFFENSE:** A verbal and written warning is issued to the student.
- b) **SECOND OFFENSE:** A three-day suspension is issued to the student.
- c) **THIRD OFFENSE:** A ten-day suspension is issued to the student.
- d) **FOURTH OFFENSE:** A thirty-day suspension is issued to the student.
- e) **FIFTH OFFENSE:** Student will be suspended for the remainder of the school year.
- f) **SEVERE CLAUSE:** If a student's conduct while on the bus or while exiting or entering the bus either jeopardizes the safety of other students and/or the driver, or constitutes an offense under the Student Code of Conduct/Disciplinary Rules that could result in expulsion or removal to the District's Alternative Education Program, a suspension of the student's bus transportation privileges will immediately be placed into effect for a period of time up to the remainder of the school year with the possibility of carrying into the subsequent school year. This suspension will be in addition to any other disciplinary action that may be taken by the School District with respect to the conduct referred to in this clause.