

# BUS RIDER'S SAFETY HANDBOOK

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

## GENERAL SAFETY 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.
2. Load and unload the bus at designated stops only.
3. Remain seated at all times while bus is in motion
4. All students must ride their assigned bus. Students will **not** be allowed to ride home with friends or relatives. (in emergency situations, please call the transportation office 972-775-1805)
5. It is the responsibility of the parent to provide transportation to school if a student misses the bus.
6. Rider contracts must be renewed each school year. (We must have a contract on each student)

## PROHIBITED ITEMS:

1. Tobacco, matches or lighter
2. Live or dead animals or insects
3. Food and drinks; No eating or drinking is permitted with the exception of WATER in plastic bottles only.
4. No glass containers
5. No alcohol, drugs or chemicals
6. Weapons, anything used as a weapon or explosive devices.
7. **ANY OBJECT (MUSICAL INSTRUMENTS, SCHOOL PROJECT, FUNDRAISER, ATHLETIC BAG, BACK PACK) TOO LARGE TO FIT SAFELY IN THE STUDENTS LAP.**

## **CONDUCT ON THE BUS:**

1. Remain seated while bus is in motion.
2. Sit in assigned seat
3. Do not deny another student a seat
4. Yelling, loud talking or boisterous laughing will not be tolerated. Speak in normal conversation so as not to distract the driver.
5. Fighting, scuffling, use of obscene, vulgar, or profane language or gestures are forbidden and could warrant a citation.
6. Do not throw any object within the bus or out of the bus windows.
7. Do not mark, scratch, tear or write on seats or any part of the bus.  
VANDALISM COST WILL BE PAID BY THE STUDENT
8. No BULLYING, threatening, harassment or teasing will be tolerated.
9. Emergency doors, roof hatches and exit controls shall not be operated by the student except in emergency situations or as directed by the driver.
10. Students must face forward during the duration of the trip and keep their feet on the floor in front of them and out of the aisle.
11. Keep your hands to yourself. Do not touch the belongings of other students.
12. Use of cell phones must not cause a distraction. (if cell phone is causing a distraction, driver will take cell phone until bus reaches the students destination)
13. All other acceptable school rules apply while riding M.I.S.D. school buses.
14. M.I.S.D. buses are equipped with audio/video observation systems.

## **DESIGNATED STOPS:**

Students will be picked up and dropped off at the designated stop ONLY. Only one location for pick up and one location for drop off will be allowed. Any request for change must be made by calling the Transportation office. Emergency one-day changes must be approved by transportation personnel and will be submitted to the driver before route time.

## **PROCEDURES FOR WAITING FOR THE BUS**

1. Be at the bus stop 5 minutes before scheduled pickup time. DRIVER WILL NOT HONK OR WAIT.
2. Stand back from the roadway in a safe place while waiting for the bus. Student must be in plain sight for driver to see as the bus approaches their stop. (Do not stand inside house, garage or behind cars.)
3. No fighting or horse playing.
4. Be considerate of others property.
5. No smoking at the bus stop.

## **LOADING THE BUS:**

1. Do not push or shove.
2. Stay out of the "DANGER ZONE" wait until the door opens or driver gives signal before approaching the bus.
3. Use the handrail and take one step at a time.
4. Go directly to your assigned seat. The bus will not move until all students are seated.

## **UNLOADING THE BUS:**

1. Stay seated until the bus is completely stopped at your designated stop and the door has been opened.
2. Use the handrail and take one step at a time.(Do not jump)
3. Wait for your turn to leave the bus. Do not push or shove.
4. Clear the bus as soon as you have stepped off. Never run back to the bus. If you leave something on the bus, call the transportation office 972-775-1805.

## **CROSSING THE STREET:**

1. All students living on the left side of the roadway shall exit the bus and move to a point of 15 feet in front of the right bumper and wait for the driver to signal 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. Be alert for vehicles that may not stop when the bus is loading or unloading students.

## **DISCIPLINE:**

The school bus is an extension of the classroom and discipline will be administered. All school policies that apply to student conduct and other student related areas also apply while on the school bus. Suspension from riding privilege is for all bus service.

Students are given several chances to correct their behavior.

### **FIRST NOTICE:**

A written referral will be given to the student; Parent must sign the copy of referral and return to the driver the next day.

### **SECOND NOTICE:**

Written referral is given to student. Transportation will mail letter and copy of referral to parent. Parent must sign referral and return to driver.

### **THIRD NOTICE:**

A written referral will be given to student. Parent will be notified by phone. **Student may be suspended up to 15 days.** Transportation will mail referral and notice of suspension letter to parent.

### **FOURTH NOTICE:**

A written referral will be given. Parent will be notified by phone. **Student may be suspended for the remainder of the year.**

### **ONLY NOTICE:**

A written referral will be given; parent will be notified by phone. Student will be suspended immediately. **Student may be suspended for the remainder of the year.**

## **ACCIDENTS OR EMERGENCIES:**

1. Follow the driver's instructions.
2. Remain in your seat until receiving further instructions. In the case of an accident, seating charts are required for the police investigation and proper notification.
3. If an evacuation is necessary, student must stay in a group, remain calm and quiet.
4. The following procedures from the Texas Education Agency will be used for evacuation in an emergency situation. The student nearest the door will open and hold the door. Students will leave the bus in a single file as quickly and quietly as possible. Evacuations will start with the seat closest to the impact.
5. Parents must show proper ID to emergency response teams to take a student from the scene of an accident. NO student will be released until authorized by emergency responders or a school district official.

## **WEATHER CONDITIONS**

1. School buses operate on any day that school is being held.
2. School closing and delays are announced on WBAP (820 AM) KBEC (1390 AM) radio stations and also on television stations 4, 5, 8 & 11. If school is delayed 2 hours, buses will run two hours later than normal.

## **RESTRICTED AREAS**

Midlothian I.S.D. buses will not enter dead-end streets or personal property except when used for route turn around which requires approval by the Transportation Coordinator.

## **VIDEO SURVEILLANCE:**

Each bus is equipped with digital video/audio surveillance equipment. Video is considered an education record under the Family Education Rights and Privacy Act. Upon approval from administration, parents may view video for discipline purpose only.

## **MIDLOTHIAN I.S.D. SCHOOL BUS DRIVERS**

All Midlothian I.S.D. school bus drivers are certified through the Texas Department of Public Safety with a Class B CDL with "P" (passenger) and "S"(school bus) endorsements. Bus drivers are required to take annual DOT physicals and are subject to random drug and alcohol testing at any time. All drivers have successfully completed a 20 hour school bus training course approved by the State. Midlothian I.S.D. school bus drivers are professionals and are expected to conduct themselves as professionals at all times and will expect the same courtesy and consideration from all students and parents.

## **DISRUPTION OF TRANSPORTATION SERVICES:**

A person commits a Class C misdemeanor if he/she intentionally disrupts, prevents or interferes with the lawful transportation of students in a school district owned vehicle.