

Dear Parent(s):

The New Waverly Independent School District provides bus transportation to and from school as a privilege for students residing in the District. The State of Texas outlines the conditions governing school bus operations and funds just a portion of the cost of the services.

The State provides funding to the District based on eligible students that ride the bus. **Eligible students** are defined as those students residing in the district, two or more miles from the school they attend as measured by the nearest practical route. The nearest practical route is the nearest traveled public road which may or may not be the road used by the school bus.

Hazardous route students are defined by the State as those students residing in the district, two miles or less from the school they attend as measured by the nearest practical route.

In order to meet the conditions outlined by the state and provide safe, prompt movement of all students, the district has standard regulations and procedures, and has provided restrictive measures for the violation of procedures or rules. They are outlined herein for your information and for guidance of your child. Please refer to the Student Handbook for your campus additional information.

The district is pleased to provide transportation for students and solicits your assistance in helping create a safe and efficient operation. You may begin assisting by reading this material and acknowledge receipt by completing and returning the attached Student Rider Card to the bus driver within 3 days. We also ask your cooperation with school personnel in developing proper behavior patterns for those students who ride buses.

Thank you,

Roland Oliphant
Director of Transportation

Parents and Bus Riders:

The goal of this manual is to help provide a safe and meaningful experience for children who ride school buses. Parents should take the time to read and discuss the materials in the manual with their children. Riding a school bus is a privilege provided by the District and should be treated as such. Student Rider Cards are to be completed and turned in to the driver within three school days of their receipt. If they are not returned within the allotted three days, the rider's riding privileges may be suspended.

General Safety Rules: (including but not limited to)

1. Obey the instructions of the 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. Get on and off the bus at your designated stop.
3. All students must ride only their assigned bus.
4. Do not ask to ride home on another bus with a friend. It is the parent's responsibility to provide transportation for visiting with friends.
5. It is the responsibility of the parent to provide transportation to school if a child misses or is suspended from the bus.

Procedures for Waiting for the Bus:

1. Be at your bus stop five minutes before scheduled pickup time. The driver will not wait or **honk the horn**.
2. Stand on the sidewalk or back from the roadway in a safe place while waiting for the bus. Try to wear bright/colorful clothing whenever possible. Watch for traffic and do not play around.
3. Before the bus arrives, form a line at least ten feet back from the roadway and be prepared to load onto the bus as soon as the driver signals.
4. Stand clear of the bus and be still. Move toward the bus only after the bus had stopped and the driver signals you to load.
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 the rules and regulations concerning bus conduct.

Loading the Bus:

1. Do not push or shove.
2. Stay out of the bus "Danger Zone" (10 ft. on the side, 15 ft. in front and **never** behind). Wait until the doors open and the driver gives the signal before approaching the bus.
3. Use the handrails and steps. Take only one step at a time.
4. Go directly to your assigned seat. The bus will not move until all students are seated. Delays affect traffic and schedules.
5. The driver will assign seats.

Conduct on the Bus: (including but not limited to the following. Check the Student Handbook for rules and consequences).

1. Remain in your assigned seat at all times.

2. A student will not refuse to sit in an assigned seat or deny another student a place to sit.
3. Normal conversation is permitted; any loud noise that may distract the driver and create an unsafe condition will not be tolerated.
4. Scuffling, fighting, the use of profane or vulgar language and gestures are forbidden.
5. Do not throw objects inside or out of the bus.
6. Do not litter, mark, cut or scratch any part of the bus. The parent will compensate the school district for those damages.
7. Pupils should only use the emergency and exit door controls during supervised drills or an actual emergency.
8. Students shall never attempt to operate the passenger door or other controls except in the case of an emergency.
9. Students shall face forward for the duration of the trip, and shall keep their feet in front of them and out of the bus aisle.

Getting off 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 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. Stay out of the "Danger Zones".
5. If an article drops or rolls under or near the bus, **do not go after it!** Go to the bus door and alert the driver and ask the driver for help.

Letting off Pre-Kindergarten:

Parents or a designated adult must be at the bus stop to receive PK students (a signed letter of release must be on file at the campus the student attends instructing transportation to deliver a child to a stop where no adult will be waiting). If no one there is to receive the student they will be transported back to their campus. Bus service may be discontinued after the third occurrence. It is the responsibility of the parent to see that students returned to school are picked up.

Designated Stop:

Students will be picked up and dropped off at their designated stop. After ten consecutive days of not using the bus service, that service may be discontinued. Only **one location** for pickup and **one location** for delivery will be allowed. Any request for change must be turned in by 8:00am to the office of the campus attended on or before the day of the request. If the request is not turn in by 8:00am the day of the request, the request **may not** go into effect until the next day.

Crossing the Street or Highway:

1. All students living on the left side 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 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 vehicles that do not stop when the bus is loading or unloading students.
5. Obey all traffic signals and signs on your way to and from the bus stop.

Prohibited Items:

1. Tobacco or tobacco products, matches or cigarette lighters.
2. Any animals or pets of any type.
3. Glass containers.
4. Alcoholic beverages, drugs or chemicals.
5. Weapons, explosive devices and aerosol containers.
6. All items must be kept on the students lap or within **their** seating compartment and may not deny another student a seat, block the aisle or and emergency exit.
7. Food or drink (other than bottled water) is not permitted.
8. No chewing gum.
9. No radios, CD, or tape players will be allowed without permission.
10. All items listed in the Student Handbook for their school of attendance.

Accidents or Emergencies:

1. Follow the driver's instructions.
2. No student or employee may leave the site of an accident unless released by a school administrator after the investigation is completed.
3. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest, or the student designated by the driver, will open the door and hold open.
 - b. Leave the bus in a single file as quickly and quietly as possible.
 - c. Evacuation will start with the seat nearest the front door unless otherwise instructed.

Extra-curricular Trips:

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the Campus Principal, the Sponsor, and the Driver.
3. The bus must be returned clean when returning from the trip. This is the responsibility of the students and the sponsor for that trip.

Discipline:

The school bus is an extension of the classroom and discipline will be administered by the Campus Principal. All School Board policies that apply to student conduct and other student related activities apply on the school bus.

The following procedures shall be followed when disciplinary concerns arise on a bus serving a route or an extra-curricular activity:

1. The driver shall attempt to correct behavior of the passenger(s).
2. If the passenger refuses to comply with a reasonable request, the driver may return to the student's campus or report the incident upon returning to the transportation department. The notification will be made in writing on the **Discipline Referral Report**.
3. The Principle shall investigate the incident and notify the Transportation Department of the action taken.
4. A conference involving the building administrator, driver's supervisor, the student(s), the driver(s), and parents(s) or any combination may be necessary.
5. The Principal may suspend the student's bus riding privileges. If such suspension occurs, the parent(s) or guardian will be notified by the school of attendance prior to the effective time of the suspension. The parents must make other transportation arrangements of their own.
6. In case of serious misconduct that endangers the safety of the other passengers or the driver, the student(s) may be removed from the bus by any school official or with law enforcement assistance. The parent shall be notified as soon as possible.
7. Students who are involved in a fight and/or cited will be disciplined as outlined in the Student Handbook for the respective campus.

Disruption of transportation (Ed Code 37.126) is a class C misdemeanor. This can be issued to any adult or student for any type of disruption or delay of school bus transportation and may result in a \$500.00 fine.

New Waverly I.S.D. 2017-2018 Student Bus Safety Manual

