

BELLVILLE I.S.D.
BUS RIDER HANDBOOK
2018-2019 School Year



Bellville ISD Transportation Department
1043 E. Hacienda • Bellville, Texas 77418
979-865-3673

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 school buses. Parents should take time to read and discuss the material 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. Students are under the authority of the Bellville Independent School District. Students will follow the instructions of the driver. At no time will a student address the bus driver in a disrespectful manner.
2. Student Identification: Secondary students will wear their student I.D. and present it when asked by a driver.
3. Load and unload the bus at designated stops only.
4. Only students who are eligible to ride may be transported and must ride their assigned bus.
5. Students may not ride on another bus with a friend. Most buses are at capacity.
6. It is the responsibility of the parent to provide transportation to school if a child misses the bus.

Procedures for Students Waiting for the Bus

1. Be at your bus stop five minutes before your scheduled pick-up time. The driver cannot wait or honk for riders.
2. The driver may not pick-up students unless they are at their designated bus stop.
3. Stand on the sidewalk or stand back from the roadway while waiting for the bus.
4. When you see the bus, form a line and prepare to load immediately.
5. Stand clear of the bus until it comes to a complete stop.
6. Students who miss the bus should go home immediately.
7. Parents should instruct their children on what procedures to follow if the bus is missed.
8. Students will abide by the school rules and regulations concerning bus students, including conduct and dress code.

Loading the Bus

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

Conduct on the bus

1. Remain seated while the bus is moving.
2. Students will remain in their seat until instructed otherwise by the driver
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 door opens.
5. Normal conversation is permitted; loud noises may distract the driver, causing unsafe conditions.

6. Scuffling, fighting, the use of obscene, vulgar or profane language or gestures is strictly prohibited and may constitute immediate semester dismissal. **The appropriate law enforcement agency will be called in regards to any fight on the school bus.**
7. Do not spit or throw any object inside or outside the bus.
8. Do not mark, cut or scratch any part of the bus. **Vandalism costs will be paid by the person or persons who are responsible.**
9. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
10. Students shall face forward for the duration of the trip, keeping their feet on the floor in front of them and out of the aisle.
11. Students will not extend any part of their body or extend any article out of the window whether the bus in motion or not.

Exiting the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when exiting the bus.
3. Wait your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. No student is allowed to get off at a stop other than their own, unless the driver has received a note from the Transportation Dept.
5. 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 assistance.
6. All Pre-K through 1st grade students must have a parent, approved adult or sibling 3rd grade or older present at the bus stop in order for the younger student to be released from the bus. If no adult or sibling is present, or if the parent or approved adults cannot be contacted, the student(s) will be returned to their home campus for pick up. Every driver has a roster of their students and their listed bus stops to assist in drop-off verification.

Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus, move to a point 10-12 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 and unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Prohibited Items

1. Tobacco, drugs, or drug paraphernalia.
2. Live animals or insects.
3. Glass containers.
4. Alcoholic beverages.

5. Weapons, explosives (such as fireworks), knives, water guns, laser pens or pointers. Any unsheathed pointed article(s) or object(s) that could be considered dangerous to the safety of the students and the driver.
6. Students will keep the aisle clear. Any articles (projects, band, sports equipment, instruments, etc.) too large to be held in the student's lap or imposes on others will not be allowed on the bus.
7. Matches, cigarette lighters
8. Student will not eat or drink on the school bus. Bottles or cans whether full or empty will not be allowed on any bus with the exception of bottled water.

Drivers and school officials are not responsible for articles left on the bus.

Accidents or Emergencies

1. Follow the bus driver's instructions.
2. If students 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 open the door and hold it open.
 - B. Leave the bus in a single file as quickly and as quietly as possible.
 - C. Evacuation will start with the student chosen by the driver.
 - D. Once outside the bus, follow the driver's instructions.

Extra-Curricular Trips

1. Bus rider rules apply to all school sponsored events.
2. Discipline on the bus will be the responsibility of the school principal and the trip sponsor.
3. The bus must be cleaned when returned from the trip.

Video

1. Video cameras will be used on each bus.
2. Videos will be viewed by the Director of Transportation, School Principals, and Administration Personnel only.
3. Video tapes or copies will not be released from the Transportation Office.

DISCIPLINE

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

Level and consequences for improper conduct on the bus include the following:

Level I Conduct behaviors:

1. Very loud talking, screaming
2. Using inappropriate language
3. Speaking in a way that teases, hurts or harasses others
4. Failure to keep the bus clean

5. Eating or drinking on the bus without the permission of the driver (water is permitted in a proper container during the extreme heat of the summer months)
6. Failure to follow the bus driver's instructions when they are given

Consequences of Level I Misbehavior

Parent notification and one or more of the following:

1. Warning (written or verbal)
2. Assigned to another seat
3. Consultation with campus administrator

The campus administrator at their discretion may increase the consequence of any level of misconduct.

Level II Conduct behaviors:

1. Failure to be seated when the bus is moving
2. Failure to keep hands, head or feet inside the bus
3. Throwing any object inside the bus or out of the bus
4. Vandalizing the bus or others personal property
5. Hitting, punching, kicking or physically assaulting another student or driver
6. Continuing Level I behavior

Consequences of Level II Misbehavior

Transportation will send a referral to the campus

1. 1st referral – warning up to 3 days bus riding suspension
2. 2nd referral – 10 days bus riding suspension
3. 3rd referral – 15 days bus riding suspension
4. 4th referral – semester bus riding suspension
5. 5th referral – discipline at the discretion of the campus administrator

The campus administrator at their discretion may increase the consequence of any level of misconduct.

Level III Conduct behaviors:

Possession or use of the following:

1. Weapons
2. Matches or lighters
3. Controlled substance, including drugs, alcohol, and tobacco
4. Continuing Level II behavior

Consequences of Level III Misbehavior

Transportation will send a referral to the campus:

1. 5 days suspended riding privileges or longer (to be determined by the principal)
2. Suspended riding privileges for the remainder of the current school semester or year

Transportation Facility:

- The transportation facility is a place of business. The transportation centers entrance gate stays closed at all times for safety and is also under surveillance at all times. Because of safety measures this is not a place the public is permitted without prior permission.
- Majority of all correspondents' will come from your student's campus. In the rare event that you need to enter the transportation facility you will need to call dispatch 979-865-3673 to be granted access to the facility.
- All visitors are expected to go to dispatch to handle any business necessary. Any visitors wandering around or loitering at the transportation facility will be asked to leave.
- Security is our number one concern therefore we may not grant access to all visitors requesting access.

Concern / Grievance:

- In the event a parent or community member has a complaint they would need to call the transportation department at 979-865-3673 to file that formal complaint with the Transportation Supervisor.
- For safety and security we ask that individuals do not file complaints with bus drivers or monitors.
- In the event you feel the concern is not handled or handled correctly please contact the Transportation Director 979-865-3673.
- If after speaking to the Supervisor and Director you still feel your situation has not been handled you would contact the Assistant Superintendent 979-865-3133.
- More information concerning the grievance process can be found online at bellvilleisd.org or under local board policy.