

SULPHUR SPRINGS ISD

Transportation Department

Policies and Guidelines for School Bus Students

TRANSPORTATION INFORMATION

The district provides school bus transportation to all students living within the district's boundaries. This service is provided at no cost to students.

Bus transportation is a privilege for students...and not a district requirement.

Our buses are filled to their maximum capacity. We ask that you limit requesting that your child ride the bus with a friend for a birthday party or overnight visit. Each student needs to ride the bus to which they are assigned. **If there is an emergency situation, students must have written permission to ride any bus other than their regular bus or get off at a stop other than their designated bus stop.** The Principal or Assistant Principal or designee must initial all written changes.

Changes in bus routes may occur throughout the school year due to bus capacity.

Parents will receive communication of any bus route changes. For further information, contact the Transportation Office by calling 903-885-9721 x 1160.

The campus and Transportation Office must be notified of changes in telephone numbers for home and/or work to insure proper and timely communication with parents/guardians.

SCHOOL BUS POLICIES

Students should be at their designated pick up location and visible to the driver at least five minutes prior to the designated pick up time.

Student passengers, bus drivers, and school district personnel are the only people authorized to be on the buses. Exceptions to this rule shall only be granted with permission from the driver.

Once a child has boarded the bus, the child will not be allowed to leave the bus until they reach their designated stop. In emergency situations, the parents will contact the campus and the bus, if at all reasonably possible, will return to the child's campus where the parent will sign the child out at the office.

Students in Special Education and in Grades Head Start 3 and Head Start 4 must have an adult present at the designated stop.

Students in Grades Pre-Kindergarten, Kindergarten, 1st, and 2nd must have an adult present at home or be escorted by a responsible older sibling directly to their home.

Students in Grades 3rd, 4th, and 5th will be left at their designated stop even if an adult is not present.

The only exceptions are if older siblings are riding the bus or if we have written permission from a parent on file at the child's respective campus. All transportation changes regarding designated pick up or drop off addresses must be **in writing** and have campus administration approval.

Students in Grades Pre-K-12th are shuttled from their home campuses to the bus hub on Houston Street and then dismissed to their home buses. Students in Special Education and in Grades Head Start 3 and Head Start 4 are transported on Special Education and Head Start buses and are not included in the bus hub exchange.

BUS CONDUCT GUIDELINES

Bus riders will be expected to follow the written rules as outlined by their drivers, and the campus discipline management plan (Student Code of Conduct). Any student who fails to comply with these rules and policies shall be subject to disciplinary action and may be denied transportation services. A school administrator is the only person who can remove a student from a bus and reserves the right to modify consequences in conjunction with the Student Code of Conduct and with regard to the severity/frequency of the offense. **A student may be removed from a bus after any referral, if the School Administrator feels that the incident is severe enough to warrant this action.** A School Administrator or the Transportation Director can reassign a student to another bus as part of the disciplinary process. Whenever a student breaks a bus rule or commits any other action which jeopardizes the safety of the bus or passengers, a Bus Incident Report will be filled out and sent to the student's campus administrator. The following steps outline the basic process to be used.

SCHOOL BUS RULES

- Sit in your assigned seat.
- Remain seated facing forward.
- Be courteous.
- Keep the bus clean.
- Do not eat or drink on the bus.
- Keep hands and head inside the bus.
- Do not destroy property.
- Violence is prohibited.
- No profanity.
- No tobacco products.
- For your own safety, do not distract the driver through unacceptable bus behavior.

THE FOLLOWING RULES HAVE BEEN POSTED IN EACH BUS:

The following defines and expands on the ten basic rules:

- Students will be assigned seating by the bus driver. Students will be expected to sit in his or her assigned seat until further notice or reassigned by the driver.
- Students will be assigned to only one bus and shall only ride their assigned bus.
- Students will be on time; students should be at their stop and visible to the driver at least five minutes prior to the designated pick up time.
- All bus riders should follow the board-approved dress code for the district.
- Students will not socialize and unnecessarily gather at the bus hub prior to boarding buses.
- Students will use handrails to safely board the bus.
- Students will never board or leave a bus through the emergency door except in an emergency.
- Students will not act in a disrespectful manner while riding a school bus.
- Students will not in any manner harass or distract the bus driver.
- Students will not throw, pitch, or shoot articles within the bus or out the windows.
- Students will not write upon, disfigure, or destroy any part of the school bus.
- Students will not take or handle any emergency equipment inside the bus.
- Students will not extend any part of their body or other articles into the aisle or outside of the bus windows.
- Students will not carry on the bus explosives (such as fireworks), knives, weapons, or any object that can reasonably be considered a weapon.
- Students will not scuffle or fight on the bus.
- Students will not use obscene, vulgar, or profane language on the bus.
- Students will not strike matches or use tobacco in any form on the bus.
- Students will not consume or have in their possession intoxicating beverages, narcotics, prescriptions, or over the counter medications while on the bus.
- Students will not yell, scream, and whistle on the bus.
- Students will not eat or drink on the bus or litter the bus with debris.
- Students will not bring visitors on the bus without a note signed by the parent/guardian or school administrator or designee.
- Students will not be allowed to get on or off the bus except at their designated stop or assigned campus, unless authorized **in writing** by the parent/guardian and the school administrator.
- Students will move away from the danger zone area immediately upon leaving the bus.
- Electronic devices with headsets are acceptable only if they do not cause a distraction to the driver or create situations with other bus students.
- Floral or balloon arrangements, glass objects, animals, ball bats, or other items which could potentially jeopardize safe operating conditions will not be permitted on the bus.