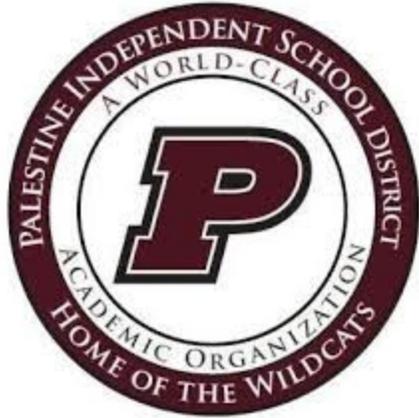


Palestine Independent School District
Bus Rider's Safety Handbook



Transportation Office
1301 South Royall
Palestine, Texas 75801
903-731-8038

Dear Parents:

First of all, thank you for allowing Palestine ISD the opportunity to transport your child. It is an honor knowing that you have placed this trust in us.

Palestine ISD offers transportation to and from school as a courtesy for every student residing within the district. We also provide transportation for extra-curricular events, field trips, and more. It is our goal for all transportation to be a safe and enjoyable experience. Achieving this requires support from staff, students, and you, the parent.

In order to provide safe transportation for every child who uses district transportation, it is necessary to have standards and regulations for acceptable behavior. These standards are meant to provide boundaries so that every child can have a safe trip to and from school each day as well as during field trips and other extracurricular activities.

This handbook reviews expected behavior for students while on the school bus or other forms of district transportation as well as the consequences for failure to meet these expectations, up to and including loss of bus privileges. It also reviews safe practices for bus riders.

Please take the time to review this handbook with your children and ensure that they understand what is expected of them when they ride the bus. This will help students be safe and successful bus riders who are able to enjoy the privilege of riding the school bus.

Once you have reviewed this handbook, please have you and your child sign and return the attached Receipt of Bus Rider Handbook form to your child's campus.

If you need additional information regarding this handbook or have other transportation related questions, please call the PISD Transportation office at 903-731-8038.

Breck Quarles
Director of Transportation
903-731-8038

Palestine ISD Bus Rider's Safety Handbook

Overview

The goal of this Bus Rider's Safety Handbook is to provide a safe and enjoyable experience for children and adults who ride school buses. Parents should take time to read and discuss the information in this handbook with their children. Riding the 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 and/or bus monitor. Bus drivers and monitors are the responsible adults on the bus. They are to be treated with respect. All students are expected to cooperate with the driver/monitor at all times.
2. Board and leave the bus at designated stops only. Designated stops are established by the transportation department. Bus routes do not go door to door.
3. Bus riders are expected to ride their assigned bus only. Any bus changes must be in writing and delivered to the campus. Bus drivers cannot make changes to a student's route.
4. Do not ask to ride home on another bus with a friend or be dropped off at a friend's house.
5. It is the responsibility of the parent/guardian to provide transportation to or from school if a child misses the bus.
6. Students who lose their bus privilege for disciplinary reasons are responsible for their own transportation.
7. If students have an issue on the bus, they should report this to the driver or their principal immediately. This allows for a quick investigation and resolution.

Bus Schedules

Buses will run as close as possible to the bus schedule. However, the first several weeks of school are a period of adjustment. Routes will not run early, but may run late until revisions are made. Please keep this in mind when arranging personal schedules.

The Transportation Dept. has set up a **Remind** texting app to help keep parents aware of concerns such as late buses. The bus driver will give your child a flyer describing how to join and start receiving text messages about late buses, etc.

Procedures for Waiting for the Bus

1. Be at your bus stop 10 minutes before the scheduled pick up time. Drivers will not wait or honk.
2. Stand on the sidewalk or back from the roadway at least 15 feet while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately. This is not a time to be concerned about your place in line. Every student will get a seat on the bus.
4. Stand clear of the bus until it comes to a complete stop and the door is opened.
5. Students may be required to walk some distance to their assigned bus stop.

Loading the Bus

1. Do not push or shove.
2. Use the handrails and steps.
3. Walk to your seat. The bus will not move until all students are seated and secure.
This is a State Law-NO EXCEPTIONS.
4. Students will be assigned seats as determined by the bus driver. The bus driver may change student seats at any time in order to maintain safety on the bus.
5. Once the bus door is closed in preparation for departure, no students will be allowed to board or leave the bus.
6. The area within 10 feet of the bus is considered the **Danger Zone** because children cannot be easily seen. Students should avoid this area except to walk directly to the bus door after the bus has stopped and the door opens.

Conduct on the Bus

1. Remain seated while on the bus.
2. Students should sit facing forward with their backs against the seat and feet on the floor in front of them (seat to seat and back to back). No part of the body should ever be in the bus aisle.
3. Do not change seats.
4. Students must sit in their assigned seat.
5. Never deny another student a place to sit.
6. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door opens.
7. Keep head, arms, and other body parts and/or objects inside the bus at all times.
8. Loud noises and excessive talking can distract the driver and create an unsafe condition. For this reason, students should remain quiet while riding the bus. Any talking will be at the discretion of the driver.

9. Electronic equipment must be placed on mute or have headphones if used on the bus. If electronic equipment is a distraction to the driver, the student will be instructed to put it away.
10. Keep hands, feet, and other objects to yourself.
11. Objects are not to be thrown inside or outside of the bus.
12. Do not mark, cut, or scratch any part of the bus. The person who is responsible will pay the cost for repair.
13. The emergency door and exit controls are for use only during supervised drills or actual emergencies. Do Not Touch!
14. Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
15. Video recordings are made of student activity on the bus for disciplinary and training purposes.

Getting Off the Bus

1. Stay seated until the bus is completely stopped and the door is open.
2. Use the handrail and take one step at a time when leaving the bus.
3. Walk in a single file line and wait your turn to leave the bus; pushing and shoving only slow the exit process and can cause an accident.
4. Stay clear of the bus when the engine is running. Do not chase or hang onto the bus at any time.
5. If an object drops or rolls near or under the bus, do not go after it. Wait until the bus has pulled away before retrieving the item.

Crossing a 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 you that it is safe to cross.
2. Always check in both directions for moving traffic. When all traffic is stopped, walk directly across the roadway. Never stop in the road.
3. **CAUTION!** Always be alert for vehicles that do not stop when the bus is loading or unloading students.
4. **NEVER** cross the road behind the bus.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Prohibited Items

1. Tobacco (or tobacco products including electronic cigarettes)
2. Live animals or insects
3. Glass containers

4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs, or chemicals
6. Matches or lighters
7. Objects that do not fit in the student's lap or on the floor between the knees without extending to chin level.
8. Food or drinks (Eating or drinking on the bus is not allowed)
9. Balls or other toys that do not fit into a backpack.
10. Aerosol sprays
11. Cosmetics out on the bus (perfume, lipstick, fingernail polish, etc)
12. Other items that are considered dangerous or disruptive.

Accidents or Emergencies

1. Stay calm and quiet; 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 the students
3. All students must remain with the bus. Students cannot leave the area, even with parents, until released by the Police or Fire Department. Police/Paramedics each have important actions to complete to ensure that each student rider is safe and accounted for.

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.

Extra-curricular trips

1. Bus rider rules apply to all extra-curricular trips.
2. Discipline will be the responsibility of the building principal or the trip sponsor.
3. The bus must be returned clean upon completion of the trip.
4. The bus driver is responsible for the bus and the safety of the students on the trip.
5. The bus driver is authorized to return to the school campus should the trip sponsor be unable to maintain control of student behavior.

School Bus Behavior Consequences

Students being transported on school vehicles shall comply with rules of conduct. Failure to do so will result in disciplinary consequences.

The bus driver/monitor is the responsible adult on the school bus. They are the first point of contact for school bus discipline. Bus drivers may assign specific consequences for inappropriate behavior such as discussing inappropriate behavior with the student, warning, assigning a new seat, and more.

For repeated failure to follow school bus rules and for serious infractions, the driver will refer the student to the Director of Transportation who will assign more serious consequences, up to suspension of bus privileges. Serious violations of the Student Code of Conduct may also be referred to the child's campus for disciplinary action.

1st Referral	Student conference with Transportation Director or their representative; Parent/guardian notified; Possible suspension from the bus for more serious infractions
2nd Referral	Conference with student; Suspension from the bus for up to three (3) days or other action as appropriate; Parent conference required before the student is allowed to ride the bus again
3rd Referral	Conference with student; Suspension from the bus for up to ten (10) days or other action as appropriate; Parent/guardian contacted; Bus Safety course required before the student is allowed to ride the bus again.
4th Referral	Conference with student; Suspension from the bus for up to thirty (30) days or other action as appropriate; Parent contacted
5th Referral	Conference with student; Student can be suspended from the bus for the remainder of the semester or other action as appropriate; Parent contacted

Suspension from the bus is not an excuse for missing school. Parent/guardian is responsible for getting the child to school on time.

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Receipt of Bus Rider Handbook/Consent Form

(Return to your child's campus)

Student Name: _____

Campus (Circle one) Washington Northside Southside Story
Junior High High School

Parent/Guardian

I have read and understand the Bus Rider's Safety Handbook and have reviewed it with my child. I understand that if my child chooses not to follow the safety rules on the bus, he or she may receive consequences as described in this handbook.

Parent Name (printed)

Date

Parent Signature

Student

I have read and understand the Bus Rider's Safety Handbook and I agree to follow the rules for being a safe bus rider. I understand that if I choose not to follow the safety rules on the bus, I may receive the consequences described in this handbook.

Student Signature

Date