



BUS HANDBOOK  
FOR  
STUDENTS  
AND  
PARENTS

POLICIES AND GUIDELINES  
EARLY I.S.D.

TO: PARENTS OF EARLY I.S.D. DISTRICT STUDENTS

SUBJECT: POLICIES AND GUIDELINES FOR STUDENTS WHO RIDE SCHOOL BUSES ON REGULAR ROUTES OR FOR ANY EXTRA-CURRICULAR TRIP OR ACTIVITY

Misbehavior on school buses, ranging from minor disorderliness to serious offenses must be a concern of parents, students, and school officials. This booklet has been written with the intent of creating a better understanding of school bus policies and of providing a safe trip to and from school for your child.

Riding a bus to school is a privilege provided by the Early Independent School District. All school personnel will cooperate with parents and bus students and it is expected that they will receive full cooperation from parents and students. The school bus will be treated as a classroom and the driver as a teacher in the classroom. The student is expected to show respect to the driver at all times.

Please study this booklet and keep it for future reference. It gives detailed information on student conduct required and procedures that will be followed if any rules are violated.

We appreciate your cooperation.

Sincerely,

Wes Beck  
Superintendent

## GUIDELINES FOR STUDENT BEHAVIOR

Students riding the school buses are expected to observe the following rules and regulations:

### I. PRIOR TO LOADING (on the road and at school)

1. Students are to wait for the bus at the assigned stop in an orderly manner until the bus comes to a complete stop.
2. Students will form a single line and wait until the bus comes to a complete stop before attempting to enter. THERE MUST BE NO PUSHING OR SHOVING.
3. Students are to refrain from any harassment of the public or damage to public or private property at any bus stop.
4. Students will use handrails to help board the bus safely.

### II. WHILE ON THE BUS

1. Students should board and leave the bus in an orderly fashion.
2. Students should move promptly to their assigned seat. Seats may be assigned by the bus driver.
3. Students will remain seated until they reach their destination.
4. Students will not open bus windows without permission of the driver.
5. Students should not extend any parts of their bodies out of the window.
6. Students will not throw anything out the windows.
7. Students shall not eat food or throw litter on the school bus. No food or drinks (cups, bottles, or cans) will be permitted on regular bus routes.
8. Students will assist in keeping the bus safe, clean, and sanitary.
9. Students will not mar or damage the bus in any way. Bus riders should never tamper with the bus or any of its equipment.
10. Students will keep books, packages, coats, and all objects out of the aisles.
11. Students will not leave books, lunches, or other articles on the bus.
12. Older students should help protect the safety and comfort of the smaller children.
13. Students are expected to display courteous and considerate behavior on buses at all times.
14. Smoking or the use of any type of tobacco product is not permitted on the bus by anyone at any time.
15. Fighting, profanity, vulgarity, loud noises, and other aggressive behavior are strictly prohibited on school buses.
16. In case of an emergency, all bus riders will remain on the bus unless directed otherwise by the driver.
17. Students who do not promptly obey the directions of the driver or the aide, or who refuses to obey regulations of the school while on the school buses, may forfeit their privilege to ride on the bus for a specified period of time. The school bus drivers have the authority and responsibility to handle the situation as set forth in the school policies.

### III. LEAVING THE BUS

1. The students will remain seated until the bus comes to a complete stop. PUSHING AND/OR SHOVING ARE PROHIBITED!
2. Students should use handrails when getting off the bus.
3. All students will move away from the bus immediately upon leaving the bus.
4. If the student must cross the street or road after getting off the steps, look at the driver for a signal to cross, then quickly walk across the road after looking carefully in both directions.
5. Older students should help care for the safety and comfort of smaller children.
6. The driver will not discharge riders at any place other than the regular bus stop at the student's home or at school unless properly authorized in writing by the parent or a school official. The authorization must be in writing.

### IV. EXTRA-CURRICULAR TRIPS

1. Any and all guidelines regarding school buses and student transportation apply to all trips under school sponsorship as well as to regular bus routes with the exception of foods and drinks for some extra-curricular activities.
2. All bus riders must obey the directions of any chaperone appointed by the school.
3. The back door is to be used for emergency exit only and is to never be used for loading and unloading of students.
4. The care and operation of the bus is the sole responsibility of the driver.

## BUS STUDENT DISCIPLINE PROCEDURES

Bus transportation is a privilege - not a right. The purpose for student bus transportation is to transport students to and from school safely. Those students riding the bus to and from school are considered under the jurisdiction of the school authorities from the time they board the bus in the morning until they are discharged from the bus in the afternoon. The same type of conduct is expected of students while they are riding the bus as would be expected of them while they are in the classroom.

The bus driver is charged with the responsibility of maintaining the order and proper conduct on the school bus. The driver must take the necessary steps to maintain order on the bus just as the classroom teacher would maintain discipline in the classroom. The driver has the authority to assign seats and to implement any other procedures necessary to maintain proper conduct of students on the bus.

If the driver is not able, by reasonable means, to persuade the passenger (s) causing the problems to follow prescribed rules of conduct, the following steps should be followed:

1. The driver will complete the 4-part INCIDENT REPORT FORM showing the bus route number, date, and student name. The type of offense committed will be checked along with any comments the driver feels are necessary to explain the infraction. A sample of the INCIDENT REPORT FORM is on page 7.
2. The driver will deliver the report to and discuss the incident with the principal of the student involved.
3. The principal will discuss the reported infraction with the student involved. If the incident is of such a nature that further investigation is deemed necessary (consultation with the driver, parents, other students, etc.), such action will be taken.
4. When the principal has completed his/her investigation, the 4-part INCIDENT REPORT FORM will be signed by him/her. A copy will be sent to the parents by mail or hand delivered by the child. The principal will retain one copy of the report for his/her file. The Bus Maintenance Coordinator and bus driver will receive a copy.  
NOTE: The above procedure will be followed even though the penalty is only a formal warning so that all parties concerned will be aware of the incident and action taken.
5. If the infraction is of such a nature that riding privileges are lost for more than five days, the student involved will not be allowed to resume riding the bus until after a conference with the principal and parents.
6. No student will be removed from the bus between his/her home and the school. If a situation arises that is beyond the control of the driver, the driver may need to park the bus and call or send word to the school authorities.
7. Normally, the student will be transported home before suspension begins. If the suspension begins at school, the principal will be responsible for notifying the parents and/or assuring the student arrives home safely.
8. When damage to the bus or its furnishings is involved in the infraction, restitution for the damage will be part of the penalty assessed. DAMAGED SEATS MUST BE RESTORED TO THEIR ORIGINAL CONDITION. PARENTS WILL BE RESPONSIBLE FOR THE COST OF REPAIR INCLUDING MATERIALS AND LABOR.

The penalty assessed as a disciplinary measure may include loss of bus riding privileges for a specified time. The following procedures will be followed for the average misdemeanor type of violation:

- 1st offence: Non-Flagrant - Will be handled according to the Discipline Management Plan. The minimum penalty is a warning.
- 2nd offence: Non-Flagrant - Will be handled according to the Discipline Management Plan and may result in loss of bus riding privileges for one or more days.

Flagrant violations will be handled according to the Discipline Management Plan and WILL result in loss of bus riding privileges for one or more days.

Generally the following will be considered misdemeanor of non-flagrant type violations:

1. Failure to remain seated.
2. Refusing to obey the driver (minor infraction).
3. Throwing objects on or out of the bus in a non-threatening manner.
4. Hanging out of the window (head, hands, arms).
5. Spitting.
6. Harassing other students.
7. Disruptive loud talking or other noises.

The following will be considered as flagrant violations:

1. Fighting.
2. Using profanity.
3. Lighting matches or fireworks of any kind.
4. Smoking or chewing tobacco of any kind.
5. Possession of any prohibited drugs, liquor, etc.
6. Possession of any type prohibited knife or weapon.
7. Vandalism and/or destruction of property.  
DAMAGED SEATS MUST BE RESTORED TO THEIR ORIGINAL CONDITION. PARENTS WILL BE RESPONSIBLE FOR ALL COSTS INCLUDING MATERIALS AND LABOR FOR REPAIRS.

Parents can be of great assistance in providing safe and effective transportation for their children if they will (1) cooperate in every way with the school administration and the bus driver and, (2) accept joint responsibility with the school administration and the bus driver for maintaining proper conduct of children while they are entering, riding on, or exiting the school bus.

Student's Name	<b>TRANSPORTATION DISCIPLINARY REPORT</b>		
Student's ID Number			
Class/Grade	Date of Incident	Time	
	Report Date		
	Bus Number	Trip Number	

**NOTICE TO PARENT / GUARDIAN**

1. The purpose of this report is to inform you of a disciplinary incident involving the above named student.  
 2. You are urged to both understand the action taken by the driver and to cooperate with the corrective action initiated today.

**DRIVER'S REPORT**

<input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES	<input type="checkbox"/> EXCESSIVE MISCHIEF	<input type="checkbox"/> EATING / DRINKING / LITTERING	<input type="checkbox"/> RUDE / DISCOURTEOUS / ANNOYING
<input type="checkbox"/> DESTRUCTION OF PROPERTY	<input type="checkbox"/> SMOKING	<input type="checkbox"/> UNACCEPTABLE LANGUAGE	<input type="checkbox"/> HANGING OUT OF WINDOW
<input type="checkbox"/> FIGHTING / PUSHING / TRIPPING	<input type="checkbox"/> FAILURE TO REMAIN SEATED	<input type="checkbox"/> REFUSING TO OBEY DRIVER	<input type="checkbox"/> UNNECESSARY NOISE
<input type="checkbox"/> THROWING OBJECTS IN OR OUT OF BUS	<input type="checkbox"/> BRINGING ARTICLES ABOARD BUS OF INJURIOUS OR OBJECTIONABLE NATURE		

**PRELIMINARY ACTION:**

CHANGED STUDENT'S SEAT  
 HELD CONFERENCE WITH STUDENT  
 CONSULTED COUNSELOR  
 CONSULTED BUILDING PRINCIPAL  
 SENT PREVIOUS REPORT HOME  
 CONTACTED PARENT  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRESENT ACTION AND RECOMMENDATION(S):**

<input type="checkbox"/> STUDENT REGRETS INCIDENT, COOPERATIVE	<input type="checkbox"/> STUDENT PLACED ON PROBATION
<input type="checkbox"/> RECURRING INCIDENTS WILL BE REPORTED	<input type="checkbox"/> CASE REFERRED TO _____
<input type="checkbox"/> STUDENT DENIED BUS PRIVILEGE	<input type="checkbox"/> STUDENT SUSPENDED
UNTIL _____	UNTIL _____
<input type="checkbox"/> OTHER _____	

Driver Signature _____	Date _____
Administrator Signature _____	