

PEARSALL

I.S.D.



BUS RIDER'S SAFETY HANDBOOK

2010-2011
PEARSALL I.S.D.

<u><i>Position</i></u>	<u><i>Name</i></u>	<u><i>Phone #s</i></u>
Superintendent	Mario Sotelo	334-8001
High School Principal	Katherine Oliver	334-8011
Jr. High Principal	Julian Hernandez	334-8021
Intermediate Principal	Linden Byrd	334-3316
Ted Flores Principal	Nicole Gonzalez	334-4108
Transportation Director	Johnny Ventura	334-2116

For Bus Route information, please contact the Transportation Office at 334-5003.

Transportation service is not mandated by the State of Texas. The Independent School District provides bus transportation to and from school as a courtesy service for eligible students residing in the district. The State of Texas prescribes the conditions governing school bus operations and funds the service by allotting the district a given amount for eligible students transported.

Transportation of students in the safest possible manner shall be the highest priority of the transportation department as well as other departments or individuals engaged in such transportation.

Pearsall I.S.D. is pleased to provide transportation to students in the most cost effective means that is commensurate with the level of services required to meet the educational needs of students. We ask your cooperation with school personnel in developing proper behavior patterns for those pupils who ride the bus. Your assistance will be greatly appreciated.

Information concerning student conduct on the bus may be obtained by contacting the campus principal.

Thank you,

Mario Sotelo
Superintendent

BUS RIDER'S SAFETY HANDBOOK

PARENTS AND BUS RIDERS

The goal of the Bus Rider's Safety Handbook is to help provide safe transportation for students who ride the school buses. Parents should take time to read and discuss the material in this handbook with their student. Riding the school bus is a privilege provided by the school district and should be treated as such. To ignore these rules may result in disciplinary action or suspension of the privilege to ride the school bus.

GENERAL RULES

1. Obey the instructions of the bus driver at all times.
2. Board and leave the bus at designated stops only.
3. Ride only the bus to which you are assigned.
4. Any student attempting to ride a bus, which he/she is not assigned, must have a note signed by the parent or guardian. (This note must be given to the principal for his/her approval. A temporary bus pass will be issued to the student. This pass will be good for two weeks.)
5. Do not ask to ride home on another bus with a friend unless the procedure listed in # 4 has been followed.

PROCEDURES FOR WAITING FOR THE BUS

1. Be at the bus stop at least (5) minutes before scheduled pick-up time. The driver will not wait or honk the horn.
2. Stand on the sidewalk or back from the roadway while waiting for the school bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus, go home immediately. (If at school go to the Principal's office.)
6. Parents should instruct their student(s) on procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a student misses the bus.
8. The driver is in charge of all riders on the bus.

LOADING THE BUS

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. The bus will not move until all students are seated.
4. The bus driver has the authority to assign seats.

CONDUCT ON THE BUS

1. The bus is to be considered an extension of the classroom.
2. The dress code is to be observed at all times while on the bus.
3. Do not change seats.
4. Remain seated while the bus is in motion.
5. A student shall not refuse to sit in an assigned seat or 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 doors open.
7. Normal conversation is permitted; any loud noise is not permitted.
8. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.

9. Arms, head, and other body parts are to be kept inside the bus.
10. Do not throw objects inside or out of the bus.
11. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person(s) responsible for the damage.
12. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
13. Students will not attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
14. Students will face forward for the duration of the trip and will keep their feet on the floor in front of them and out of the aisle.
15. The driver may assign seats.

GETTING OFF THE BUS

1. Seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. You must have a signed temporary bus permit from the principal to get off at a stop other than your own. Give the temporary pass to the driver when boarding the bus. (See general rules # 4)
5. Stay clear of the bus when the engine is started; do not chase or hang onto the bus. Stand away from the bus so that you can be seen.
6. If any article drops or rolls near or under the bus, do not go after it. Ask the driver for help.

CROSSING THE STREET OR HIGHWAY

1. When crossing the street or highway, walk in front of the bus 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.
5. Cross all streets at intersections when possible. Obey all traffic signals and signs.

PROHIBITED ITEMS

1. Tobacco of all kinds.
2. Live animals or insects. (Unless approved by campus principal)
3. Glass containers.
4. Alcoholic beverages.
5. Weapons, explosive devices, fireworks, harmful drugs or chemicals.
6. Open flames of any kind (matches, lighters, etc.)
7. Any object (musical instrument, shop or science projects) too large to be carried by the student. All other items must be kept on the student's lap at all times to avoid interference with any other riders.
8. No eating or drinking on the bus is permitted.
9. Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games on the bus.

ACCIDENTS OR EMERGENCIES

1. Follow the driver's instructions.
2. If you 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 and hold the door.
 - b. Evacuation will start with the seat closest to the door.
 - c. Leave the bus in single file as quickly and quietly as possible.
 - d. Follow the driver's instruction completely.

EXTRACURRICULAR TRIPS

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

ROUTE CHANGES

All requests by parents or guardians for bus route changes should be directed to the transportation office at 334-5003. Due to state regulations drivers of state approved school bus routes may not make changes to state approved bus routes.

DISCIPLINE PROCEDURES

The school bus is an extension of the classroom, and the principal and/or his or her designee will administer discipline with assistance from the bus driver. All school board policies that apply to student conduct and other student related activities apply to the school bus.

Steps and consequences for improper conduct on the school bus include the following:

- Step 1. A bus conduct report is written and forwarded to the building administrator. The student is placed on probation. Step 2 is explained to the student. The report is sent home for parent signature and returned to the administrator.
- Step 2. A conduct report is written and forwarded to the building administrator. The student is moved to the front of the bus. Step 3 is explained. The report is sent home for parent signature and returned to the administrator.
- Step 3. A conduct report is written and forwarded to the building administrator. The student is denied bus privileges for (5) days. Step 4 is explained. The parent is telephoned and the conduct report is sent home for parent signature and returned to the administrator.
- Step 4. A conduct report is written and forwarded to the building administrator. The student is denied bus privileges for (10) days. The parent is telephoned and the conduct report is sent home. A conference with the building administrator, bus driver, parent, and student must be held before riding privileges may be restored.
- Step 5. A conduct report is written and forwarded to the building administrator. The student is denied bus-riding privileges for the remainder of the year. The parent is telephoned and the conduct report is sent home.