

# Whitesboro Independent School District

## School Bus Rider's Safety Handbook



Published as a public service by:

Whitesboro ISD  
115 4<sup>th</sup> Street  
Whitesboro, TX 76273  
(903) 564-4200



WHITESBORO INDEPENDENT SCHOOL DISTRICT  
115 FOURTH STREET  
WHITESBORO, TX 76273  
(903)564-4200 • FAX (903) 564-9303



**Dear Parent or Guardian,**

The Whitesboro 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. WISD purchases its own busses to provide this service to its students.

Eligible students are defined by state statute as those residing in the district **at least two miles** from the school they attend, as measured by the nearest practical route. The nearest practical route is the nearest traveled public road, which may or may not be the road used by the school bus. Address eligibility is continually audited year round. When an address is found to be ineligible (because of street openings, construction changes, etc.), notification will be made as soon as possible with a grace period allowed for parents to locate alternate means of transportation.

In order to meet the conditions outlined by the state and provide safe, prompt movement of eligible students, the school district has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. They are herein outlined for your information and for the guidance of your child.

The school district is pleased to provide transportation for its eligible students and **solicits your assistance** in helping create a safe, healthy operation. You may do so by reading the enclosed material and acknowledge receipt **by completing and returning** the enclosed sheet **to the bus driver. We ask your cooperation** with school personnel in developing proper behavior patterns for those pupils who ride the bus.

If you should need information concerning bus routes, call Mike Pack at 903-564-3118.

If you should need information concerning **student misconduct on buses**, you should call the students **school principal**.

Thank you,

**Ryan Harper**  
Superintendent



## General Rules

- Obey the instructions of the bus driver. At no time will a student act toward, or address comments to the bus driver in a disrespectful manner, or refuse to cooperate with the driver.
- Seating assignments will be arranged by the bus driver, and each student will be expected to remain in his/her assigned seat for the duration of the trip.
- Board and leave the bus at designated stops only.
- Only students who are eligible to ride may be transported. Students must ride their assigned bus.
- Do not ask to ride home on another bus with a friend without a note from home. It must be signed by a campus administrator.
- It is the responsibility of the parents to provide transportation to school if a child misses the bus.
- If you do not ride for three days, you must call the transportation office (903-564-3118) or the bus may not come by again until contacted.

## Procedures For Waiting for the Bus



- Be at your bus stop ten minutes before scheduled pickup time. The driver will not wait or honk.
- Stand on the sidewalk or back from the roadway while waiting for the bus.
- When the bus approaches, form a line and be prepared to load immediately.

- Stand clear of the bus until it comes to a complete stop, and until red loading lights come on.
- Parents should instruct their children on what procedures to follow if the bus is missed.
- Students will abide by the individual school's rules and regulations concerning bus students, including conduct and dress code.



## Loading the Bus

- Do not push or shove.
- Use the handrail and steps. Carry large bags and objects in front of you.
- Go to your seat. The bus will not move until all students are seated.
- Students will sit in their assigned seat at all times.



## Conduct On the Bus

- Remain seated while the bus is moving. Each student will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens.
- Do not change seats. The driver is required to assign seats.
- A student shall not refuse to sit in an assigned seat or deny another a place to sit.
- Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
- Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.



- Do not throw objects inside or out of the bus. Keep all pens and pencils put away at all times.
- Do not mark, cut, or scratch any part of the bus. Vandalism cost will be paid by the person who is responsible.
- The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
- Students will never attempt to sit in the driver's seat or operate the passenger door or other driver controls except in cases of extreme emergency.
- Students shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle. Keep all body parts inside the bus and to yourself.

## Getting Off the Bus



- Stay seated until the bus is completely stopped.
- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
- You must use your assigned stop at all times, (AM and PM routes).
- Stay clear of the bus when unloading. Do not chase or hang on to the bus at any time.
- 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 help.

## Crossing the Street or Highway

- All students living on the left side of the roadway shall exit the bus and move to a point 10 to 15 feet in front of the front bumper and wait for the driver to signal you that it is safe to cross.

- Check in both directions and walk directly across the road.
- Never cross behind the bus.
- CAUTION! Be alert for the vehicles that do not stop when the bus is loading or unloading students.
- Cross all streets at intersections. Obey all traffic signals and signs on your way home.

## **Accidents or Emergencies**

- Follow the driver's instructions.
- If you must leave the bus, stay in a group.
  - The student nearest to the door will open the door and hold it open.
  - Leave the bus in a single file line as quietly as possible.
  - Evacuation will start with the seat closest to the door.
  - Once outside the bus, follow the driver's instructions completely.

## **Extra-Curricular Trips**

- Bus rider rules apply to all school-sponsored events.
- Discipline will be the responsibility of the building principal and the trip sponsor.
- The bus must return clean when returning from the trip.

# Prohibited Items



- Tobacco, alcohol, and glass containers.
- Live animals or insects.
- Weapons, explosive devices, matches or cigarette lighters, harmful drugs or chemicals.
- Any object (musical instrument, shop project) too large to be carried by the student. All other items must be kept on the student's lap at all times.
- Radios and tape players without headphones, skateboards and beepers.



## Discipline

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

**Cameras will be running at all times to record student's and driver's behavior for bus safety.**

**The following is an outline of the Bus Discipline Procedure:**

**Step 1: The driver will inform the student of the program.** The student will be given – verbal warnings for misconduct. Every effort will be made to solve the problem prior to reporting the student to the principal.

**Step 2a: The uniform disciplinary action for Hayes Primary School will be:**

- A. First Minor Infraction** – Driver will attempt to contact parent in an effort to correct the situation. (This is the first time a student is written up – He/She has had previous verbal warnings.)
- B. Second Minor Infraction** – School Administrators will administer appropriate discipline.
- C. Third Minor Infraction = First Major Infraction** – The student may be suspended from riding the bus for five days or the principal’s discretion of an alternative discipline.
- D. Second Major Infraction** – The student may be suspended from riding the bus for 10 days (three more minor infractions will equal another major infraction).
- E. Third Major Infraction** – The student may be suspended from riding the bus for the remainder of the semester. (If this occurs during the last six weeks of a semester it may be extended to the end of the following semester.)

**Step 2b: The uniform disciplinary action for WIS, WMS, & WHS will be:**

- A. First Minor Infraction** – Warning
- B. Second Minor Infraction** – Five days bus suspension
- C. Third Minor Infraction** – Ten days bus suspension
- D. Fourth Minor Infraction** – 20 days bus suspension
- E. Fifth Minor Infraction** – Bus suspension for the remainder of the school year

The building administrator has the authority to skip steps for serious violations, or to repeat them if the misconduct is not a serious safety violation.

## **Minor Infractions**

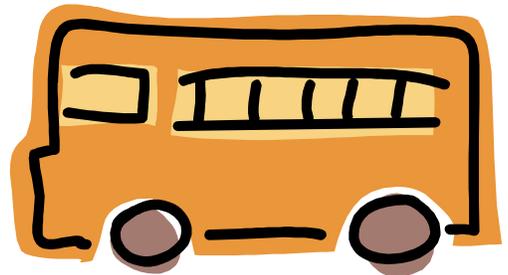
Included, but not limited to:

- Talking loudly or yelling.
- Throwing objects (paper, items that distract – non-harmful).
- Leaving paper or other debris on the bus.
- Using profanity or making offensive remarks or gestures.

- Not meeting the bus promptly.
- Bothering (poking, pushing, etc.) other bus riders.
- Not following the bus driver's directions. For example, not sitting in assigned seat.

## Major Infractions

- Accumulating three minor infractions.
- Using or possessing alcohol, tobacco, drugs or paraphernalia.
- Deliberately disregarding safety of passengers and others.
- Vandalizing the bus.
- Possessing firearms or other dangerous objects.
- Throwing harmful objects (rocks, books, etc.).
- Fighting.



## Bus Facts

Buses cost from \$55,000 - \$85,000 each and require one year for delivery.

- Repair to vandalized seats cost up to \$65.00 per seat.
- Operations are funded by the State of Texas based on approved mileage, plus a portion of Whitesboro ISD tax revenue.
- All buses receive attention in an ongoing preventive maintenance program.
- Whitesboro ISD buses traveled in excess of 148,588 miles last year.



# Whitesboro ISD School Bus Rider's Contract



I have read the Bus Riders Safety Handbook and agree to abide by these rules.

*Ethnic Group	
<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic
<input type="checkbox"/> American Indian	<input type="checkbox"/> Black Non-Hispanic
<input type="checkbox"/> White Non-Hispanic	<input type="checkbox"/> Other

Student's Name (Please Print) \_\_\_\_\_

\_\_\_\_\_ Address (Please Print) Home Telephone Work Telephone

\_\_\_\_\_ School Grade School Bus #

\_\_\_\_\_ Child's Date of Birth Child's Age

- First Minor Infraction – Warning
- Second Minor Infraction – Five days bus suspension
- Third Minor Infraction – Ten days bus suspension
- Fourth Minor Infraction – Twenty days bus suspension
- Fifth Minor Infraction – Bus suspension for the remainder of the school year
- \*\*Be at your bus stop 10 minutes before the scheduled pick-up time.

If your student should lose their bus privileges, it is the Parent/Guardian's responsibility to transport them to and from school.

\_\_\_\_\_  
Parent's Signature

Bus Driver \_\_\_\_\_

\*This information is required by the State of Texas. Please do not change any of the wording on this card, Thank You!