



**BANDERA I.S.D.  
BUS RIDER'S SAFETY  
HANDBOOK  
2011-2012**

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**BISD TRANSPORTATION  
DEPARTMENT  
1576 STATE HWY. 173 SOUTH  
BANDERA, TEXAS 78003  
(830) 796-6217**

## Bandera ISD School Bus Rules

### Safety Rules:

1. Obey the instructions of the bus driver and/or monitor at all times.
2. Normal conversation is permitted; any loud noises, or screaming is not permitted.
3. Arguing, scuffling, or fighting is not allowed.
4. Riders must stay in their assigned seats, face the front of the bus, and keep themselves and their belongings out of the aisle.
5. Keep heads, hands and feet inside the bus.
6. Riders are not allowed to throw objects inside or out of the bus.
7. Riders may not attempt to operate the bus controls or emergency exits, except in an emergency situation.
8. Riders must board and leave the bus at designated stops only.
9. When leaving the bus, stay seated until the bus comes to a complete stop.
10. If any article drops or rolls near or under the bus, **DO NOT GO AFTER IT**. Ask the driver for help.
11. When crossing the street or highway, walk 10-15 feet from the bus and wait for the driver to signal that it is safe to cross. Check in both directions and walk directly across the road. Never cross the road behind the bus.
12. Stay clear of the bus (10 feet) until it comes to a complete stop. Do not chase or hang on the bus.
13. **CAUTION**; always be alert for vehicles that do not stop when the bus is loading or unloading.

### General Rules:

1. While waiting for the bus, be at the stop five minutes before the scheduled pick up time.
2. When the bus approaches, form a single line and be prepared to load immediately.
3. If you miss the bus, go home immediately. Parents should instruct their children on procedure to follow if the bus is missed. If at school, go the principal's office.
4. Parents are responsible for providing transportation to or from school if a child misses the bus.
5. Students must ride only the bus to which they are assigned. Any deviation requires a note signed by the parent and approved by the campus office. Students are not allowed to call parents on cell phones while on the bus to obtain permission. Drivers are not allowed to talk on cell phones while operating a school bus. Notification needs to be through the campus office or the transportation department.

6. Only students enrolled in Bandera ISD are permitted to ride on school buses. Unauthorized persons are not allowed on BISD buses.
7. Headstart and Pre-K children will not be let off the bus if a parent or designee is not present to receive them.
8. The Bandera ISD dress code must be followed on the bus.
9. Riders are expected to be responsible for their trash and to help keep the bus clean.
10. Riders shall not deface or vandalize the bus or it's equipment.
11. Riders should be courteous. Profane language and hand signs are not allowed.
12. Riders will follow the rules for cell phone use as printed in the BISD Student Handbook.

### Prohibited Items:

1. The possession or use of tobacco or alcohol of any kind.
2. Live animals or insects.
3. Weapons, explosive devices, fireworks, harmful drugs, or chemicals.
4. Open flames of any kind (matches, lighter, etc.).
5. Eating or drinking, except for water, is prohibited.

**The school bus is an extension of the classroom, and the principal, or their designee, will administer discipline with the assistance of the bus driver. All school board policies including the Student Code of Conduct apply to student conduct on the bus.**

## Bandera ISD Bus Discipline Procedures

The following procedures shall be followed when a student violates a safety or general rule or when discipline concern arises on a bus serving a regular route or extra curricular activity.

1. **First Notice:** The driver shall complete a Bus Conduct Report form and send it to the appropriate campus administrator. A copy of the report shall be mailed to the parents. The campus administrator will counsel the student about their behavior.
2. **Second Notice:** The driver will complete a second Bus Conduct Report form. The student shall be suspended from riding the bus for one day. An attempt shall be made to contact the parents and a copy of the report shall be mailed to the parents.
3. **Third Notice:** The driver will complete a third Bus Conduct Report form. The student shall be suspended from riding the bus for three days. An attempt will be made to contact the parents and a copy of the report will be mailed to the parents.

4. Fourth Notice: The driver will complete a fourth Bus Conduct Report form. The student shall be suspended from the bus for five days. An attempt shall be made to contact the parents and a copy of the report shall be mailed to the parents. A conference will be held with the parents, student, driver, campus administrator and transportation supervisor.
5. Fifth Notice: The driver will complete a fifth Bus Conduct Report form. The student shall be suspended from riding the bus for ten days. An attempt shall be made to contact the parents and a copy of the report shall be mailed to the parents. A conference will be held with the parents, student, driver, campus administrator and transportation supervisor.
6. Subsequent Notices: Any Bus Conduct Report after the fifth, shall cause the student to be suspended from riding the bus for ten days.

If the principal or their designee decides that a disciplinary action other than the above schedule is more appropriate in a specific situation, they will notify the Supervisor of Transportation.

**If a bus rider is considered incorrigible by the principal, he or she may be suspended from riding the bus for the semester or the year. Also, the principal may suspend a student from riding the bus on the first or subsequent offense for any flagrant or serious misconduct.**

In case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to call for law enforcement assistance. The Director of Transportation and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving the principal, the driver, the parents and the student takes place.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with provisions of the student's Individual Education Plan (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504.

## **Additional Transportation Information**

### **Accidents or emergencies**

1. Follow the driver's instructions. Stay in your seat and stay calm.
2. If the driver calls for an evacuation of the bus, the riders closest to the door will exit first then seat by seat order. Riders should exit the bus in single file in a calm, orderly manner. All school supplies should be left in the seat. When you leave the bus, stay in a group in a safe area behind and to the side of the bus.
3. Emergency drills will be conducted annually.

### **Route Changes**

All requests by parents for bus route changes should be directed to the transportation office at 796-6217. Due to state regulations, drivers of state approved school bus routes may not make changes to the route.

### **Video Cameras**

Pursuant to Texas Education Code 26.009 (b), schools can videotape students without parent permission for purposes of maintaining order and discipline. However, under FERPA, the parent may only view the video if his or her child is the only student in the video. Typically, the video would reveal the behavior of other students as well, and therefore, it would contain possibly identifiable information of other students that cannot be viewed by any parent.

The Texas Attorney General has addressed this issue and determined that videotapes made on school buses, on which the driver addresses some students by name and which "shows the faces, bodies, and behavior of students of the district" are education records under FERPA and are exempted from disclosure. Texas Attorney General ORD 95-821.

Tapes will remain in the custody of Bandera ISD Transportation Department.