

I have received, read and understand the B.I.S.D. Bus Rider's Safety Handbook.

I have also read and understand the district's policy regarding video cameras on school buses.

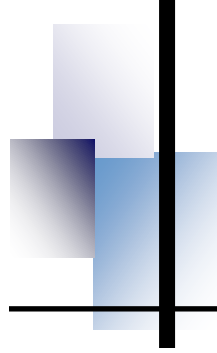
(Please detach card and return to your Bus Driver to assure bus-riding privileges.)

Child's Signature

Child's Signature

Child's Signature

Parent or Guardian Signature



**BANDERA I.S.D.
BUS RIDER'S SAFETY
HANDBOOK
2010-2011**



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

Bandera Independent School District **Transportation Department**

Dear Parents:

The Bandera I.S.D. Transportation Department is pleased to welcome the parents and students to a new school year.

The State of Texas does not mandate transportation service. Bandera I.S.D. provides bus transportation to and from school as a courtesy service for eligible students residing in the district.

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

The goal of this handbook is to help provide safe transportation for children who ride the school bus. Parents should take the time to read and discuss the material in this handbook with their children. Riding the school bus is a privilege provided by the school district and should be treated as such. To ignore these rules will result in disciplinary action including suspension of bus riding privileges.

Please read this information with your school age child, fill out the registration form and return to the driver. We hope that with this information available to you and continuing safety program for our drivers, we will have a safe, accident-free school year. Your assistance will be greatly appreciated.

Sincerely,

Kay Miller
Transportation Director

Bus No. _____ AM
_____ PM

PLEASE PRINT THE STUDENTS' NAME:

School Year _____

M F Grade _____

M F Grade _____

M F Grade _____

Last First MI

Physical Address _____

Home Phone _____ Cell Phone _____

Parent/Guardian

Parent/Guardian

Name _____

Name _____

Work Place _____

Work Place _____

Work Phone _____

Work Phone _____

IN CASE OF EMERGENCY, CONTACT:

Name _____ Relationship _____ Phone _____

Name of Family Doctor _____ Phone _____

BANDERA INDEPENDENT SCHOOL DISTRICT BUS REGISTRATION

Bandera ISD School Bus 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 should be courteous. Profane language and hand signs are not allowed.
8. Riders may not attempt to operate the bus controls or emergency exits, except in an emergency situation.
9. Riders shall not deface or vandalize the bus or it's equipment.
10. The Bandera ISD dress code must be followed on the bus.
11. Riders are expected to be responsible for their trash and to help keep the bus clean.
12. Riders must board and leave the bus at designated stops only.
13. While waiting for the bus, be at the stop five minutes before the scheduled pick up time.
14. Stand clear of the bus (ten feet) until it comes to a complete stop.
15. When the bus approaches, form a single line and be prepared to load immediately.
16. When loading the bus, do not push or shove, use handrails and go directly to your seat. The bus will not move until all students are seated.
17. 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.
18. Parents are responsible for providing transportation to or from school if a child misses the bus.
19. 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.
20. Only students enrolled in Bandera ISD are permitted to ride on school buses. Unauthorized persons are not allowed on BISS buses.
21. When leaving the bus, stay seated until the bus comes to a complete stop.
22. Head Start and Pre-Kindergarten children will not be let off the bus if a parent or designee is not present to receive them.
23. Stay clear of the bus. Do not chase or hang on the bus.

Hazardous Conditions

1. Safety precautions will be exercised in school bus operations at all times. If conditions will not permit the deliver of the student (s) to his/her authorized stop, the student will be returned to a location determined by the school officials based on existing conditions.
2. In case of bad weather, the start of school may be delayed, school cancelled, or students released early. On days when hazardous weather conditions exist, contact the transportation office at 796-6217 or please listen to the following radio or television stations for school information:

KRNH	KJ97	Y100
92.3	97.3	100.3

Television Stations: KENS, KMOL, KSAT

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.

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.

24. If any article drops or rolls near or under the bus, **DO NOT GO AFTER IT.** Ask the driver for help.
25. 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.
26. **CAUTION;** always be alert for vehicles that do not stop when the bus is loading or unloading.
27. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way to and from the bus stop.

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 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.