

Bus Rider's Safety Handbook



**Hudson ISD
6735 Ted Trout Drive
Lufkin, Texas 75904**

Updated: August, 2013

BUS RIDER'S SAFETY HANDBOOK

The goal of this Bus Rider's Safety Handbook is to help provide a safe and enjoyable experience for students who ride the school buses. Parents are responsible for reading and discussing the material in this handbook with their child. Riding a 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 or suspension of the privilege.

GENERAL RULES

1. **Obey the instructions of the bus driver at all times.**
2. Ride only the bus to which you are assigned.
3. No one will be allowed to change between car rider and bus rider after 1:00PM
4. **Any student attempting to ride a bus to which he/she is not assigned must have a note signed by the parent. This note must be given to the principal/assistant principal for approval. A temporary bus pass will be issued to the student. The parent must also contact the Transportation Department with such request before 1:00PM**
5. Students may be required to walk up to 5/10 of a mile to arrive at the bus stop.
6. All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops.

CONDUCT ON THE BUS

BUS RULES

1. Be respectful and follow all directions of the driver at all times.
2. Stay seated facing front with your feet on the floor.
3. Keep your hands, feet and objects to yourself and inside the bus.
4. Do not use foul language at any time.
5. Follow all classroom rules to not disrupt the bus ride.
6. No eating or drinking allowed on the bus except for a (plastic) water bottle.

It is a violation of school policy to permit a student to get off the bus and ride with some other person or student without his/her having a BUS RIDER PASS. Once a student boards the bus, it becomes the responsibility of the driver to deliver that student to school or back home unless the student has a BUS RIDER PERMIT to give to the bus driver. Bus rider permits may be obtained in the following manner:

Principal or his/her designee has approved such request and issued a temporary bus rider pass to the student to be given to the driver when boarding the school bus.

PROCEDURES FOR WAITING FOR THE BUS

1. Be at the bus stop at least five (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. When the bus approaches, form a line and be prepared to load immediately.
3. Stand clear of the bus until it comes to a complete stop.
4. If you miss the bus, go home immediately.
5. Parents should instruct their child on what procedures to follow if the bus is missed.
6. Parents are responsible for providing transportation to school if a student misses the bus.

LOADING THE BUS

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

GETTING OFF THE BUS

1. Stay 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. Stay clear of the bus when the engine is started, do not chase or hang onto the bus.
5. Students must walk at least 10 feet away from the bus to a position where the driver can plainly see that all students are safe.

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 the streets at intersections when possible. Obey all traffic signals and signs on your way to and from the bus stop.

ELECTRONIC DEVICES

Cameras

Cameras can not be used on the bus.

Cell Phones

Cell Phones usage is now allowed on the bus. Cell phones can be used to text and/or access the Web. Cell phones should be on silent or vibrate mode. **Voice calls are not permitted.**

IPODS and Electronic Games (Gameboys-PSPs)

These devices can be used on the bus. Students may listen to recorded music on the bus. They must use earphones. Earphones are not to be shared with another Student.

The use of these is a privilege. The Bus Driver has the authority to stop this privilege if it is abused, creates an unsafe environment or creates a discipline problem. Text messages, Web pages, music and games on these devices should be appropriate. Inappropriate content could result in the loss of bus riding privileges/

Hudson ISD is not responsible for any damages or loss of any device and or accessories.

PROHIBITED ITEMS

1. Tobacco of all kinds.
2. Live animals or insects.
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 students.
8. Food and/or drinks.
9. Helium filled/floating balloons.

ROUTE CHANGES

All requests by parents for bus route changes should be directed to the Transportation office at 936-875-9302. **Due to state regulations, drivers of state approved school bus routes may not make changes to state approved bus routes.**

PRE K – 2 (PEAVY) DELIVERY (DROP OFF) PROCEDURES

A Parent or assigned responsible person is required to meet the bus when letting these students off the bus. An assigned responsible person can be an older sibling or neighbor. **The Parent has the responsibility to notify the Peavy campus in writing and the Transportation Department of any changes before 1:00PM.**

PRE K – 12 SCHOOL DISCIPLINE PROCEDURES

The school bus is an extension of the classroom, and the principal or his/her designee will administer discipline with assistance from the Director of Transportation / designee. All school board policies that apply to student conduct and other student's related activities apply to the school bus. Steps and consequences for improper conduct on the school bus include the following:

CONDUCT REPORT: If a verbal warning or a written warning has been issued and the student continues to violate the safety procedures, a conduct report is written and the student is denied bus riding privileges for the prescribed days. The number of days suspended will include the morning and afternoon routes, extra and co curricular trips and any shuttles. Parents will receive written notification of misconduct as well as the school.

CONDUCT REPORT #1: warning sent to Campus Administrator

CONDUCT REPORT #2: 1 day removal

CONDUCT REPORT #3: 3 day removal

CONDUCT REPORT #4: 10 day removal

CONDUCT REPORT #5: possible removal for remainder of the school calendar year

The principal/assistant principal has the authority to skip steps for serious violations and to repeat them if the misconduct is a serious safety violation. Infraction of any bus rules that could endanger the health and safety of the students will result in the immediate removal of the student's bus riding privilege for the remainder of the school year. Students are subject to arrest by authorities and removal from the bus if they refuse to follow the directions of the school bus driver.

Keith Jennings

Transportation Director, Hudson ISD

936-875-9302