



# Transportation General Safety Rules

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## GENERAL RULES

1. Follow the bus driver's instructions at all times. Students must obey the driver promptly & respectfully.
2. The driver will pick up & drop off students at their designated stops. Any deviation from this rule will have to be in writing with a signature and date from the parent or guardian & cleared through the Assistant Principal's office before the bus run.
3. Parents are responsible for bringing their child to school if they miss the district vehicle.
4. Students must be seated in their assigned seat facing the front with feet on the floor during the entire trip. The driver cannot move the district vehicle until all riders are seated.
5. Students are not to tamper with emergency doors or hatches, camera or camera boxes. Do not mark, cut or scratch any part of the district vehicle. Vandalism may result in loss of riding privileges until the student or parent/guardian pays for such damages. The school district may also pursue other available options.
6. Video/audio recordings may be made of student activity while riding the bus.
7. All Barbers Hill ISD campus rules & regulations are in force while riding the bus or other district vehicle. Dress code rules are the same as in the classroom.
8. Backpacks & band instruments are to be kept in the student's lap or under the seat. Pens, pencils & markers are to be kept in backpacks or purses.
9. All District vehicle safety guidelines apply to extra curricular trips also.
10. Eating, drinking & gum chewing is not permitted.
11. Laptops are not to be used on the bus.
12. Cell phones are not to be used on the bus.

## PROCEDURES AT THE BUS STOP

1. Be expected to walk some distance to the bus stop.

2. Be at the bus stop before the scheduled pick up time. Drivers have a schedule to maintain & cannot wait or honk.
3. Stay at least 10 feet from the roadway while waiting to load.
4. Do not attempt to approach the bus before it comes to a complete stop.
5. If at a group bus stop, be in a single file line. Be courteous of others. Do not horseplay, fight, push, shove or harass anyone. Harassment of any kind (name calling, ridiculing, intimidation, sexual, etc.) will not be tolerated at the bus stop.
6. If you must cross the street, always cross at least 10 feet from the front of the District vehicle. The driver will not be able to see if you are closer than 10 feet.
  7. Wait for the driver to give a signal to cross. Maintain eye contact with the driver at all times.
  8. Possession of tobacco products & alcohol or drugs is prohibited at the bus stop.
  9. Use appropriate language at all times.
10. Do not tamper or destroy personal property.

### **LOADING PROCEDURES**

1. Do not push or shove.
2. Use the handrail & the steps.
3. Go directly to your assigned seat & remain seated facing forward with feet on the floor.
4. Open containers of food, drinks, gum or candy must be disposed of or put away and must not be consumed while on the district vehicle.

### **CONDUCT ON THE DISTRICT VEHICLE**

1. Obey the driver at all times.
2. Remain seated the entire trip facing the front with your feet on the floor.
3. Do not change seats.
4. Sit in the seat the driver assigns you. If there is a problem with where The driver assigns you, please let the driver know. Do not attempt to get up from the seat until the district vehicle comes to a complete stop.
5. Normal conversation is permitted. Loud noises may distract the driver and create an unsafe condition.
6. Scuffling, fighting and the use of obscene, vulgar or profane language or gestures are forbidden.
7. Do not throw objects inside or out of the district vehicle.
8. Keep all body parts & personal belongings to yourself & inside the bus.
9. Food, drinks & gum chewing is not allowed.
10. Possession and use of alcohol, tobacco or drugs is prohibited.
11. Do not bring weapons or dangerous objects on the district vehicle. Animals of any kind are prohibited.

12. Harassment of any kind will not be tolerated.
13. Cell phones are not to be used while riding the bus without permission from the driver.

### **EMERGENCY PROCEDURES**

1. Remain quiet & listen for bus driver instructions
2. If you must evacuate the district vehicle, stay in a group
3. The following procedures will be used for evacuation in an emergency situation:
  - a) Evacuation will start with the seat closest to the door
  - b) Leave the district vehicle in a single file line as quickly & quietly as possible
  - c) Once outside the district vehicle, follow the bus driver's instructions

### **GETTING OFF THE DISTRICT VEHICLE**

1. Stay seated until the district vehicle comes to a complete stop.
2. Use the handrails & steps when exiting.
3. Do not push or shove to get off of the district vehicle.
4. Do not attempt to get off at another stop unless written permission from a parent or guardian, signed and dated, is given to the driver and has been approved by the office. This must be done before the bus run & must not interfere with the usual schedule of the route.
5. Obscene language or gestures directed at the driver or anyone at the bus stop is not allowed.
6. If you must cross the street, cross in front of the bus, stepping at least 10 feet in front of the bus while maintaining eye contact with the driver. Wait for the driver to give a clear signal to cross the street. Look both ways before crossing. If you drop something in front of the District vehicle, get the driver's attention & he/she will get it for you.

### **CONSEQUENCES**

#### **Level I**

##### **Types of offenses**

- Eating/drinking/gum chewing
- Littering
- Improper loading/unloading
- Out of seat
- Placing body parts out of window
- Loud talking/screaming/excessive noise
- Horseplay

- Distracting the driver
- Dress code violation
- Cell Phone & Laptop Violation

### **Disciplinary Action**

1<sup>st</sup> Offense - Assistant principal conference with a written warning

2<sup>nd</sup> Offense - Administrative choice

3<sup>rd</sup> Offense - 3 day suspension from bus

4<sup>th</sup> Offense - 10 day suspension from bus

5<sup>th</sup> Offense - 6 week suspension from bus

## **Level II**

### **Types of offenses**

- Cursing/inappropriate language
- Destruction of property
- Disrespectful to driver/attitude
- Physical contact with other (tripping, hitting, shoving, etc)
- Obscene gestures
- Tampering with bus equipment
- Throwing objects inside & outside of bus
- Possession/Use of tobacco, alcohol, drugs or lighters
- Harassment/Bullying
- Insubordination/non compliant

### **Disciplinary Action**

1<sup>st</sup> Offense - Administrative choice

2<sup>nd</sup> Offense - 1 week suspension from bus

3<sup>rd</sup> Offense - 6 week suspension from bus

4<sup>th</sup> Offense - Suspension from bus for remainder of school year

## **LEVEL III**

For any student code of conduct violation that occurs on the bus, the student is subject to DAEP or ISS placement (where applicable). If DAEP occurs, the student may be subject to removal from the bus once the student is placed back in the regular education setting. For ISS placement, bus riding privileges are suspended at the same time of the ISS assignment.

In addition, law enforcement may be contacted. It will be the decision of the investigating officer and school administrator as to what legal

action will be taken against the student. During the investigation, bus riding privileges may be suspended.

Please see code of conduct handbook or school administrator for more information.

### **Types of offenses**

- Fighting/Scuffling
- Possession of weapon or other dangerous object
- Attacking Driver
- Any other student code of conduct violation

### **Disciplinary Action**

Administrative Choice (All or any these consequences)

Loss of riding privileges for the remainder of the school year

Criminal charges may be filed

DAEP or ISS placement (if applicable)

Occurrences not specifically listed above will be handled according to the level of seriousness of comparable offenses, as determined by school officials. A parent conference may be called at any time by the School Administrator or Transportation Manager should serious misconduct occur. The administrator has the authority to skip steps for serious violations.

A denial of riding privileges is from all District vehicles. A student who rides the district vehicle knowing he/she is suspended will be referred for that misbehavior for additional days of suspension.

NOTE: Parents of students who cause damage to a District vehicle are responsible for paying for the damages. Riding privileges may be denied until such damages are paid for.

## ***VIDEO CAMERAS ON BUSES***

Video cameras have been placed on buses to aid our drivers with student safety while driving. The bus drivers will continue to document any warnings and rule infractions committed by a student, just as if the cameras were not on the bus. The cameras have been placed on the bus as an aid, not a cure-all for discipline problems that arise from time to time.

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