

Shepherd I.S.D.



SISD Transportation Handbook

2017 - 2018

Shepherd Independent School District Transportation Handbook

Shepherd Independent School District provides bus transportation to and from school for eligible students residing in the district. The State of Texas statute defines eligibility for student riders and provides the funds by a district allocation. Students living within the district are eligible to ride the bus to and from school. Address eligibility is audited year round, and when an address is found to be ineligible, the parent is notified. The **State of Texas** has determined a child will have only **one permanent address for pick-up and drop-off**. [Education Code Title 2. Public Education, Subtitle F. Curriculum, Programs & Services, Chapter 34. Transportation Sec. 34.007 b. (2)]. We will not pick up or drop off at any place of business.

Shepherd ISD's primary objective is the transporting of eligible bus riders in a safe, prompt manner. Regulations, procedures and consequences for violations are clearly defined in this handbook. All county roads will be traveled during inclement weather. However, any non-county maintained road will not be traveled if deemed unsafe by transportation department and the driver. Arrangements need to be made by the parent to meet the bus in a safe place. If it becomes necessary to change your child's route, parents will be notified by a letter and/or phone call. Please keep contact numbers up to date with your driver.

Children with a continual lice problem will not be allowed to ride the bus until clear for three (3) consecutive school days. Parents are required to bring the child to school and if they are free of lice they will be permitted to ride the bus home.

Students placed in Disciplinary Alternative Education Program will not be allowed to ride on school transportation.

If your student misses the bus, you will need to provide transportation. In emergency situations, please call the Transportation Office (936-628-2920)

If you need information concerning student misconduct on the bus, contact the assistant principal at the campus. If you wish to set up a conference with your bus driver, please call the Transportation Office.

Campus Administrators

High School	Assistant Principal	936-628-3371
Middle School	Assistant Principal	936-628-3377
Intermediate School	Assistant Principal	936-628-6764
Primary School	Assistant Principal	936-628-3302

Transportation Department

Coordinator Auxiliary Services	Pat Murphy	936-628-2919	pmurphy@shepherdisd.net
Transportation Aide/Secretary	Natalie Murphy	936-628-2920	nmurphy@shepherdisd.net

BUS RIDER'S SAFETY HANDBOOK

The purpose of these guidelines is to provide safe and timely transportation to and from school daily. Riding the school bus is a privilege provided by the school district. Please read and discuss the information in this handbook with your children. Then, within 3 days, complete the Bus Rider's Registration Card provided by your bus driver and return it to your bus driver.

RULES AND PROCEDURES

I. Waiting for the bus:

1. Please be at the bus stop five minutes before scheduled pick up time. Driver can not wait or honk.
2. Stand on the sidewalk or away from the roadway while waiting for the bus.
3. Continue to stand back until the bus comes to a complete stop.
4. When the bus approaches, line up and load quickly.
5. If you miss the bus, go home immediately.
6. Parents – please make a plan with your children on what to do if they miss the bus.

II. Loading the bus:

1. Use the handrail and steps.
2. Keep your hands and feet to yourself.
3. If you have a transfer slip from the school allowing you to get off at a stop other than your own, give the slip to the bus driver as you board the bus.
4. Go to your assigned seat. The bus will not move until all students are seated.

III. On the bus:

1. Quickly go to your assigned seat and stay seated the remainder of the ride, unless the bus driver reassigns your seat.
2. Face forward during the ride.
3. Keep your hands to yourself and your feet on the floor in front of you and out of the aisle.
4. Talk quietly.
5. Speak to others in a respectful manner.
6. Avoid throwing objects inside or outside of the bus.
7. Use the emergency door and window exit controls only during supervised drills or actual emergencies. Follow the specific directions of the bus driver.

IV. Getting off of the bus:

1. Stay seated until the bus stops completely.
2. Wait for your turn.
3. Use the handrail and take one step at a time.
4. Walk away from the bus, and stay clear of the bus as it drives away.
5. If any article drops or rolls near or under the bus, go to the door of the bus and ask the driver for help. Ask the bus driver to get it for you. Do not go after it yourself.

V. Crossing the street or highway:

1. Students living on the left side of the roadway should move 10-12 feet in front of the right bumper. Make eye contact and wait for the driver to let you know that it is safe to cross.
2. Look in both directions and walk directly across the road.
3. Always cross the road in **front** of the bus.
** CAUTION! Watch for vehicles that are **not stopping** when the bus is loading and unloading student.
4. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

VI. Policy for dropping off children ages 6 and under:

An adult or older sibling must be at home to meet the child. If no one is at the home, the driver will call contact numbers listed on the Bus Rider's Registration card. The bus driver returns to transportation and contacts the campus administrator. The administrator contacts the Transportation Department and calls the contact numbers listed on the Bus Rider's Registration Card. *If no one can be located, the Police Department or Children's Protective Service will be called.*

VII. Accidents or Emergency situations:

1. Listen to your driver and follow directions.
2. If you must leave the bus, stay with the group.
3. The following procedures will be followed for unloading the bus in an emergency situation:
 - A. The students nearest to the door will open the door and hold it open for other students.
 - B. The person in the seat closest to the door will get off first.
 - C. Get off of the bus in single file as quickly and quietly as possible.
 - D. Once you are off of the bus, listen to driver and follow directions.
4. Release of students from an accident scene is governed by law enforcement & SISD administrators.

VIII. Bus changes:

*****NO TRANSFERS AFTER 2:00PM*****

In order to safely transfer your student from one bus to another, please follow the steps below:

1. Call your students campus and give them the address where the student will be transferred to and a contact phone number. The transfer will be denied without this information **EACH** time that a transfer is requested. If that bus is on the ***NO TRANSFERS LIST**, your student will not be able to ride and you will be notified of that immediately by the campus.
2. Call the Transportation Dept to request a bus change/transfer. All requests for a bus change must be made through the Transportation Department **BEFORE 2:00PM**. Your request may be denied due to any overcrowding situations.
3. The drivers will not transport any student without an approved transfer slip from the schools. They will be left at their campus. The drivers will not give their permission for a student to exit the bus at any other bus stop other than their own home or campus.
4. Any student exiting the bus without an approved (campus/transportation dept) transfer slip will receive a discipline notice from their driver. Parents and school officials will be notified of the incident and the driver will proceed with their route. Your student's campus administrator will investigate the violation and handle the discipline. A second violation may result in removal from all transportation for the remainder of the year.

***NO TRANSFERS LIST:**

The buses on this list have reached their maximum capacity for regular route riders and cannot accept any extra riders. This list will be updated with the schools as needed. Buses do a weekly "Wednesday" headcount in order to monitor this situation.

Note: Please call transportation at 936-628-6353

IX. Students missing the afternoon bus:

Depending on the situation;

*The bus driver will wait for the student if instructed to do so by staff.

*The bus driver will come back to the school if s/he is still in town if instructed to do so by staff.

*The parent will be called.

Note: If the parent refuses to come to pick up the student, the Police Department will be called.

X. Prohibited items:

1. Tobacco Products
2. Live animals and insects
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or any chemicals
6. Any object (musical instrument or shop project) too large to be carried by the student. All other items brought on the bus must be held on the student's lap.
7. Matches and cigarette lighters

XI. Extracurricular Trips:

1. Bus policies and procedures apply to all school sponsored events.
2. Discipline will be the responsibility of the building assistant principal and trip sponsor.
3. The bus must be clean when returned to the bus barn.

XII. Discipline:

The school bus is an extension of the classroom and consequences will be administered by the assistant principal with assistance from the bus driver. All school board policies that apply to student conduct and other student related activities apply to the school bus. **At administrative discretion, and depending on the severity of the incident, steps may be skipped.**

PROCEDURE/CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR ON THE SCHOOL BUS

Step 1

- A. *Pre-Referral Step One* – A Progressive Discipline Referral will be started with a Verbal Parent Contact by bus driver.
- B. *Pre-Referral Step Two* - The bus driver will provide written notification to the parent.
- C. *Office Referral Step Three*- The bus driver will complete and send to the assistant principal. The student is denied bus privileges for **(1) one day**. Step 2 is explained to the student. The office referral is sent home for parent signature and returned to the assistant principal.

Step 2

The Office Referral will be completed by the bus driver and turned in to the assistant principal. The student is denied bus privileges for **(3) three days**. Step 3 is explained to the student. The referral is sent home for parent signature and returned to the assistant principal.

Step 3

The Office Referral will be completed by the bus driver and turned in to the assistant principal. The student is denied bus privileges for **(5) five days**. Step 4 is explained to the student. The office referral is sent home for parent signature and returned to the assistant principal.

Step 4

Written Documentation of Office Referral will be completed by the bus driver and turned in to the assistant principal. The student is denied bus privileges for **(10) ten days**. Step 5 is explained to the student. The office referral is sent home for parent signature and returned to the assistant principal.

Step 5

Written Documentation of Office Referral will be completed by the bus driver and turned into the assistant principal. The student is denied bus privileges for **(20) twenty days**. The parent is telephoned and the referral is sent home. A conference with the transportation supervisor, a building administrator, the parent and the student must be held **before** bus privileges may be resumed. **Parents are responsible for contacting the transportation department to set up a conference for requesting reinstatement of your child's transportation privilege.** Step 6 is explained to the student. The office referral is sent home for parent signature and returned to the assistant principal.

Step 6

Written Documentation of Office Referral will be completed by the bus driver and forwarded to the assistant principal. The student is denied bus privileges for the **remainder of the year**. The parent is telephoned and the report is sent home.

SHEPHERD INDEPENDENT SCHOOL DISTRICT

Bus Rider's Registration Card

Student's Home Address (Please put map and directions on the back)

1) _____
Print Student's Name & School

3) _____
Print Student's Name & School

2) _____
Print Student's Name & School

4) _____
Print Student's Name & School

* _____
Parent/Guardian Signature

School Bus #

Phone Number (Update with driver as necessary)

Please Note: This registration should be completed and returned to the bus driver within (3) days.

By signing, you acknowledge receipt of the SISD Transportation Handbook and that you and your child/children have read and agree to follow the rules and regulations set forth in this handbook.

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Print Student's Name & School

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Parent/Guardian Signature

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