

POLICIES AND GUIDELINES
for
SCHOOL BUS STUDENTS
2019-2020

WINNSBORO INDEPENDENT SCHOOL DISTRICT
WINNSBORO, TEXAS

TRANSPORTATION OFFICE
903-342-6685

POLICIES AND GUIDELINES
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WINNSBORO INDEPENDENT SCHOOL DISTRICT
WINNSBORO, TEXAS

Dear Parent:

Misbehavior on school buses, ranging from minor disorderliness to serious offenses, is a persistent and growing problem. This booklet has been written with the intent of creating a better understanding of our bus policies, and hopefully, a safer trip to and from school for your child.

Riding a bus to school is a privilege provided by the Winnsboro Independent School District. All school personnel will cooperate with parents and bus students, and it is expected that they shall receive full cooperation from parents and students. The bus will be treated as a classroom, and the driver as a teacher in the classroom. The student is expected to show respect to both at all times.

Please study this booklet, and keep it for future reference. It gives detailed information on student conduct and how the student will be dealt with should he/she violate the rules.

We appreciate your cooperation.

Sincerely,
Winnsboro I.S.D.

GUIDELINES FOR STUDENT BEHAVIOR

Students riding the school buses are expected to observe the following rules and regulations:

I. PRIOR TO LOADING

(on the road and at school)

1. **Students are to wait for the bus at the assigned stop in an orderly manner until the bus comes to a complete stop. Be out 5 minutes before bus arrival and be where you can be seen by the driver.**
2. Students will form a single line and wait until the bus comes to a complete stop before attempting to enter.
DO NOT PUSH!
3. Students are to refrain from any harassment of the public or damage to public or private property at the designated stop.
4. Students will use handrails to help board the bus safely.
5. Do not wait for the bus by standing on the roadway or on the shoulder of the road.

II. WHILE ON THE BUS

1. Students should board and leave the bus in an orderly fashion.
2. Students should move promptly to their assigned seat. Seats may be assigned by the bus driver.
3. Students will not be allowed to stand while bus is in operation.
4. **Federal Law requires all students to be seated at all times with SEAT BELTS FASTENED (IF BUS IS EQUIPPED) NO EXCEPTIONS. NO WALKING IN AISLES.**
5. Students should not put any part of their body out of the window. They should keep hands, legs and head inside the bus at all times.
6. No eating or drinking on bus. Trash must be put in trash can.
7. Students will not open bus windows without permission of the driver. Do not throw anything out of window.
8. Students will assist in keeping the bus safe, clean and sanitary.
9. Students will not mar or damage the bus in any way. Bus riders should never tamper with the bus or any of its equipment.
10. Students will keep personal belongings with you at all times. Make sure you have all your belongings when you exit the bus.

11. Students should help look out for the safety and comfort of small children.
12. Students are expected to observe the rules of courteous, considerate behavior on buses at all times.
13. Tobacco use of any kind is not permitted on the bus by state law. There will be no tobacco use on the bus by anyone at anytime.
14. Students will keep aisles clear. (Includes arms and legs)
15. Fighting, profanity, vulgarity, loud noises, and other aggressive behavior will not be tolerated on buses by driver or student.
16. In case of an emergency, all bus riders will remain in the bus unless otherwise directed by the driver.
17. Students who refuse to promptly obey the directions of the driver or the aide, or who refuse to obey regulations of the school while on the school buses, may be subject to disciplinary action.
18. All students shall have a permission slip if they are to be dropped off at any place other than their assigned stop. NO EXCEPTIONS.
19. Someone MUST be visible to bus driver for smaller children to be dropped off.

VIOLATIONS WILL BE REPORTED TO SCHOOL PRINCIPALS WITH POSSIBILITY OF LOSING BUS PRIVILEGES.

III. LEAVING THE BUS

1. The students will remain seated until the bus comes to a complete stop. DO NOT PUSH!
2. Students should use handrails when getting off the bus.
3. All students will move away from the bus immediately upon leaving the bus.
4. If you must cross the street or road after getting off the bus, walk ahead of the bus about 10 steps, look to the driver for a signal to cross, then walk quickly across the road after looking carefully in both directions.
5. Older students should help look after the safety and comfort of the smaller children.

6. The driver will not discharge riders at any place other than the regular bus stop at the home or at school unless properly authorized by the parent or school official. The authorization should be in writing and turned in by the driver to the Director of Transportation daily.

IV. EXTRA-CURRICULAR TRIPS

1. All the above guidelines will apply to all trips under school sponsorship.
2. All bus riders shall respect the wishes of a competent chaperone appointed by the school. At least one chaperone will be on each bus.
3. The care and operation of the bus is the sole responsibility of the driver.
4. A trip report will be prepared by each driver and submitted to the Transportation Director.
5. No food or drinks (cups, bottles, or cans) will be permitted on the bus without the permission of the driver.

NOTES

REQUEST FOR PERMISSION TO RIDE SCHOOL BUS

(IF NOT FILLED OUT AND RETURNED WITHIN ONE WEEK, STUDENTS CAN BE DENIED TRANSPORTATION PRIVILEGES)

BUS No. _____ A.M. BUS No. _____ P.M.

Name(1) _____	AGE _____	GRADE _____
(2) _____	AGE _____	GRADE _____
P _____	AGE _____	GRADE _____
L _____	AGE _____	GRADE _____
R _____	AGE _____	GRADE _____
E _____	AGE _____	GRADE _____
I _____	AGE _____	GRADE _____
A _____	AGE _____	GRADE _____
N _____	AGE _____	GRADE _____
S _____	AGE _____	GRADE _____
T _____	AGE _____	GRADE _____
(6) _____	AGE _____	GRADE _____

ADDRESS: *Where student is picked up (AM)* _____ CONTACT # _____
Where student is dropped off (PM) _____ CONTACT #- Wk/Other _____
LOCATION _____

(Street, County Road, Hwy. # - Name of addition, approximate location on which road, etc.)

DEAR PARENT: ***Please write a note for your child if other arrangements are necessary. ie: riding different bus.
Attached is a copy of Policies and Guidelines for Bus Students. They detail conduct for students riding the school buses and provide procedures for dealing with students who violate the Policies and Guidelines. Will you and your child please read these carefully? Your cooperation with us will help make it possible to provide a safer and more efficient transportation system.

Please sign and return this form in order for your child to receive permission to ride the school bus.
This form must be returned to your student's bus driver by September 1 or your child cannot ride the bus.

I have read the POLICIES and GUIDELINES and agree to abide by them.

I have read the POLICIES and GUIDELINES and agree to assume full responsibility for my child's conduct on the bus.

S _____	(1) _____
T _____	(2) _____
H _____	(3) _____
U _____	(4) _____
I _____	(5) _____
E _____	(6) _____
D _____	
G _____	
R _____	
E _____	
N _____	
T _____	

**P
A
R
E
N
T**

Parents Printed Name _____ Date _____

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

NOTE: PLEASE LIST ADDITIONAL STUDENT NAMES, EMERGENCY CONTACTS, AND ANY ALLERGIES OR MEDICAL PROBLEMS ON BACK

BUS STUDENT DISCIPLINE PROCEDURES

Bus transportation is a privilege - not a requirement. The purpose of student bus transportation is to transport students to and from school safely. Those students riding the bus to and from school are considered under the jurisdiction of the school authorities from the time they board the bus in the morning until they are discharged from the bus in the afternoon. The same type of conduct is expected of the students while they are riding the bus as would be expected of them while they are in the classroom.

The bus driver is charged with the responsibility of maintaining order and proper conduct on the school bus. The driver must take the necessary steps to maintain order on the bus just as the classroom teacher would maintain discipline in the classroom. **The driver has the authority to assign seats, and to install any other riding procedure in order to maintain proper conduct of the students on the bus.**

If the driver is not able, by reasonable means, to persuade the problem passenger or passengers to follow prescribed rules of conduct, the following steps should be followed:

1. The driver will initiate the 4-part Bus Conduct Report, showing the Bus Route Number, date and student name. The type of offense committed will be checked, along with any comments that the driver feels are necessary to explain the infraction. A sample of the Bus Conduct Report is included in this handbook.
2. The driver will deliver the report to and discuss the incident with the Transportation Director.
3. The Transportation Director will deliver the Bus Conduct Report to the Principal/Assistant Principal of the campus of the student.
4. When the Principal/Assistant Principal has completed his/her investigation, the 4-part Bus Conduct Report will be completed by him/her. The white copy (original) will be sent home with the student and must be returned to the Principal/Assistant Principal the next day. The other copies are returned to the Transportation Director who will give one copy to the driver and the other will be recorded and kept on file in the Transportation office.

NOTE: The above procedure will be followed even though the penalty is only a formal warning, so that all parties concerned will be aware of the incident and action.

5. Should it appear that a subsequent change should be made in the penalty - to increase or decrease the penalty - the change should be made by the Principal/Assistant Principal. The same procedure will be followed in advising the parents and driver as noted above.
6. In extreme cases, the driver may suspend a student temporarily until the above procedures can be followed.
7. No student will be put off the bus between home and school, or between school and home. If a situation arises that is beyond the control of the driver, the driver may need to park the bus and call or send word to school authorities.
8. Except in extreme circumstances, the students will be transported home before the suspension begins. If the suspension begins at school, the Principal/Assistant Principal will be responsible for notifying the parent and/or seeing that the student arrives home safely.
9. When damage to the bus or its furnishings is involved in the infraction, restitution for the damage(s) will be a part of the penalty assessed. Seat destruction for a seat or back will be \$150 each.
10. **All buses will be equipped with a video camera and audio.**

The penalty assessed as a disciplinary measure will normally be a loss of bus riding privileges for a specified time. **In PK - 8 grades Bus Conduct Reports will go by semesters. Grades 9 - 12 Bus Conduct Reports will go for school year.** The following penalties are suggested for the average misdemeanor type of violation.

	1 st Offense	Warning
Grades	2 nd Offense	3 to 5 days bus suspension
9 - 12	3 rd Offense	6 to 10 days bus suspension
	4 th Offense	Bus privileges denied for rest of School year
	1 st Offense	Warning
Grades	2 nd Offense	Conference with parent
PreK - 8	3 rd Offense	3 to 5 days bus suspension
	4 th Offense	6 to 10 days bus suspension
	5 th Offense	11 days to remainder of semester

Disciplinary steps may be skipped for more flagrant violations.

Generally, the following will be considered misdemeanor type violations: Failure to remain seated - Refusing to obey the driver - Throwing objects on and/or out of the bus - Hanging out of the window (including hands, arms, and/or head) - Spitting - Bothering others - Loud talking or other noises.

The following will be considered as serious violations: Fighting - Profanity - Lighting matches - Tobacco use on the bus - Vandalism - Weapons.

Parents can be of great assistance in providing safe and effective transportation for their children if they will:

- 1) Cooperate in every way with the school administration and the bus driver.
- 2) Accept joint responsibility with the school administration and the bus driver for maintaining proper conduct of children while they are entering, riding and leaving the school bus.

Because of the load limit on buses, students will not be allowed to bring more than one or two friends home on the bus with them, WITH A NOTE FROM PARENT.

If you are a regular bus student and you do not ride because of illness, etc. you will need to notify the Transportation Department of Winnsboro ISD by phone, 903-342-6685, and tell the Director of Transportation when you will begin riding again. Call anytime your student does not ride to help conserve fuel and your tax dollars. Answering machine is available 24/7.

Please notify the Transportation Office if you have a change of address or a phone number change during the school year.

CELL PHONES MAY NOT BE USED AT ANY TIME ON A SCHOOL BUS.

CAMERAS AND ELECTRONIC GAMES OF ANY KIND, PENCILS AND ANY SHARP OBJECTS SHALL BE IN BACK PACKS WITH ALL SCHOOL RELATED MATERIALS WHILE STUDENTS ARE ON THE BUS.

DUE TO ROUTE CHANGES AND NEW BUS DRIVERS, IT WOULD HELP IF A BRIGHT COLORED TAPE OR RIBBON COULD BE ATTACHED TO YOUR MAIL BOX. THIS WOULD HELP THE DRIVER IDENTIFY STOPS IN THE DARK.

BUS CONDUCT REPORT

WINNSBORO
INDEPENDENT SCHOOL DISTRICT
207 East Pine, Winnsboro, TX 75494
342-3737

STUDENT'S NAME _____

CLASS-GRADE _____

DATE OF INCIDENT _____

1ST NOTICE

2ND NOTICE

3RD NOTICE

BUS NO. _____

TRIP NO. _____

DRIVER'S NAME _____

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

DRIVER'S REPORT:

- VIOLATION OF SAFETY PROCEDURES
- DESTRUCTION OF PROPERTY
- FIGHTING - PUSHING - TRIPPING
- _____

- EXCESSIVE MISCHIEF
- WRITING
- SMOKING

- EATING - DRINKING - LITTERING
- RUDE - DISCOURTEOUS - ANNOYING
- UNACCEPTABLE LANGUAGE

PRELIMINARY ACTION:

- CHECKED STUDENT'S FOLDER
- HELD CONFERENCE WITH STUDENT
- CONSULTED COUNSELOR
- TELEPHONED PARENT
- _____

PRESENT ACTION AND RECOMMENDATIONS:

- STUDENT REGRETFUL, COOPERATIVE
- STUDENT PLACED ON PROBATION
- RECURRENCES WILL BE REPORTED
- SUSPENDED
- DENIED BUS PRIVILEGE UNTIL _____
- REFERRED TO: _____
- _____
- _____
- _____

(DRIVER'S SIGNATURE)

(ADMINISTRATOR'S SIGNATURE)

(DATE)

