

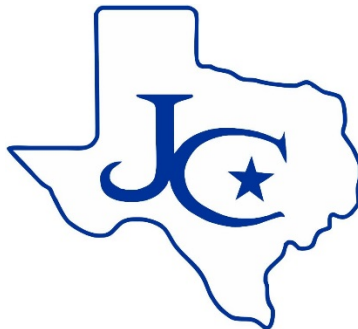
Jarrell ISD Transportation Department

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Jarrell, Texas 76537
512-748-8144

2018-2019 School Bus Rider's Handbook

The Safety of your Student is our #1 Priority!

Jarrell ISD is committed to ensuring the safety of each and every student that rides the school bus. Students will be picked up and dropped off at designated stops only, at a State licensed child-care facility as defined by Sec. 42.002, Texas Human Resources Code or a grandparent's home may be used as a student's transportation address. The address of the licensed child-care facility or grandparent's home must be within the bus zone for the student's campus of attendance. Students may only ride to and from a single address; whether it is their home, grandparent's home, or State licensed child-care facility.



Bus Route Criteria

Assigning students to a specific route and bus stop addresses critical safety concerns for students who ride the bus. Elementary Students may be required to walk up to ¼ of a mile to their assigned bus stop. Secondary Students may be required to walk up to ½ of a mile. It is important that your child know and use his or her assigned bus stop and bus route at all times.

Parents, please take time to read and discuss the contents of this with your students who ride the bus. Riding the bus is a privilege provided by Jarrell ISD and should be treated as such. The following procedures and safety rules help ensure the safety and protection of each student and to assure that all routes are run on a timely manner. Any student failing to follow these procedures will be written up on a referral Report and turned in to the Transportation Department. The Transportation Department and Campus administrator will determine appropriate disciplinary measures which may include temporary or permanent removal of transportation privileges. **Please remember that The School Bus is an extension of the classroom**, All School Board policies that apply to student **conduct in the school** and other student related activities apply also to the School Bus.

General Rules

“Back To Back and Bottom to Bottom with Back-Packs on your Lap”

1. Students will be courteous to fellow students and the school bus driver.
2. Remain seated, facing forward, with all body parts inside the bus. It is against the law for anyone to be moving around on the bus while the bus is in motion.
Do not extend any parts through the bus windows or out into the aisle of the bus. Do not change seats and remain seated until the bus door opens and the parking brake is applied. Seating assignments will be assigned by the bus driver and students are to remain in assigned seats for the duration of the trip.
3. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
4. Parents will need to make other means of transportation for non-school activities such as sleep overs, birthday parties, after school study groups, Sporting events, etc.
5. Students will board and leave the bus at their designated stop only. *All bus riding changes must be approved by the campus your child attends no later than 1 pm for Elementary and Intermediate School and by 2 pm for Middle School and High School.*
6. *It is the responsibility of the parents/guardian to arrange transportation if your child misses the school bus.*
7. If students do not ride for five (5) consecutive days the bus stop will be taken off the route unless parents notify the Transportation Department.
8. *Drivers and School Officials are not responsible for articles left on the bus.*
9. Refrain from unnecessary conversation with the bus driver. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
10. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden; and may constitute immediate denial of bus privileges.
11. Do not spit, hit, bite or pinch other students. Students must keep their hands and feet to themselves at all times. Do not throw objects inside or out the windows/door of the bus. Keep all pens and pencils put away at all times.
12. Do not mark, cut, or scratch any part of the bus. Vandalism cost will be paid by the person who is responsible. The student may lose bus riding privileges until restitution has been made.

13. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
14. Students should never sit in the driver's seat or operate the passenger door or other driver controls except in cases of extreme emergency.
15. Remain quiet when approaching and through the completion of railroad crossings.
16. Students *will not* eat, drink or chew gum on the bus. Water is permitted on hot days.

Video Cameras

Cameras on the bus may be running at all times to record student's and driver behavior for Bus Safety. Data recorded on these tapes are considered confidential and only authorized personnel or Campus Administrator can view the video due to the Confidentiality of each and every student in accordance with the Family Educational Rights and Privacy Act (FERPA) laws.

Dropping Off Pre-Kindergarten – 1st Grade Students

*Parents or a designee must be at the bus stop for Pre-Kindergarten – 1st grade students unless there is a signed form on file. (This form can be obtained on the website under DEPARTMENTS/Transportation, or at the campus) If the bus is on schedule and there is no one to receive the student, the driver will notify the Elementary School and will continue on their route. Parents/Guardians are not permitted to meet the bus at another stop or another campus to retrieve their student as these actions may cause additional distractions to the driver and may put our students in a hazardous situation. At the completion of the route the student will be returned to the Elementary Campus and it will be the parent's responsibility for picking up the student from that location. **If this problem continues a conference between the parent and Campus Administrator will be held and student may be at risk of losing their bus privilege.** Students in 2nd grade and up will be dropped off at their assigned stop without parent or designee supervision.*

Procedures on Waiting for the School Bus and Loading the Bus

1. Be at your bus stop *five minutes* before scheduled pickup time. The driver will not wait or honk. Remain out of the street and respect the property and property owner where the stop is located.
2. When the bus approaches, form a line and be prepared to load immediately.
3. Do not approach the bus until the bus has come to a complete stop, the parking brake is engaged, and the red lights are on and the driver motions for you to load the bus.
4. Board carefully and use the handrails on the bus. No pushing or shoving while loading the bus. Go to your assigned seat *immediately*. The bus will not move until all bus riders are seated and facing forward.

Getting Off the Bus

1. For the safety of the students, no one will be allowed to take a student off the bus at a different location. Students must get off at their designated assigned stop at all times.
2. Stay seated until the bus is completely stopped and the air brake is applied.
3. Use the handrails and take one step at a time when leaving the bus no jumping off the bus steps.
4. Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
5. Stay clear of the bus when unloading, stay at least 15 feet from the bus at all times.

Crossing the Street or Highway

All students living on the left side of the roadway shall exit the bus and move to a point 15 feet in front of the right bumper and *wait for the driver to signal that it is safe to cross.*

1. Check in both directions and walk directly across the road.
2. Never cross the road behind the bus.
3. **Caution!** Be alert for the vehicles that do not stop when the bus is loading and unloading students. Obey all traffic signals and signs on your way home.

Reporting Bus Issues:

1. Only school authorized personnel may enter a bus. It is against the Law for Unauthorized persons to board the bus.
2. Bus, bus rider, or bus driver concerns will not be discussed at the bus stop with the driver.
3. If parents, students or staff need to report a bus issue, they may call the Transportation Department to report the issue, you may also make a written report and submit this report to the Transportation Director. **This report can be found on our website under the Transportation Department link then click on JISD Bus Incident Report. This form can be emailed to the Transportation Director Jackie Ivicic, at Jackie.Ivicic@jarrellisd.org.**

Prohibited Items

1. Tobacco, electronic cigarettes or any vaping devices, alcohol, glass containers, balloons and assembled kites.
2. Weapons, explosive devices, matches, or lighters, harmful drugs, prescription drugs or chemicals. Open flames of any kind.
3. Live animals or insects.
4. Items too large that will take the place of a student being able to be transported such as a musical instrument, School projects, sports equipment or baggage too large to fit under the seat or on students lap.
5. Perfumes and colognes are not allowed to be used on the bus.
6. All other items must be kept on the student's lap at all times.

Electronic Devices & Toys:

1. Parents/Guardians are asked not to speak to the driver on the student's cell phone.
2. Taking pictures or capturing video of other students is prohibited. The driver or Jarrell ISD is not responsible for un-authorized pictures or captured video.
3. **The use of electronic device is a privilege while riding the school bus. All electronic devices must have headphones or be placed on mute when in use. External noise from any device is not allowed on the school bus. Students must be able to hear directions from the driver at all times. Students who allow their Cell Phone, MP3 players, IPODS or any other electronic device to become a distraction or disruption on the school bus will be asked to put the item away. Failure to do so may result in loss of their privilege for the remainder of the school year and the item being confiscated and sent to the student's campus for a parent/guardian to pick up during normal hours of operation.**
4. **Toys, collector's cards, and other items that become a distraction on the bus will be confiscated and returned to student at his or her stop. If the problem persists the item may be confiscated and turned over to the student's Campus Administrative staff.**

Bus Violations

Every effort will be made to solve any issues prior to reporting misconduct of a student to the Transportation Department by the driver. The Bus Driver shall address all safety concerns with the students while they are riding the bus. The bus driver may confer with the student before or after the trip, change the student's seat or call for a JISD administrator to assist with a situation. The Campus Principal may choose to skip steps for serious violators. Students who refuse to comply with bus procedures and/or safety rules are subject to the following consequences:

Warning	The bus driver will make every effort to correct any issues on the school Bus before making an official write up on your student.
Written Warning 1 st Offense)	The Transportation Department will call the Parents/guardians. A copy of the handbook will be sent home to review with the student. A copy of the referral will be sent to your Student's campus Administrator.
2 nd Offense	Student is suspended from the bus for 3 days
3 rd Offense	Student is suspended from the bus for 5 days
4 th Offense	Student is suspended from the bus for 10 days
5 th Offense	Student could be suspended from the bus for the remainder of the year

Note: Severe misbehaviors may result in immediate bus suspension. Students that engage in conduct considered dangerous to the health and safety of themselves or to others will be subject to immediate emergency removal from the school bus pending conference with his/her school administrator and the Transportation Department.