

San Augustine ISD Schools

Transportation Department Student Code of Conduct



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San Augustine Independent School District

Transportation Student Code of Conduct

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

- The school bus is an extension of the classroom; students are required to follow the policies and procedures outlined in the Student Code of Conduct.
- Obey the instructions of the bus driver at all times.
- Ride only the bus to which you are assigned.
- No one will be allowed to change between car rider and bus rider after 2:00PM
- 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 2:00PM
- 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 PERMIT**. 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 at the appropriate school office.
- All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Director of Transportation or designee. Bus drivers shall load and unload passengers only at authorized stops.
- Only authorized personnel, regular SAISD students, and/or sponsors of school activities will be permitted on transportation vehicles.

CONDUCT ON THE BUS

- Be respectful and follow all directions of the driver at all times.
- Follow all classroom rules to not disrupt the bus ride.
- Stay seated facing front with your feet on the floor.
- Keep your hands, feet and objects to yourself and inside the bus.
- Aisles are to be kept clear at all times.
- Foul or inappropriate language is not acceptable at any time.
- Loud and excessive noise is not permitted.
- There is **zero tolerance for fighting**. Fighting for any reason will result in an automatic suspension of bus riding privileges.
- No eating or drinking allowed on the bus, only with the exception of the bus driver's approval. Plastic water bottles are allowed.

- Students may not throw any object, including trash or paper, from either inside or outside the bus. All trash shall be placed in the trash container, located at the front of every bus, upon entering or exiting the bus. Do not damage or vandalize the bus or the property of others.

PROCEDURES FOR WAITING FOR THE BUS

- Be at the bus stop at least five (5) minutes before scheduled pick-up time. The driver will not wait or honk the horn.
- 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.
- Stand clear of the bus until it comes to a complete stop.
- If you miss the bus, go home immediately.
- Parents should instruct their child on what procedures to follow if the bus is missed.
- Parents are responsible for providing transportation to school if a student misses the bus.

LOADING THE BUS

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

GETTING OFF THE BUS

- Stay seated until the bus is completely stopped.
- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus.
- Stay clear of the bus when the engine is started, do not chase or hang onto the bus. If any article drops or rolls near the bus, **do not go after it!** Go to the door and ask the driver for help.
- 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.
- Students will only be dropped off at District approved stops.

CROSSING THE STREET OR HIGHWAY

- When crossing the street or highway, wait for the driver to signal that it is safe to cross.
- Walk in front of the bus, a safe distance between you and the bus so the bus driver can clearly see you.
- Check in both directions and walk directly across the road.
- **Never** cross the road behind the bus.
- Check in both directions and walk directly across the road. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading.
- 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

- Personal cameras cannot be used on the bus.

Cell Phones

- Cell Phones usage is allowed on the bus. Cell phones should be on silent or vibrate mode.

IPODS and Electronic Games (Gameboys-PSPs)

- These devices can be used on the bus. Students may listen to recorded music on the bus but they must use earphones. Earphones are not to be shared with another student at the same time.

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

PROHIBITED ITEMS

- Tobacco of all kinds.
- Live animals or insects.
- Glass containers.
- Alcoholic beverages.
- Weapons, explosive devices, fireworks, harmful drugs or chemicals. 6.
- Open flames of any kind (matches, lighters, etc.)
- Any object (musical instrument, shop or science projects) too large to be carried by the students.
- Food and/or drinks (unless okayed by the bus driver).
- Helium filled/floating balloons.

ROUTE CHANGES

All requests by parents for bus route changes should be directed to the Transportation office at 936-275-9175. **Due to state regulations, drivers of state approved school bus routes may not make changes to state approved bus routes.**

PRE K – 2nd GRADE 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 Elementary campus in writing and the Transportation Department of any changes before 2:00PM. Failure to abide by this requirement and the bus driver has permission to return the student(s) in question back to the Elementary campus.

PRE K – 12 SCHOOL DISCIPLINE PROCEDURES

- All school board policies that apply to student conduct and other student's related activities apply to the school bus. **All school buses are now equipped with audio/video cameras.** These devices will be used by the district for safety and disciplinary actions. The principal or his/her designee will administer discipline with assistance from the Director of Transportation/designee. Steps and consequences for improper conduct on the school bus include the following:

Unsatisfactory 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.

Rick Russell, Director of Transportation, San Augustine ISD, 936-275-9175.

It's the Law!



Texas State Law states that students are required to wear seatbelts in a school bus that has seat belts for every passenger. *Texas Education Code 34.013*

All school buses made in 2018 and afterwards are required to be fully equipped with seatbelts (with only a few exceptions). *Texas Transportation Code 547.701(e)*

Buses are the safest form of transportation for students going to and from school. Seatbelts provide the extra measure of security for passengers on the school bus. Recently San Augustine ISD has been fortunate enough to purchase some of these newer school buses that are fully equipped with seatbelts.

Currently, only about half of our buses are new enough to have seatbelts. We hope in the near future to be able to replace our older buses with the newer seatbelt buses. ALL students who ride in a fully equipped school bus with seatbelts are required to buckle up. Failure to do so may result in disciplinary action. Also, ALL students, regardless of the type of bus, will have an assigned seat designated by the bus driver.

San Augustine ISD has each student's safety at the top of our priority. We appreciate your cooperation in seeing that everyone has a safe and blessed year.