

**Godley ISD**  
**Bus Rider's Safety Handbook**  
**2018-2019**

Dear Parents,

Godley ISD provides bus transportation to and from school as a courtesy service for eligible students. Our primary goal is to transport students to and from school safely and efficiently by delivering the best possible transportation services.

To accomplish this goal, there are responsibilities and rules for the transportation system, staff, students, and parents to follow. We ask parents to become familiar with the rules and procedures and to discuss them with their child/children. **Transportation services are a privilege, not a right.** Therefore the rules established by this department must be followed to accomplish our goals.

Route information may be obtained by calling the Godley ISD Transportation Department at 817-389-3235 or 3237. With your assistance, this school year will be a safe and successful one for all of our students. Thank you for your support and cooperation.

Sincerely,

David Williams  
Director of Student Services

**BUS RIDER'S SAFETY HANDBOOK**

**PARENTS AND BUS RIDERS**

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 the 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 and/or suspension of the privilege.

**ATTENTION: POLICY REGARDING PRE-K THROUGH FIRST GRADE RIDERS**

Any student in the Pre-K through First Grade age group without an older sibling being dropped off with them, should have either a parent/guardian to greet them when dropped off from the bus or able to enter an unlocked house. Drivers will not leave a student this age that cannot get into their home. If a parent is not home for these students, the Driver will return the student to the District and parents must come pick their child up. Repeat offenses (beginning on the third one) will result in suspension of bus riding privileges for the student. The suspensions can last from one week, and up to a semester.

**GENERAL RULES**

1. Be respectful and obey the instruction of the bus driver and/or monitor at all times.
2. Board/depart the bus at your designated stop only. The transportation department will designate these stops and they may change throughout the year.
3. Students will only be allowed to ride the bus to/from their permanent address. **Guest riders will not be allowed.**
4. Stay seated facing the front with your feet in front of you. Keep your back against the back of the seat. All "carry-on" items must remain in the student's lap.
5. Keep your hands, feet, and all parts of your body inside the bus. Throwing objects out of the window is prohibited.
6. Scuffling, fighting, and use of obscene, vulgar or profane language and gestures are forbidden; a citation could be issued.
7. Once seated, do not change seats unless instructed by the driver and/or monitor.
8. Normal conversation is permitted; silence is required at railroad crossings.
9. Do not damage the bus; student(s) who have caused damage will be financially responsible for all repair costs.
10. Students who allow their electronic devices, including cell phones, MP3 Players, I-Pods, hand-held game systems, etc., to become a distraction/disruption to the driver will be directed to put item(s) away until they exit the bus. Failure to do so will result in disciplinary action. Students are to have the sound "off" or use headphones that do not distract the driver. If a student cannot hear the driver because of the volume of the device, and the driver has to repeat directions, this will be viewed as a distraction to the driver. Recording of any kind is prohibited.

## **PROCEDURES FOR WAITING FOR THE BUS**

1. You must arrive at the bus stop at least 5 minutes before scheduled pick up time; the driver will not wait or honk.
2. Stand away from the roadway while waiting for the school bus.
3. Stand clear of the bus until it comes to a complete stop.
4. When the bus approaches, form a line and be prepared to load immediately.
5. If you miss the bus, go home immediately.
6. Parents should instruct their child on procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a student misses the bus.

## **BOARDING THE BUS**

1. Do not push or shove.
2. Use the handrail and take one step at a time when entering the bus.
3. Go to your seat immediately; driver will not proceed until all students are seated.

## **UNLOADING THE BUS**

1. Stay seated until the bus comes to a complete stop.
2. Use the handrail and take one step at a time when exiting the bus.
3. Wait your turn to exit the bus.
4. Stay clear of the bus when the bus is moving; do not chase, touch or hang onto the bus.
5. If any item falls near or under the bus, do not retrieve it; ask the driver for help.

## **CROSSING THE STREET OR HIGHWAY**

1. When crossing the street or highway, wait for the driver to signal that it is safe to cross; always cross in front of the bus.
2. Check in both directions and walk directly across the road.
3. When crossing a street or highway loading or unloading, be aware of all vehicles and your surroundings.

## **PROHIBITED ITEMS**

1. Tobacco, e-cigarettes, drugs, or alcohol of any kind.
2. Live animals or insects, with the exception of service animals.
3. Glass containers.
4. Weapons, explosive devices, fireworks, harmful drugs or chemicals.
5. Open flames of any kind such as matches, lighter, etc.
6. Any object too large to be carried by the student and held in the lap such as a musical instrument, shop project, science project, etc.
7. Food or drink with the exception of water in a plastic bottle.
8. Helium filled/floating balloons. All balls that are used for play, recess, etc. are to remain in backpack until the student enters their home campus.
9. Skateboards.
10. No use of personal hygiene products on the bus—this includes but is not limited to perfume, hairspray, nail polish, hand sanitizer, etc. Non-fragranced hand sanitizer is provided on all buses.
11. Sunglasses, hats or hoodies; such as any item that covers the face or obstructs view of students face.

## **TRANSPORTATION DISCIPLINE**

The school bus is an extension of the classroom; therefore, all school rules apply while being transported. Students are encouraged to ride school buses in a safe and orderly manner and follow all transportation rules regarding bus riding safety. Violations will result in consequences ranging from campus disciplinary actions through suspension of bus riding privileges for up to the remainder of the school year. Discipline on the bus will be administered by the bus driver/monitor. Godley Independent School District campus administrators will administer all discipline from bus conduct reports.

**Violations of any rules that endanger the health and/or safety of others may result in the immediate suspension of the student's bus riding privilege for the remainder of the school year.**

**Transportation services may be discontinued at any time when it is deemed to be in the best interest of the District. This decision will be at the discretion of the campus and/or district administration.**

**School attendance is mandatory for students whose bus riding privileges have been revoked and the student must remain in compliance with the state compulsory attendance law (TEC 25.085).**

**Only students are allowed to board the school bus. It is a violation of state law (TEC 37.125 and 37.136) for any person to board a school bus and prevent, disrupt, or interfere with the transportation of students to and/or from a school or school activity.**

**One form per household is required. List all children enrolled in Godley ISD.  
Eligible Rider Contract  
2018-2019**

**STUDENT(S) WILL BE RIDING: \_\_\_\_\_ AM ONLY \_\_\_\_\_ PM ONLY \_\_\_\_\_ AM & PM  
RETURN THIS FORM TO BUS DRIVER**

As parent/guardian of all students listed below, I hereby acknowledge that I have read the Bus Rider's Safety Handbook 2018-2019 and agree to discuss the rules and procedures with my child/children. I understand that transportation of my child/children is a privilege and will treat it as such. I further understand that if my child/children miss the bus either to school or home, I am responsible for their transportation. My child/children agree to follow all rules and policies in the handbook.

Parent/guardian signature (firma de los padres): \_\_\_\_\_  
Printed name: \_\_\_\_\_  
Date (fecha): \_\_\_\_\_

**Godley ISD Transportation Emergency Contact Form**

**Please list all children in your household enrolled in Godley ISD below**  
(Por favor de hacer una lista de todos los niños matriculado en Godley ISD)

**Student's name**(nombre de estudiante) **Grade** (grado) **Student's name**(nombre de estudiante) **Grade**(grado)  
1. \_\_\_\_\_ 5. \_\_\_\_\_  
2. \_\_\_\_\_ 6. \_\_\_\_\_  
3. \_\_\_\_\_ 7. \_\_\_\_\_  
4. \_\_\_\_\_ 8. \_\_\_\_\_

**Physical Address**

Street Address(calle) \_\_\_\_\_ City (ciudad) \_\_\_\_\_ Zip Code (codigo postal) \_\_\_\_\_

**#1 Parent/Guardian Information (Informacion de Padre/Guardia)**

Printed Name (nombre) \_\_\_\_\_ Primary Phone (telefono de primera) \_\_\_\_\_ Secondary Phone (segunda) \_\_\_\_\_

**#2 Parent/Guardian Information (Informacion de Padre/Guardia)**

Printed Name (nombre) \_\_\_\_\_ Primary Phone (telefono de primera) \_\_\_\_\_ Secondary Phone (segunda) \_\_\_\_\_

**#1 Emergency Contact, other than parent (Contacto de Emergencia, otro de padres )**

Printed Name (nombre) \_\_\_\_\_ Primary Phone (telefono de primera) \_\_\_\_\_ Secondary Phone (segunda) \_\_\_\_\_

**#2 Emergency Contact, other than parent (Contacto de Emergencia, otro de padres )**

Printed Name (nombre) \_\_\_\_\_ Primary Phone (telefono de primera) \_\_\_\_\_ Secondary Phone (segunda) \_\_\_\_\_

**Diagnosed Medical Condition – Optional**

Student Name: \_\_\_\_\_ Condition: \_\_\_\_\_

Symptoms/Treatment – Optional: \_\_\_\_\_

Student Name: \_\_\_\_\_ Condition: \_\_\_\_\_

Symptoms/Treatment – Optional: \_\_\_\_\_

\*Failure to complete this form will result in your child/children not being transported by Godley ISD Transportation.

\*Buses are equipped with video devices.