

LOCKHART INDEPENDENT SCHOOL DISTRICT

Student Transportation Specialists
401 Carver Street
Lockhart, Texas 78644
512-376-2405

BUS RULES & REGULATIONS

2015 – 2016

- The goal of **Student Transportation Specialists** is to provide safe and efficient transportation to and from school.

- An eligible transported student is defined as one who resides two (2) or more miles from school: a student who participates in special classes for exceptional children & meets applicable state criteria.

- Lockhart ISD, in conjunction with **Student Transportation Specialists**, **videotapes routes to monitor student behavior** and for quality control. Your child could be videotaped at anytime while riding the bus to and from school. However, *state law governing student privacy does not permit a parent to view a videotape on which any other student can be recognized. This means Student Transportation Specialists cannot allow parent/guardian to view any tape.*

- 4. **Drivers shall load and unload students at designated stops only.** Each student will have one (1) designated pick-up and drop-off point. *Exceptions for the day (i.e., riding home with another student), will require a signed note from the parent/guardian, and approved by the principal in charge. This note MUST be to principal no later than noon so that it may be approved and faxed to STS no later than 2 pm!* If a student is caught riding a non-designated bus without proper authorization, the student will be brought to the Service Center and the parent will be notified and required to pick up the student.

- 5. **If a student misses the bus, it is the responsibility of the parent/guardian to provide transportation to or from his/her school.**

- 6. **STUDENT REGISTRATION FOR BUS SERVICE IS REQUIRED YEARLY FOR ALL GRADE LEVELS AND SHOULD BE DONE PRIOR TO THE FIRST DAY**

OF SCHOOL. Each LISD campus will issue students in Pre-K through 12th grade an ID Badge with their picture and route information on it. These badges will be used for identification with the Bus Driver. *Students are REQUIRED to register with Student Transportation Specialists.* The registration form will be available at **Student Transportation Specialists** Customer Service Center @ 401 Carver Street.. **A STUDENT WITHOUT A CURRENT STUDENT ID WILL NOT BE ALLOWED TO BOARD THE SCHOOL BUS.** All students must be able to present a current ID when requested by driver.

7. **CHANGE OF ADDRESS AND/OR PHONE NUMBERS.** It is the responsibility of the parent/guardian to notify **Student Transportation Specialists** of changes in the student's address or phone numbers. *This is very important in case of emergencies.*
8. **Parent/guardians are required to meet the bus for students in Pre-K and Kindergarten.** In order for anyone else to be able to pick up the student (including siblings), **Student Transportation Specialists** needs to have that person's name on file in the office. Please call if you are unable to meet the bus. If no one is there to meet the bus on time, the student will be brought back to the Service Center for the parent/guardians to pickup. If this happens on three separate occasions in the same school year, this will be considered excessive, and the student will lose bus riding privileges for the remainder of the school year.

For students 1st grade – 12th grade - if you do not want your child walking home and you will be meeting the bus to pick up your child, please complete the attached form. If you are going to be late, notify transportation, 512-376-2405. If no one is there to meet your child, he/she will continue on the route and you will be asked to pick up your child at the transportation department at 401 Carver Street before 6:00pm. In order for busses to get all students home at a reasonable time, the bus cannot wait more than 1 minute at each stop if a parent/guardian is not there.

9. **Students/Parents/Guardians will be held financially responsible for any damage** caused to his/her bus seat while on the bus. If the student notices a change in the condition of their seat, please inform the driver as soon as they enter their seat. Their action will also include suspension of bus service for the student involved.
10. **Parents are not to enter the bus while at stops.** This is a **MISDEMEANOR** for parents or other non-authorized personnel to board a bus without proper authorization, or to refuse to exit if asked by the bus driver, resulting in interference with the transportation of students. *PLEASE call Student Transportation Specialists @ 376-2405 if there is a problem the driver needs to be aware of.*

Bus Procedures

- **Students must be at their designated stop five (5) minutes prior to the scheduled pickup time.**
- When loading and unloading, students should **always walk ten (10) feet in front of the bus (NEVER BEHIND!)**. The bus driver will wait until all boarded students are seated and walking students are completely across or out of the roadway, before moving the bus.
- Outside of **quiet and polite** conversation, **classroom conduct is expected at all times** while on the bus.
- **Students are expected to abide by all the same rules as set down in the Student Handbook for the Code of Conduct while on the bus, at transfer and bus stops.** Bus Drivers are required to enforce the rules as written. This includes, but is not limited to, the dress code, improper language, fighting, etc.
- **A seating chart is required for every bus route.** Seats are assigned by the driver starting with the Kindergarten and Elementary in the front then Jr. High and then High School. Older siblings that are requested by the parent or guardian to sit with younger siblings will be required to sit in the younger siblings appropriate school group. Changing seats without the drivers' permission is a violation of bus conduct rules.
- When sitting on the bus, **male and females students will be separated per driver's instructions.** *The Driver, not the Students, will make all changes or adjustments as needed.*
- **Student behavior that endangers the safety of others must be prohibited. Therefore, for Safety Reasons students should:**
 - Not extend any part of their body out of the bus window
 - Never stand in the bus while the bus is in motion
 - Remain seated while the bus is in motion
 - Not move from seat to seat while the bus is in motion
 - Not yell, throw, spit, or pass things through the windows
 - Always sit facing the front of the bus
 - Any student who participates in a physical fight or harassing behavior on the bus will be suspended from the bus for a minimum of 10 days.
- **Prohibited Items on the Bus:**
 - All Electronics, i.e. Headphones, Radios, Cassette players, CD players, MP3 players, electronic handhelds (ex. Game Boys, Nintendo DS, PSP, etc.)
 - Food and Drink of Any Kind
 - Alcohol, Tobacco or Drugs in any form
 - Firearms

It is a **FELONY** to exhibit; threaten to exhibit; or use firearms on any school bus transporting students to and from school, or school sponsored events.

- Rocks
- Knives, Multi-tools, box cutters, scissors
- Sling shots
- Lighters, Matches, Fireworks
- Drug Paraphernalia
- Glass items
- Balloons
- Skateboards
- Water guns
- Flashlights or Laser Pointers
- Fake or toy guns of any kind
- Sports Balls, i.e. football, baseball, basketball, etc
- Animals, Insects, Reptiles, Birds, or Fish
- Makeup, Hand Sanitizer, Perfumes or Cologne, Hairspray, Deodorant/ Antiperspirant, Shaving Cream or Aerosols of any kind

Students who refuse to relinquish prohibited items to the Driver will receive an immediate suspension of bus privileges for no less than 10 days.

- **CELL PHONES AND LAPTOPS.** Cell phones are for emergency use only. **The Bus Driver, not the Student, will determine whether or not it constitutes an emergency.** Laptops are to be turned off at all times. Phones and laptops must not be visible. If so, it will be confiscated and the parent/guardian will have to pick the phone up at the Service Center. ***Students refusing to give up the item will receive an immediate suspension of their bus riding privileges for no less than 10 days.*** It is also illegal to photograph other students without the express written permission of parents. No photographing or videotaping will be allowed by students with cell phones.
- **Extra Large or Oversized Items.** (Ex. Large band instruments, school projects, etc.) **Oversized items will be allowed on the bus if the student can physically carry it himself/herself AND it fits in his/her lap without causing overcrowding and keeping aisle clear.** The Bus Driver will make the decision.
- **If there is illegal activity on or around any STS property (including buses and yard) the proper local authority will be contacted.**

DISCIPLINARY REGULATIONS

- The Campus Administration and authorized personnel for Student Transportation Specialists will take necessary steps to maintain acceptable student conduct on school buses.
- It is understood that the bus driver has the responsibility and authority to maintain order on the school bus.
- Bus Drivers will complete a student bus referral form (Bus Conduct Report) for any student that violates a tenet of the bus rules.

Bus Discipline 2015 - 2016

- **1st Bus Referral**

Parent/guardian and the appropriate school principal will be informed by **Student Transportation Specialists** by telephone and in writing. **Student will be issued a warning.**

- **2nd Bus Referral**

Parent/guardian and the appropriate school principal will be informed by **Student Transportation Specialists** by telephone and in writing. Student will be given a **discipline measure by Campus Administration.** **Campus Administration will contact the parent/guardian and inform the parent/guardian of the discipline measure.**

- **3rd Bus Referral**

Parent/guardian and the appropriate school principal will be informed by **Student Transportation Specialists** by telephone and in writing. Student will be given a Second discipline measure by Campus Administration. **A Campus Administration representative will conduct face-to-face conference with parent and student. The consequence for the behavior will be discussed with the parent/guardian.**

- **4th Bus Referral**

Parent/guardian and the appropriate school principal will be informed by **Student Transportation Specialists** by telephone and in writing. Students will be given a **two (2) day suspension of bus privileges. Student Transportation Specialists and a Campus**

Administration representative will conduct a face-to-face conference with parent and student. The consequence for the behavior will be discussed with the parent/guardian.

- **5th Bus Referral**

Parent/guardian and the appropriate school principal will be informed by **Student Transportation Specialists** by telephone and in writing. Student will be issued a **five (5) day suspension of bus privileges. Student Transportation Specialists and a Campus Administration representative will conduct face-to-face conference with parent and student.**

- **6th Bus Referral**

Parent/guardian and the appropriate school principal will be informed by **Student Transportation Specialists** by telephone and in writing. Student will be issued a **thirty (30) day suspension of bus privileges. Student Transportation Specialists and a Campus Administration representative will conduct face-to-face conference with parent and student.**

- **7th Bus Referral**

Parent/guardian and the appropriate school principal will be informed by **Student Transportation Specialists** by telephone and in writing. Student will be issued a **suspension of bus privileges for the remainder of the school year. Student Transportation Specialists and a Campus Administration representative will conduct face-to-face conference with parent and student.**

Date: _____ School Year: _____ Bus #: _____ Stop Location: _____
Student's Name: _____ Nickname: _____
School _____ Grade: _____ DOB: _____
Parent's Name: _____ Parent's Email: _____
Home Address: _____ City: _____ Zip: _____
Mailing Address: _____ City: _____ Zip: _____
Alt. Stop Location: _____ City: _____ Zip: _____
Phone: _____ Alternate Phone: _____
Authorized Parent or Guardian for release of child: _____

I have read and understood the bus rules and have reviewed them with my children.

Parent's Signature: _____ Parent's Email: _____

Additional Comments (i.e. Medical) use back of card if necessary. _____

Lockhart

Date: _____ School Year: _____ Bus #: _____ Stop Location: _____
Student's Name: _____ Nickname: _____
School _____ Grade: _____ DOB: _____
Parent's Name: _____ Parent's Email: _____
Home Address: _____ City: _____ Zip: _____
Mailing Address: _____ City: _____ Zip: _____
Alt. Stop Location: _____ City: _____ Zip: _____
Phone: _____ Alternate Phone: _____
Authorized Parent or Guardian for release of child: _____

I have read and understood the bus rules and have reviewed them with my children.

Parent's Signature: _____ Parent's Email: _____

Additional Comments (i.e. Medical) use back of card if necessary. _____

Lockhart