



Kaufman ISD Transportation

Student Handbook
Information
2022-2023

Kaufman ISD Transportation Department
5026 Lions Den Trail
Kaufman, TX 75142
972-932-6555

DIRECTOR OF TRANSPORTATION

ASSISTANT TO DIRECTOR

Claudia Henson

Parents and Bus Riders

The goal of this Students Handbook is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents should take time to read and discuss the material in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such.

Eligibility is determined by the students approved address. Transportation will be provided to the campus assigned to each attendance zone.

Only new bus riders, or riders who have moved to a new address, will need to register for Transportation. Students that have been riding a bus will continue to be assigned to a route from year to year. Students that need to register for the bus can do so online at www.kaufmanisd.net. Follow the Quick links menu for Bus Route Information.

General Information:

- The State of Texas does not mandate transportation service.
- Bus transportation is a service that Kaufman I.S.D. offers to eligible students residing in the district.
- **SCHOOL BUS RIDERSHIP IS A PRIVILEGE AND NOT A RIGHT!**
- In order to remain eligible, students must follow ALL rules.
- It is the responsibility of the parent/guardian to provide transportation for any student not eligible to ride the school bus.
- It is the responsibility of the parent to provide transportation to/from school if a child misses the bus.
- **All students must ride the bus to which they are assigned. Students will not be able to ride an alternate bus unless registered for a second bus. Students cannot register for more than two addresses in a school year.**
- **Do not ask to ride home on another bus with a friend.**
- The driver has the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
- The driver will not allow any unauthorized person to board the bus. It is against the law for a parent/guardian to board the bus without permission.
- Buses will not enter personal property except when approved by the Transportation office after receiving a letter from the property owner with a release of liability.

Waiting for the Bus:

- **The Student Code of Conduct DOES apply at the bus stop.**
- Be at your bus stop five minutes early and **visible** before scheduled pickup time. The driver/sub-driver will not wait or honk, nor will he/she stop **for late students** or students running for the bus.
- Students should be no closer than 10 feet from the bus, which is called the "Danger Zone." Be in plain sight of the approaching bus driver and other traffic. Be watchful and don't play around.
- Stand still and clear of the bus. Move toward the bus ONLY after bus is stopped, door opens and/or driver signals you to load.
- Parents/guardians should instruct their children on what to do if they miss the bus.
- Students should NOT chase the bus.
- Delays affect traffic and schedules.
- Buses will not go back for a student(s) who miss the bus.

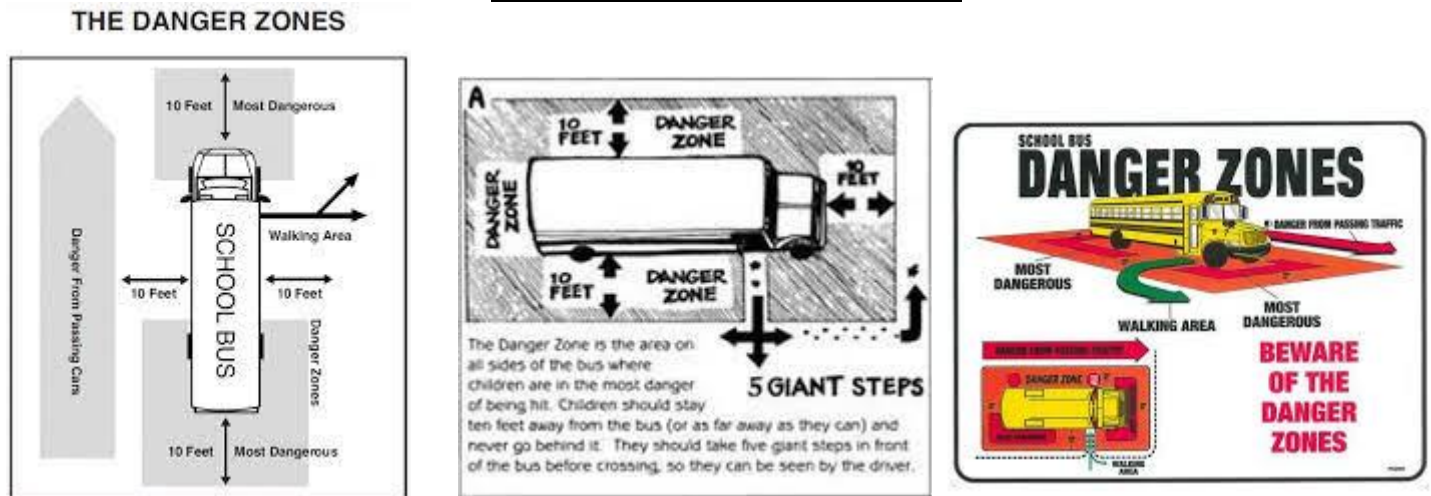
Boarding the Bus:

- Instruments, shop projects, backpacks, bags and athletic gear will need to ride in student's lap. If the item is too large than the parents need to make arrangements to take item to and from school.
- Do not push, shove, or crowd in any way; always use the handrail.
- Students should board a bus in an orderly fashion.
- Go directly to your assigned seat. The bus will not move until all students are seated. Students must remain seated at all times. Delays affect traffic and schedules.
- Seating arrangement will be assigned. **The bus driver may change seating arrangements anytime he/she deems necessary.**
- All items must be kept on the student's lap or within the seating compartment and may not deny another student a seat.

If the School Bus Does Not Arrive on Time due to unexpected delays

School bus routes can be delayed for a variety of reasons including traffic, road blockages and closures, weather conditions, delays on prior routes/trips, and unacceptable student behavior. Students should remain at their assigned school bus stop for at least 10-15 minutes after the scheduled school bus pickup time. Parents/Guardians who leave for work before the scheduled school bus pickup time should make arrangements with a neighbor or family member to assist their child(ren) in case of an unscheduled delay. Parents should ensure that children understand what action to take if the school bus is late or fails to arrive at the pickup locations.

SCHOOL BUS DANGER ZONES



Never enter the danger zones when the bus is in motion. • Never cross behind the bus. • Extreme Danger Zones are 0 to 5 feet from the side and front of the bus. Stay away from the Extreme Danger Zone in front of the bus. • Danger Zones are 5 to 10 feet from the side and front of the bus. • When late don't chase after the bus! • Walking Area is 10+ feet from the side of the bus. Cross 12 to 30 feet in front of the bus in full view of the bus driver.

Conduct on the Bus:

Students are expected to follow the policies and procedures outlined in the Student Handbook. Students are required to follow all safety rules on the bus: (Including but not limited to)

-Remain seated.

- Students shall remain seated at all times and face forward for the duration of the trip. Students shall keep their feet in front of them and out of the bus aisle.

-Keep the aisles clear.

- Keep the aisle completely clear at all times. This includes backpacks or bags of any kind and instruments/athletic gear.

-Speak in quiet voices.

- Normal conversation is permitted; avoid loud noises that may distract the driver and create an unsafe condition. Do not talk to the driver while the bus is in motion.

-Books and electronics are allowed.

- Do not spray any substance (ex. hairspray, cologne, perfume, deodorant) while on the bus.
- Cell phones/electronic devices are allowed on the bus, however, no pictures and/or videos can be taken on the bus and no sharing of phone/devices allowed.
- KISD Transportation is not responsible for lost or stolen cell phones or any other electronic devices. Cell phones can be taken up if used inappropriately or passed around to other students.
- No pens, pencils or paper are allowed out on the bus. Homework is to be done at home.
- **NO Bluetooth speakers, fidget spinners, Pokemon or any type of trading cards out on the bus.**

-No food/drinks except for bottled water.

-Keep your hands to yourself.

- No scuffling or fighting.
- Do not tamper with bus equipment.
- The emergency door and exit controls should be used by students only during supervised drills or an actual emergency. Students shall never attempt to operate the passenger door or other controls except in case of an emergency.

-Obey the bus driver.

- Follow all instructions and cooperate with the driver and/or monitor.

-Be kind and respectful.

- The use of obscene, vulgar or profane language and gestures are forbidden.
- Do not spit or throw objects inside or out of the bus.
- Do not litter, mark, cut or scratch any part of the bus. Student/parent/guardian is responsible for any/all damages.

Seat Belts:

If a bus is equipped with seat belts, then all students riding the bus will be required to wear a seat belt.

- **If the student refuses to buckle up they will not be permitted to ride the bus. The parents will be called to come pick the student up.**
- **If the student unbuckles during route and will not buckle up they will be written up and disciplinary action will be taken.**

Departing the Bus:

- Stay seated until the bus comes to a complete stop and the door has been opened.
- Use the handrail and take one step at a time; do not push, shove, or crowd in any way.
- Students must move away from the bus after exiting; do not stand next to, or walk toward the bus. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone."
- Do not go to the mailbox until the bus has left the area.
- If any article drops, rolls near or under the bus, **do not go after it.**

Crossing in Front of the Bus:

- Students will not be allowed to cross a farm-to-market road or state highway under any circumstances.
- Students are expected to look at the driver AND check both directions before crossing the street in FRONT of the bus.
- CAUTION! The student must be alert for vehicles that do not stop when the bus is loading or unloading.

Dropping off Students (Pre-K thru 2nd Grade)

Parent or designee **must be at the bus stop** to receive students that are enrolled in Pre-K thru 2nd grade if not accompanied by an older student. If no one is there to receive the student, the student will be returned to the Service Center. **Any student returned three times will have their riding privileges suspended.**

Prohibited Items on the Bus

- Tobacco products, electronic cigarettes, vaporizers
- Live animals or insects
- Glass containers
- Alcoholic beverages, drugs or chemicals
- Weapons, explosive devices, stun guns, pepper spray, sharp objects or firecrackers
- Skateboards
- Bluetooth speakers
- Food or drinks except bottled water (no eating on the bus)
- Matches or lighters
- Any other item prohibited by the KISD Student Code of Conduct

Crossing Between Buses:

- Students are not allowed to cross between buses except at designated cross walks.
- Students are expected to check both directions before crossing.

Accidents or Emergencies:

- Follow the driver's instructions.
- Stay with the group.
- Do not do anything to escalate an already tense situation.

Discipline

The school bus is an extension of the classroom. All rules that apply in the classroom apply to the bus. **The discipline will be administered by the Principals.** All school board policies that apply to student conduct and other student related activities apply to the school bus.

Discipline will be administered as needed depending on the severity of the offense. Discipline may consist of a verbal warning up to suspension of bus privileges.

****It is the parent/guardians responsibility to contact the student's teacher/school if the student has been suspended from the bus and will be a car rider.**

SUSPENSION FROM THE BUS IS NOT AN EXCUSE FOR BEING ABSENT FROM SCHOOL

Immediate appropriate legal/disciplinary action may be taken against any student(s) engaging in any of the following misconducts:

1. Possession of fire arms, a knife, or other dangerous devices will not be permitted and will result in immediate loss of bus privileges for the remainder of the school year.
2. Use of abusive, profane language or indecent gestures on or near a bus in which students are being transported or directing such language toward the students or the driver.
3. Hindering in any manner the operation of a school bus or obstructing, unnecessarily, any roadway on which a school bus travels.
4. Making threats against or engaging in physical contact with a school bus driver.

STUDENTS WHO ARE SUSPENDED FROM THE BUS ARE SUSPENDED FROM ALL BUSES. UNSERVED SUSPENSION WILL CARRY OVER TO THE NEXT SCHOOL YEAR. See the Student Code of Conduct for provisions regarding transportation to the DAEP.

KAUFMAN ISD SCHOOL BUS DISCIPLINE MATRIX

Level 1	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense
Eating/drinking, littering, hanging out the window, failure to remain in seat and/or failure to use seatbelt when provided, improper boarding/departing/sitting, unnecessary noise, harassment of others, disobeying bus rules	Campus Administrator/ Student Conference	Campus Administrator/ Parent Conference	3 day suspension of bus privileges	5 day suspension of bus privileges	10 days suspension of bus privileges	15 days suspension of bus privileges	30 days suspension of bus privileges. After 7th Offense, Suspension of bus privileges for the remainder of the school year
Level 2	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense
Inappropriate gestures/language, rudeness, disrespect, defiance, spitting, public display of affection, physical aggression, horseplay, taking another person's possessions, writing on seats, repeated Level 1 offense	Campus Administrator/ Parent Conference	3 day suspension of bus privileges	5 day suspension of bus privileges	10 days suspension of bus privileges	15 days suspension of bus privileges	30 days suspension of bus privileges	Suspension of bus privileges for the remainder of the school year
Level 3	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	
Vandalism, refusing to obey the bus driver/monitor, fighting, verbal abuse of the bus driver/monitor, possession of matches/lighter, unsafe conduct, deceit/attempted deceit, repeated Level 1 or 2 offense	3 day suspension of bus privileges	5 day suspension of bus privileges	10 days suspension of bus privileges	15 days suspension of bus privileges	30 days suspension of bus privileges	Suspension of bus privileges for the remainder of the school year	
Level 4	1st Offense	2nd Offense					
Possession of weapons or other dangerous objects, possession or use of drugs or tobacco products, Vape/Vape products, offense in which law enforcement officials are contacted	30 days suspension of bus privileges	Suspension of bus privileges for the remainder of the school year					

Video

School buses are equipped with a surveillance system that will record the conduct of students and any verbal communication between students and driver/monitor. This recording may be used for disciplinary purposes and /or safety training. **Video recordings will be viewed by Transportation staff, School Principals, and Administration Personnel only.**

School Sponsored:

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents, before the scheduled trip, a written request that the student be permitted to ride with an adult designated by the parent.

All field trips should have a Sponsor and/or chaperone present on the bus. Sponsors are responsible for the accountability of students on the field trip. Drivers may assist but will not take responsibility for the accountability of the students.