

Elizabethtown Independent Transportation

Guidelines and Procedures

Please read the following regarding transportation practices in the Elizabethtown Independent School District. This information is intended to provide each eligible student with safe, efficient transportation to and from school.

1. Students must be on time at the designated pickup point. Buses have very tight time schedules and can't wait if students aren't ready when the bus arrives. Arriving five (5) minutes before the scheduled time is recommended.
2. Practice proper behavior while waiting at a bus stop. Wait in the proper location and look both ways before crossing the street after receiving the signal from the driver. If problems occur at the bus stop and can't be resolved by the student and their parents the police will be contacted.
3. The use of the emergency door is for emergency evacuation only. Opening the emergency door in non-emergency situations could result in immediate bus suspension and/or expulsion from school. Bus riders must cooperate with emergency evacuation drills when asked. Avoid crowding or pushing when getting on or off the bus.
4. Take your seats as soon as you get on the bus. Remain seated at all times and share seats with fellow riders. In many instances, students will be required to ride three (3) to a seat or in an assigned seat.
5. Animals, firearms and large or sharp objects are not permitted on buses because they present safety hazards. Skateboards or basketballs are not permitted on the bus.
6. Only students assigned to a bus will be permitted on buses.
7. Babysitter and daycare pick up and drop offs will be accommodated if they are located on existing routes and on a consistent daily basis. Changes in pick ups and drop offs will only be considered after the transportation office has received a written request. **Drop off and pick up must be at the same stop.**
8. Restitution will be required from any offender causing damage or vandalism to a bus.
9. Students identified as having 504 or special education needs must have a 504 plan or IEP indicating the need for transportation services. The plan should also indicate any specific accommodations that may be required.
10. Missing bus riders may be reported by calling the Transportation Director at 270-769-9710
11. Students are not permitted to ride any bus other than the one they were assigned to. A student may only ride a different bus in **emergency** situations such as hospitalization or parent out of town. For approval, a 24 hour notice must be given by the Transportation Director. Please call 270-769-9710 (Mr. Huggins)