

## STUDENT RESPONSIBILITY AND DISCIPLINE

The student is expected to follow the BISD Transportation Rules and Regulations Governing School Bus Operations.

If a student is unable to follow the standard bus regulations, a Behavior Intervention Plan (BIP) for bus behavior may need to be developed for the student Functional Behavior Assessment (FBA). The BIP may address prevention strategies, reinforcement for desired behavior and consequences for inappropriate bus behavior. The student's bus driver and bus monitor will be provided a copy of the student's BIP, if it addresses bus behavior.

Student discipline will be managed by bus personnel as stated in the student's Behavior Intervention Plan. Unless otherwise provided for by the student's ARD Committee, consequences of seriously disruptive behaviors which violate the Behavior Intervention Plan established during the ARD Committee meeting may include, but are not limited to:

- returning student to home, school or other approved location
- parent notification
- removal of bus privileges for up to three days reconvening the ARD Committee to consider alternative arrangements, including additional safety features or more restrictive transportation services.

**TEC, §29.003, and Part B (Public Law 101-476) and Part H (Public Law 102-119)**

***BISD, the BEST Choice!***



## BISD Transportation Department

---  
2601 Dana Ave.  
---

Brownsville, Texas 78521  
---

Main Line: 956.548.8085  
---

Special Ed Dispatch:  
956.698.0058  
956.698.0188

---

**Director: Eliud Ornelas**  
**Assistant Director for Special Needs:**  
**Silvia Saldaña**  
**Assistant Director for Operations:**  
**Heber Olguin**

REV. 07/2023

## BISD Transportation Department

### Transportation Procedure -

### For Special Needs and Additional Programs



Phone: 956.548.8085

## MISSION STATEMENT

Our mission in the Transportation Department of Special Needs and Additional Programs is to ensure that students arrive at school and return home safely with care and thought given to their individual special needs.

## BUS SCHEDULES

Prior to the initiation of bus service, the Transportation Department or classroom teacher will communicate to parents the exact date service will begin, a predesignated place or location and the estimated time for pickup and delivery. The schedule may vary slightly from day to day; however, written notification or verbal notification will be made of any major changes in the route or schedule.

Bus routes will be established to provide the most efficient service to all the students with disabilities or other needs on the route. Routes are processed within 48 hours of request.

Therefore, the Transportation Department is unable to approve parental requests for preferred pickup and delivery times, except as required to provide a free appropriate public education.

- Tyler APP - RIDE 360 - Visit [BISD Transportation WEB Site](#)
  - GPS for bus location
  - Student RFID Card



## PARENTAL RESPONSIBILITY

The following parental responsibilities will help ensure that the child arrives at school and returns home safely with care and thought given to his/her individual special needs, including for those students traveling on a wheelchair:

- Student Consent Form need to be returned to driver or monitor within 3 school days.
- Changes to Consent Form will not be accepted over the phone. Changes may only be made in person with driver or monitor.
- Have the child ready to board the bus within ten (10) minutes of the scheduled time each morning.
- The driver is not allowed to honk the horn but will wait a maximum of three (3) minutes after the arrival time for the child to appear and board the bus.
- If for any emergency reason bus must be returned to pick-up or drop-off student at their home, it will be after the high school route.
- Drivers or monitors are not allowed to ring/knock doors for student boarding or home receiving.
- Drivers or monitors are not allowed to call from their personal cell phones to advise parents of their arrival.
- Student will not be forced or allowed to board the bus when crying, kicking, or any other disruptive behaviors for the safety of other students, unless specified in ARD.
- The parent must notify the [Transportation Department office \(956\) 698-0058 or 698-0188](#) when the student will be absent from school or will not ride the bus that morning or afternoon.
- If a student does not ride the bus for three (3) consecutive days without parental notification, service will be temporarily discontinued until the parent calls the Transportation Department to reinstate service.
- Service will be resumed after notification by the parent that the student is ready to return to school.
- Students are not allowed to board with medication. Parents must take medication to the school nurse.
- Students are not to bring extra items; for example, large coke, chips, diaper packages, only items that fit in backpack. Parents are responsible to deliver items to school.
- Wheelchair students are not allowed to have extra backpacks and/or baggage hanging from handles at any time. Only necessary medical equipment will be permitted.
- Any changes to Student's demographics or needs must be reported immediately to school/case manager.
- Ensure that a responsible adult is at home when the child is picked up in the morning and brought home in the afternoon.
- A parent may authorize for his/her child to be left unattended by signing a written release with their folder teacher at school, teacher will then update students Transportation Form.
- A driver will not leave a child alone unless the parent has signed a release form.
- The child who is to be left alone must have access into the house.
- The driver is not allowed to accept responsibility for house keys, opening the door or entering the home.
- A child with needed supervision is not received by an adult on release form, the driver will follow the procedure outlined below:
  - a. The bus driver will inform the Transportation Department that an attempt was made to return the child home and a responsible adult was not available to receive the child.
  - b. The Transportation Department will attempt to contact the parent/agency by telephone.
  - c. The Transportation Department will contact the school to inform him/her that the child will be returned to the campus. When this occurs, the parent/agency will be responsible for transporting the child home from the child's school campus.
  - d. If there are any questions about transportation services, may speak with the Administration of Transportation by calling (956) 548-8085.

