



Transportation



Policies & Procedures

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Mission

The mission of YES Prep Public Schools Transportation Department is to provide safe, reliable, and efficient transportation daily so that students across the district are able to get to school and maximize their time in the classroom.

Definitions

BUS SERVICE: YES Prep Public Schools contracts bus transportation vendors to provide bus services to our district. Our partnership campuses use the transportation services at Spring Branch ISD.

STUDENT ELIGIBILITY: The transportation department creates stops for students who live within the campus' priority zone and two or more miles from campus. If a student's residence meets these criteria, a bus stop will be provided within a mile of their home for secondary students and a half mile for elementary students.

SPECIAL EDUCATION & MCKINNEY VENTO: Each request for transportation services must be properly submitted to and processed by the appropriate department at your respective campus. Please contact your student's campus administrative office to receive assistance and more information on eligibility and special transportation services for your student.

ARRANGING TRANSPORTATION FOR YOUR CHILD: Each request for transportation services must be properly submitted to and processed by the appropriate campus transportation contact person. Please contact your student's campus administrative office, and they can assist you with any questions on eligibility and request transportation services for your student.

In the interest of student safety, the Transportation Department cannot accept requests for transportation of students or changes to a student's transportation status directly from a student or their parents or guardian. Only authorized YES Prep personnel at each campus are permitted to request transportation services or request changes to a student's transportation. This policy is enforced to ensure that confidential student information is not inadvertently disclosed to an unauthorized person or persons. Students who have yet to properly submit requests for services or whose requests have not been processed adequately by their campus transportation contact person will not be allowed access to YES Prep transportation services.



ROUTE CRITERIA: Stops are created for students who live within the campus priority zone and two or more miles from campus. If a student's residence meets these criteria, a bus stop will be provided within a mile of their home for secondary students and a half mile of their home for elementary students.

Stops are created with the safety of the students in mind, so bus stops will be at locations that allow students to wait off the main roadway for the bus if possible. Stops are not placed in private gated communities, cul-de-sacs, or dead-end streets. Bus stops will be located at the corner of intersections that match the distance guidelines. If you have questions about your eligibility for a bus stop or would like to submit a request, please do so at your campus' front office.

When creating bus routes, stops are not scheduled earlier than 6 a.m. Students must be present and ready to be picked up 10 minutes before the scheduled stop time. Drivers will not wait for late students - students are expected to be out of their cars and waiting to board the bus. Bus drivers are instructed not to stop or open the door for late students once the bus begins to move for safety reasons.

While bus drivers aim to be on time at all stops, they must prioritize safety on the road. If a bus is running late, please reach out directly to the bus yard that corresponds to your campus. This information is available in the front office at your campus. You may also use [First View](#) to track your student's morning and afternoon buses.

RIDERSHIP CAPACITY: Federal regulations do not specify the number of riders per seat on a school bus. However, school bus manufacturers design buses to carry up to three riders per seat. This is typically only applicable for elementary and middle school students, and high school students are two riders per seat.

PICK-UP INFORMATION: Students must be present and ready to be picked up 10 minutes before the scheduled stop time. Bus drivers aim to be on time while prioritizing safety on the road. Buses do not wait for late students. For safety reasons, bus drivers are instructed not to stop or open the door for late students once the bus begins to move.

RELEASE OF INFORMATION: For your child's safety, the transportation department will only discuss transportation arrangements with the parent/guardian listed on the school's record. We do not give out or discuss transportation arrangements with relatives, grandparents, family friends, or former spouses not authorized.

INCLEMENT WEATHER: You are responsible for deciding if it is safe for your child to go to the bus stop or school during inclement weather. Make sure they have dressed appropriately for the conditions, as the bus may experience further delays. Please be aware that in the event of inclement weather, the bus may be delayed. Occasionally, the weather deteriorates during the course of the school day or another emergency, such as a power failure, which may result in an unexpected early dismissal of students. In the event of the above, the transportation department will work with the schools to decide the safest time to pick up the students and will work with the school to keep everyone informed through the local media of ongoing changes. Additionally, each school may have its procedures for contacting parents/guardians; please check with your school.

STUDENT SAFETY: YES Prep Public Schools provides transportation services to eligible students to attend their assigned campuses. Transportation is a privilege, and students are required to obey appropriate safety and conduct rules to remain eligible for transportation services. Students are responsible for contributing to the safe operation of the school bus – not detracting from it!

Student Expectations

Students are expected to know and follow bus rules in the following areas:



Before Boarding the Bus

- Arrive at your designated stop at least ten minutes before your scheduled pick-up time. YES Prep will not send a bus to pick you up if you miss your bus because you were late.
- Be careful in the loading area. Wait in an orderly, single line for the bus to arrive and avoid horseplay. Stay off the street while waiting for the bus to arrive.
- Approach the bus entrance only after the bus has come to a complete stop. Pushing or shoving while boarding the bus will not be tolerated.

After Boarding the Bus

- Obey the bus operator's directions.
- Go to the closest available seat or your assigned seat and stay seated until you arrive at your destination. The bus operator may assign you a seat if in his or her judgement, it is in the best interest of student safety.
- Speak in a classroom voice. Loud speech or laughter causes distractions for the driver. Rough-housing or horseplay on the bus will not be allowed and may result in a loss of transportation privileges.
- Keep the bus litter free. No food or drinks may be consumed on the bus.
- If you cause any damage to or vandalize a bus, you and your parent or guardian will be financially responsible, and you may permanently lose your transportation privileges.
- Never throw an object inside or out of the bus. Keep all parts of your body (head, hands, and arms) inside the bus at all times.
- Observe the rules of good conduct and show courtesy to everyone. The use of profane language, rude gestures, or malicious behavior toward the bus operator, a fellow passenger, or another motorist will not be tolerated.
- For the safety of all passengers, aisles must be kept clear of all objects such as books, backpacks, musical instruments, packages, and coats.
- Items which are prohibited on school grounds may not be taken on a school bus, such as alcohol, tobacco, drugs, or weapons.

All provisions of the YES Prep Code of Student Conduct apply to students when being transported by YES Prep transportation services. Violations of the YES Prep Code of Student Conduct while on a YES Prep school bus will be referred to the appropriate campus administrator for disciplinary action. Conduct violations may result in a temporary or possible permanent loss of a student's transportation privileges.

Leaving The Bus

- If you live on the right side (bus exit side) of the street, leave the bus and walk in a direction in which you can be seen by the driver.
- If you live on the left side of the street (across the street from the bus), leave the bus and walk about 15 feet in front of the bus. Watch for the driver's signal that it is safe and walk to the left front fender of the bus. Stop and look in both directions to see if it is safe before proceeding across the street. Never cross the street behind the bus!
- For elementary grade level students, the parent/guardian must be ready to receive the student at the bus door with the appropriate bus rider tag and/or photo ID.

For your safety, you may ride only your assigned bus and be discharged only at your assigned stop. Be sure to follow the directions of the driver. Your safety is our primary mission!



STUDENT BEHAVIOR GUIDELINES: For transportation to run smoothly, students must adhere to the same campus behavior guidelines in this handbook while they are on the school bus. Some additional rules apply while riding the bus, which are detailed below. Any violation of these expectations may result in disciplinary action, including the loss of the privilege of being able to use the school bus.

- Do not engage in inappropriate or disruptive behavior at the bus stop
- Do not run toward the bus upon its arrival at the stop
- Use appropriate language and be courteous to the bus driver and other passengers
- Do not eat or drink on the bus
- Do not throw objects in the bus, out the window or leave trash on the bus
- Always remain seated. If the driver assigns seats, students are required to sit in their assigned seat in the AM and PM
- Obey all directions from the bus driver
- Always keep all body parts inside of the bus
- Respect property. Students and their parents/guardians will be financially responsible for any damage caused to the bus
- Do not make inappropriate gestures or comments to passing motorists

Schools Bus Acts of Misconduct

Level 1 Acts

- Excessive Noise
- Horseplay/Mischief
- Leaving one's seat/standing without permission of the driver
- Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials
- Disobedience or disrespect to the bus driver or bus monitor
- Inappropriate or disruptive behavior at a bus stop
- Recording the voice or image of another without prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others
- Eating/Drinking/Littering the bus
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Level 2 Acts

- Refusing to identify oneself to the bus driver properly
- Riding an unassigned bus or using an unassigned bus stop without the proper permissions
- Spitting
- Hanging out of windows with any part of the body
- Throwing any object in or out of the bus
- Bullying, threatening, or harassment of any person on the bus, to include the bus driver and bus monitor
- Damaging or vandalizing the bus or any bus related equipment or property belonging to others (restitution will be required as well)
- Pushing, shoving, or rushing the bus at a bus stop
- Unauthorized entering or leaving the bus through an emergency exit or window



- Conducting private business, selling, or buying unauthorized items
- Engaging in inappropriate physical or sexual conduct that is consensual
- Harassment due to dating violence and sexually intimidating conduct
- Engaging in conduct that constitutes sexual harassment, including but not limited to verbal or physical conduct of a sexual nature
- Taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content, including but not limited to sexting
- Possessing, distributing, or printing pornographic material
- Starting or building a fire on the bus or at a school-sponsored event, except as part of an instructional programs
- Using, in a manner inconsistent with the manufacturer's instructions, or being under the influence of glue, aerosol, paint, and other inhalants
- Possessing, distributing, selling, using, or smoking tobacco or tobacco products, smokeless cigarettes, e-cigarettes, vaporizers, any other nicotine delivery device, or any substance consumption containing nicotine
- Possessing drug paraphernalia
- Assault of another person, non-felony
- Cyberbullying at or away from campus. The use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another student. This may include, but is not limited to , sending e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student sending threatening and harassing texts, instant messages, or emails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person
- Any bullying or harassment of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, national origin, religion, disability, physical appearance, sexual orientation, gender identity and/or gender expression
- Possessing, discharging, or spraying mace or pepper spray, which results in a school disturbance
- Stealing, theft or robbery (not felony level) in an amount under \$750
- Possession or sale of stolen property (non-felony)
- Possession or use of fireworks, "poppers," smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
- Engaging in a fight that results in minimal physical harm
- Threats to another person, including any physical, verbal, emotional and written forms
- Bullying, harassment, or hazing
- Behaving in such a manner that the continued presence of the student on the bus threatens the safety, interests and rights of other students or staff, or engages in unruly, disruptive, or abusive behavior that seriously interferes with the driver's ability to transport students safely
- Selling, giving, delivering to another person, using or being under the influence of an alcoholic beverage
- Possession or use of a laser pen or pointer that distracts the driver
- Lighting matches, lighters, or any other flammable object or substance

Level 3 Acts



- Engaging in inappropriate physical or sexual conduct that is consensual
- Exposure or inappropriate touching of any private parts
- Possessing, distributing, selling, or using medications that are available with or without a prescription in a manner that is not consistent with the medicine's intended use as indicated on the manufacturer's label, or with school rules concerning the handling of such medications
- Taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content, including but not limited to sexting
- Possessing, distributing, or printing pornographic material
- Using, in a manner inconsistent with the manufacturer's instructions, or being under the influence of glue, aerosol, paint, and other inhalants
- Possessing, distributing, selling, using, or smoking tobacco or tobacco products, smokeless cigarettes, e-cigarettes, vaporizers, any other nicotine delivery device, or any substance for consumption containing nicotine
- Possessing drug paraphernalia
- Possessing or selling items attempted to be passed off as illegal drugs or contraband
- Assault of another person, non-felony
- Cyberbullying on the bus. The use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another student. This may include, but is not limited to, sending e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; sending threatening and harassing texts, instant messages, or emails to another; and posting or sending rumors or gossip to incite others to dislike and /or gang up on the target, which is determined to have material and substantial interference with school activities or with the rights of students
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person.
- Any bullying or harassment of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, national origin, religion, disability, physical appearance, sexual orientation, gender identity and/or gender expression
- Possession, distribution, carrying, exhibition or use of a knife, which includes a switchblade knife, razor blades, utility knives, or other bladed instruments and/or possession, distribution, exhibition of ammunition or bullets
- Throwing objects that can cause bodily injury or property damage
- Possessing, discharging, or spraying mace or pepper spray, which results in transportation disturbance
- Stealing, theft, or robbery (not felony level) in an amount under \$750
- Possession or sale of stolen property (non-felony)
- Possession or sale of stolen property (non-felony)
- Recording the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others
- Selling, giving, delivering to another person, using or being under the influence of an alcoholic beverage
- Engaging in a fight that results in minimal physical harm
- Threats to another person, including any physical, verbal, emotional and written forms
- Engaging in bullying, harassment, or hazing
- Cases of extortion, intimidation, or disrespect of another student, bus driver, or monitor
- Making a hit-list

Level 4 Acts

- Sells, gives, or delivers to another person or possesses or uses or is under the influence of marijuana or a controlled substance, as defined by Health and Safety Code Chapter 481, or a dangerous drug, as defined by Health and Safety Code Chapter 483
- Conduct punishable as a felony
- Possessed, sold, used, or was under the influence of an alcoholic beverage
- Abuse of a volatile chemical
- Public Lewdness or indecent exposure
- Retaliation against a school employee
- Based on conduct occurring off campus and while the student is not in the attendance at a school-sponsored or school-related activity for felony offenses not in Title 5 Penal code
- Brought a Firearm to School or Unlawful Carrying of a Handgun, Location-restricted Knife, or club under Penal Code 46.02
- Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05
- Arson
- Murder, capital murder, criminal attempt to commit murder, or capital murder
- Indecency with a child
- Aggravated kidnapping
- Buying and attempting to buy, attempting to sell marijuana, controlled substances or a dangerous drug
- Use, exhibition, or possession (even if not being carried on or about the student's person) of a club, illegal knife, or handgun
- Possession, distribution, exhibition, or use of any, pellet gun, ammunition, air gun, replica firearm or bomb, electronic stunning device, and other dangerous items
- Terroristic threat
- Assault under Penal Code Section 22.01(a)(I) against a school district employee, volunteer, or someone other than a school district employee or volunteer
- Aggravated assault under Penal Code Section 22.02 against a school district employee, volunteer or someone other than a school district employee or volunteer
- Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee, volunteer, or someone other than a school district employee or volunteer
- False Alarm/False Report
- Felony Controlled Substance Violation or Alcohol Violation
- Fighting/Mutual Combat
- Aggravated Robbery
- Manslaughter
- Criminally Negligent Homicide
- Engages in Deadly Conduct
- Student is required to register as a sex offender under Chapter 62 of the Code Of Criminal Procedure
- Continuous sexual abuse of young child or children under Penal Code §21.02 occurring on school property or while attending a school-sponsored or school-related activity on or off school property



- Serious misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP)
- Harassment Against an Employee of the School District under Texas Penal Code 42.07(a)(l), (2), (3), or (7) - TEC 37.006(a)(2)(G)
- Bullying - TEC 37.0052(b)
- Criminal mischief (felony violation)
- Class III offenses are defined as and include, but are not limited to, fighting, possession or use of a weapon, possession of an illegal substance this includes vaping, or anything which seriously jeopardizes the safety of the student, other students, the bus driver, the motoring public or pedestrians

Consequences for School Bus Offenses

Acts of Misconduct	1 st occurrence	2 nd occurrence	3 rd occurrence	4 th occurrence
Level 1	<ul style="list-style-type: none"> • Demerit for safety • Written warning 	<ul style="list-style-type: none"> • Demerit for safety • Written warning 	<ul style="list-style-type: none"> • Detention and family meeting • Written warning 	<ul style="list-style-type: none"> • Detention and family meeting • 1 Day Bus Suspension
Level 2	<ul style="list-style-type: none"> • Restorative Discipline Practice + Family Meeting • 1-3 Day Bus Suspension 	<ul style="list-style-type: none"> • In school suspension + Family Meeting • 3–5-day bus suspension 	<ul style="list-style-type: none"> • In student suspension + Family Meeting • 3–5-day bus suspension 	<ul style="list-style-type: none"> • In student suspension + Family Meeting • 3–5-day bus suspension
Level 3 / 4 (Termination)	<ul style="list-style-type: none"> • Out-of-school suspension and possible hearing • Offenses will result in permanent loss of bus privileges for the remainder of the school year. 			

YES Prep Public Schools has the discretion based on each incident to modify the above consequence policies. The transportation team reserves the right, when applicable and considering FERPA laws, to show proof of incident to a parent of a child involved in a specific incident. A written statement of incident with disciplinary action will be provided. Bus Behavior Contacts are responsible for responding to incident reports in a timely manner.

Parent/Guardian Responsibilities

YES Prep requires parents to have elementary age up to fifth grade be escorted to and met at the bus stop after school by an authorized guardian with appropriate bus tags/identification. Parents/guardians, please remember to get out of your vehicles to meet your children at the designated bus stop locations. This will allow our drivers to confirm that you or the party responsible is receiving your children. YES Prep policies prohibit the bus driver from leaving a student unattended if no one is there to meet the student at the stop. If the parent/guardian is not at the bus stop, the student will be returned to the school, and it will be the responsibility of the parent/guardian to meet the student there.



Parents/Guardians are expected to follow and respect transportation guidelines which include respecting our drivers, monitors/aids, not damaging buses, entering buses without permission, or putting our staff and students in danger. This can result in ridership termination.

Transportation FAQs

How many passengers does a bus hold?

Our school buses hold 45-60 students on average depending on the model of the bus.

Do all buses have seatbelts?

No, not all buses are equipped with seatbelts.

Do buses have AC units?

Not all buses are equipped with air conditioning units. For those that are, however, there are times when the a/c unit is not functioning. The repair of non-working air conditioning units is a top priority. Unfortunately, there can be a delay in receiving proper parts for the units that may interfere with their timely repair.

Why does a bus seem overcrowded?

Our goal is to fully utilize all the space on our buses while maintaining student safety. School bus capacity is determined based on how many students are riding each day. In our fleet, it is assumed that elementary and middle school students can ride three to a seat and high school students can ride two to a seat. The average YES Prep bus route will have two students per seat.

How can I get my bus stop changed?

If you meet the eligibility criteria and do not have a stop within a mile of your house for middle and high school students and a half mile for elementary students, you can contact your campus front office to request a stop change.

How long will it take for a change to be processed?

All stops will be processed within two weeks of submitting them to the Transportation Department.

The bus did not show up on time for my child; how long should he/she wait at the stop?

If the bus has not arrived within 10 minutes of your student's stop time, check the First View App on your phone to get real-time updates on when your child's bus will arrive at the stop, or contact the bus yard for your campus below.

If you have an emergency or any questions/ concerns, please contact your respective campus during school hours. For after-school hours matters, please contact Tynisha Wright, Director of Transportation, at (713) 924-5222.

Parent and Student Agreement

Can be found [HERE](#)

The following terms and conditions form part of the YES Prep Public School Transportation.



1. The Parent/Guardian acknowledges and agrees that the student and parent/guardian must comply with the School Bus Safety Rules and School Bus Protocol while being transported to and from school.
2. The Parent/Guardian/Student has read and agrees to abide by the School Bus Policy in the Student Handbook.
3. The Parent/Guardian is responsible for the safety of their student travelling to, from and at the bus stop.
4. The Parent/Legal Guardian of the YES Prep student understands that YES Prep will not be held liable in the event of any accident or issue which may arise during transportation for students and volunteers.
5. The Parent/Guardian understands that no changes shall be made regarding specific pick-up/ drop-off locations and times without prior request and approval from the transportation department.
6. The Parent/Guardian agrees that routes will be determined after all bus information has been received from all families.
7. The Parent/Guardian/ Student understands that YES Prep holds the right to terminate ridership for student and parent/guardian behavior.

We, (Student Name) _____ and (Parent Name) _____ have read and understand the Transportation Policy, the student's applicable school handbook and its bus rules. We understand that the policies and handbooks are available online at <https://www.yesprep.org/departments/transportation>. By signing below we agree to abide by all of the above policies, rules and regulations.

Print Student Name

Parent/Guardian Name

Parent/Guardian Signature

Date