

Bus Rider's Safety Handbook  
2023-2024



**SAN ANGELO ISD**

**San Angelo Independent School District**  
1621 University Ave  
San Angelo, Tx 76904  
325-947-3700

Dear Parents:

The San Angelo Independent School District provides bus transportation to and from school as a courtesy service for eligible students in the District. The State of Texas prescribes the conditions governing school bus operations and funds the service by allotting the District a given amount for eligible students transported. Eligible students are defined by State statute as those residing in the District at least two miles from the school they should attend, as measured by the nearest practical route. The nearest practical route is the nearest traveled public road which may or may not be the road used by the school bus. Address eligibility is audited year round. When an address is found to be ineligible (because of street openings, construction changes, etc.) notification will be made as soon as possible with a grace period allowing for parents to locate alternate means of transportation.

In order to meet the conditions outlined by the State and provide safe, prompt movement of eligible students, the School District has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. These measures are herein outlined for your information and for the guidance of your child.

San Angelo ISD needs your help to create a safe and healthy operation. We ask your cooperation with school personnel in developing proper behavior patterns for those pupils who ride buses. **If you have a Kindergartner through Second (2nd) grade student, we need you to be at their stop 5 to 10 minutes early ([please see getting off the bus section in this handbook](#)). We turn students over to an adult that is listed on their profile, and if no one is at the stop, the student will remain on the bus and be taken back to their school.**

You may view the SMART Tag system information online at:  
<https://www.saisd.org/departments/transportation/SmartTag>

If you need information concerning SMART Tag or bus routes, please call the Transportation Office at (325) 659-3608

Sincerely,

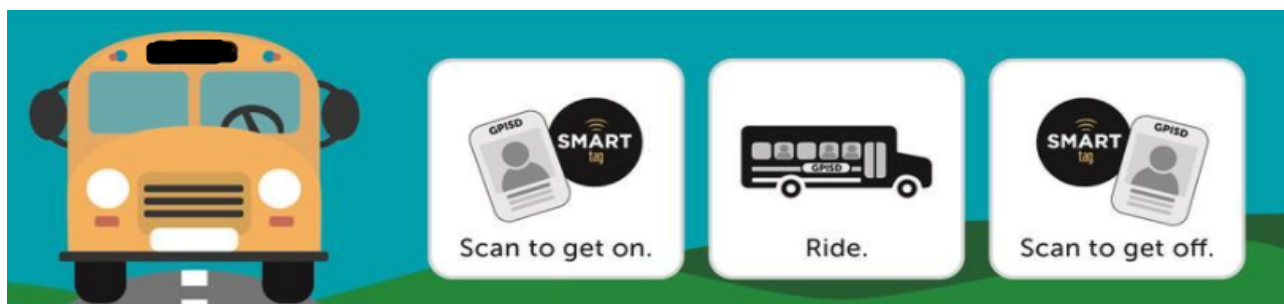
Jason Ketchum  
Director of Transportation

## **SMART tag Information**

SAISD has the responsibility to transport approximately 1,800 students on school buses each day to and from school. Ensuring the accountability for and the safety and security of the students riding on those buses is our highest priority. SAISD utilizes a system called SMART Tag, which places a tablet computer on each bus that is equipped with an RFID (Radio Frequency Identification) reader, mobile connectivity and GPS. Students will place their SMART ID cards on the sensor of the computer and tablet when loading and unloading their bus. This ensures all riders are accounted for. No information is stored on the Student ID tag.

Any student that does not have a SMART Tag ID card for their afternoon route (P.M.) for three (3) consecutive days, will not be able to ride home on the fourth (4th) day without a tag. Excessive occurrences of the no tag rule, will result in a written warning and/or additional consequences. Please see the Discipline section in this handbook. The student will need to purchase another ID card for \$5 (mandatory). Lanyard (\$2) and plastic sleeve (\$1) are not mandatory, however you may purchase them at SAISD Transportation Department located at 11725 Saint Ann, San Angelo TX 76904 (or at your child's campus).

**\*\*In order for your child to change pick up or drop off locations, you must complete another Bus Rider Permit Form and contact the campus secretary at least 3 days before the change\*\***



### **SMART Tag Passive RFID (Radio Frequency Identification) Information:**

- SMART Tag Student IDs utilize Passive RFID, meaning the cards are not powered internally. The ID card is temporarily activated when coming in contact with the scanning device mounted in the school bus. It is also important to note that no student information is stored within the SMART Tag ID.

### **SMART Tag ID Care:**

1. Do not wash/dry the card.
2. Do not bite cards.
3. Do not bend.
4. Do not write on.
5. Do not puncture the card, in any way.
6. Do not place cards on anything magnetic.

## **Video Cameras on the School Buses**

The San Angelo Independent School District uses video cameras to monitor students while on the bus.

### **General Safety Rules**

1. Obey the instructions of the bus driver. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Board and leave the bus at their designated stops only.
3. Only students who are eligible to ride may be transported and must ride their assigned bus.
4. Do not ask to ride home on another bus with a friend or bring a friend with you.
5. It is the parent's responsibility to provide transportation to school if a child misses the bus.

### **Cell Phone:**

1. When playing music or videos, headphones are required.
2. No picture taking OR video recording will be allowed on the bus.

### **Procedures for Waiting for the Bus**

1. Be at your bus stop 5-10 minutes before scheduled pick-up time. Driver will not wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus go home immediately. Parents should instruct their children on what procedures to follow if the bus is missed.
6. Students will abide by the individual school's rules and regulations concerning bus students, including conduct and dress code.

### **Loading the Bus:**

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. The bus will not move until all students are seated.
4. The driver may assign seats to all students or selected students.

### **Conduct on the Bus:**

1. Remain seated while the bus is moving.
2. A student shall not deny another rider a place to sit.
3. Each student is expected to remain seated until the door opens for his or her stop.
4. Normal conversation is permitted; any loud noises may create an unsafe condition.
5. Scuffling, fighting, or the use of obscene, vulgar, or profane language and gestures are forbidden.
6. Do not throw objects inside or out of the bus.
7. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.

8. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
9. Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
10. Students shall face forward, keep their feet on the floor in front of them and out of the aisle.
11. Students must not extend their hands, arms, feet, or head out of the bus windows at any time.
12. Students must keep hands off other riders as well as the driver at all times.
13. Hoodies are allowed, however you are NOT to use the hoodie to cover your head on the bus
14. Perfumes, deodorants, body spray or other aerosols should not be sprayed in the bus
15. If buses are equipped with seatbelts, seatbelts must be worn at all times

### **Getting off the Bus**

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus; pushing and crowding may cause an accident.
4. You must have a signed note from the principal to get off at a bus stop other than your own. The note must be given to the driver from the Principals when boarding the bus.
5. Do not chase or hang on to the bus at any time.
6. If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.
7. Latch-Key Authorization allows the bus driver to release your K-2 student to walk home.
8. Picture ID may be requested for K-2 students to be released.

### **Crossing the Street or Highway**

1. Students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Look in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. Be alert for vehicles that may not stop when the bus is loading or unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

### **Prohibited items**

1. Tobacco and / or alcoholic beverages
2. Live animals or insects.
3. Glass containers.
4. Weapons, explosive devices, harmful drugs or chemicals.
5. Any object (musical instrument, shop project) too large to be carried by the student is not allowed. All other items must be kept on the student's lap at all times.
6. Lighted matches or cigarette lighters.
7. Food/Drinks.
8. Vape pens.

### **Extra Curricular Trips**

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the trip sponsor and transportation director.
3. The bus must return clean when returning from the trip.

### **Accidents or Emergencies**

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
  - A. The student nearest the door will open the door and hold it open.
  - B. Leave the bus in a single file as quickly and quietly as possible.
  - C. Once outside the bus, follow the driver's instructions completely.

### **Discipline**

It is the belief of the San Angelo Independent School District that proper conduct by students is essential for the safe operation of school buses. Misconduct could result in a student not being allowed to ride a bus. Students may be suspended from the assigned bus if:

- (1) they willfully or through negligence cause damage to the bus:
- (2) if their behavior is such that it causes pain to another student, bullying or a disruption to the driver or to other students.

**Discipline Write-up procedures include the following. Depending on the behavior, campus disciplinary action may be implemented as well:**

1st – Verbal Warning

2nd – 1-3 days off the bus (and/or campus disciplinary action)

3rd – 5-10 days off the bus (and/or campus disciplinary action)

4th – 10-20 days off the bus (and/or campus disciplinary action)

5th – Suspended for the remainder of the semester / year (and/or campus disciplinary action)

**Depending on the level of infraction, student removal from the bus may range from 3 days to the end of the school term.**