

## **GISD BUS DISCIPLINE AND TRANSPORTATION INFORMATION**

The Georgetown ISD Transportation Department is committed to ensuring the safety and well being of each student. All students being transported by District transportation vehicles are under the authority of the bus driver and must comply with his/her requests. **Procedures and safety rules help ensure the safety and protection of each student.** Failure to meet these standards or follow the rules and procedures may result in student conflict or injuries and may also cause delays or distractions to the driver. Any student failing to follow the rules and procedures will be written up on a Bus Misconduct Report that will be turned in to the Director of Transportation **(this includes violations of the Student Code of Conduct)**. The Director of Transportation and the campus administrator will determine the appropriate disciplinary measures which may include temporary or permanent removal of transportation privileges. Parents/guardians of students who damage transportation vehicles are responsible for retribution to GISD. Any questions regarding bus routes or discipline issues on the bus may be referred to the GISD Transportation Department at 943-5126.

### **PROCEDURES & SAFETY RULES**

#### **While Waiting to Load**

- Arrive at the stop earlier than scheduled loading time. Remain out of the street and respect the property and owner of the property where the stop is located.
- When the bus approaches, stay away from the curb and the front wheels of the bus. Get in line when the bus approaches and wait until the bus has come to a complete stop and the driver signals before crossing and boarding.
- Board carefully and use the handrail. Be courteous and do not push or shove while moving to your assigned seat (if seats are assigned).

#### **While Riding the Bus**

- Remain completely seated, facing forward, with all body parts inside the bus. Do not extend any body parts through bus windows or out into the aisle of the bus. Standing or moving from seat- to-seat while the bus is in motion is not permitted.
- Respect the rights of others. Do not violate others' space, nor physically or emotionally cause harm.
- In the event another student or students cause a distraction to the driver, do not participate in that behavior.
- Refrain from unnecessary conversation with the bus driver.
- Store all carry-on book bags and/or lunch bags/boxes in your lap or an area designated by the driver. Never allow items to block an exit window, emergency exit, or any part of the aisle. This would delay prompt exiting of the bus in the event of an emergency.
- Follow all instructions/requests of the driver and/or aide.

- Never throw anything while on the bus.
- No food or drinks, besides water, are permitted on the bus.
- Contribute to maintaining a clean bus.
- Do not bring glass containers or animals on the bus.
- Talk in normal tone-of-voice without using vulgar or obscene language.

### **While Unloading**

- As the bus approaches your stop, gather your belongings while remaining seated until the bus has come to a complete stop.
- Move to the door in a timely, orderly fashion so other traffic will not be delayed. Use the handrail while departing the bus.
- Step down carefully and walk directly away from the bus never walking alongside the bus or anywhere within 3 feet of the tires.
- If you must cross the road, move at least 15 feet in front of the bus and wait for the driver's signal to cautiously move in front of the bus in view of the driver. Check right and left and then wait for the driver to signal a second time that it is safe to cross the road

### **Loading and Unloading on School Grounds**

Students must comply with requests of any GISD staff member on bus duty. Students are expected to exhibit appropriate behavior and will be held accountable for any misconduct in accordance with the Student Code of Conduct and Campus Student Handbook rules regarding student conduct.

### **Bus Violations**

Students who refuse to comply with bus procedures and/or safety rules are subject to the following consequences:

- **1st Offense** Bus Misconduct Report mailed home to parents/guardians
- **2nd Offense** The Transportation Department calls parents/guardians
- **3rd Offense** Student is suspended from the bus for 3 days
- **4th Offense** Student is suspended from the bus for 5 days
- **5th Offense** Student is suspended from the bus for 10 days
- **6th Offense** Student is suspended from the bus for a minimum of 6 weeks
- **7th Offense** Student is suspended from the bus for the remainder of the year

**NOTE: Severe misbehaviors may result in immediate bus suspension.**

### **Changes in Routes/Stops**

Students who plan/desire to go to another destination other than their regular destination must submit a written request to their campus office from their parents/guardians . This permission request will be approved/denied and signed by campus officials. Office staff will provide the student with a pass to board the bus if the request is approved. Any requests for changes that will last more than 1 week will need to be submitted to Virginia Wade in the Transportation office for approval.

### **Extracurricular/Activity/Field Trips**

A sponsor/coach/chaperon will be on each bus during trips and is responsible for student management while en route to an event and while at the event. Students may NOT be released to any person without prior approval.

### **Video Cameras**

Video cameras may be installed in District transportation vehicles as a tool in maintaining safe student conduct. In the event that an incident occurs, videotapes will be retained, and segments of the tape may be provided to the campus administrator. Data recorded on these tapes is considered confidential and is not released outside the campus/department, in accordance with Family Educational Rights and Privacy Act (FERPA) laws.

### **Reporting Bus Issues**

If parents, students, or staff need to report a bus issue, they may call transportation to report the issue but they must also complete a written report and submit the report to the transportation director and/or a campus administrator. The written report may be recorded on the **GISD BUS INCIDENT REPORTING FORM** or any other written form as long as all relevant information is included.

This form can be found on the GISD website under DEPARTMENTS/Transportation.