

TRANSPORTATION

BUS RIDER SAFETY GUIDE FOR STUDENTS & FAMILIES



Fort Worth
INDEPENDENT SCHOOL DISTRICT

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CONTACT INFORMATION

Department Contact Information:

Main Transportation Center at Clark Field:	817.815.7900
North Side Transportation Center:	817.815.7980
West Side Transportation Center:	817.815.7970
Email: transportation@fwisd.org	FAX: 817.815.7950

Emergency Contact Information:

For questions from 4:30 a.m. – 10:30 p.m.	817.815.7900
For questions from 10:30 p.m. – 4:30 a.m.	817.814.2699



THE RULES OF THE RIDE

The Transportation Department strives to support academic achievement by providing a safe and positive experience for students during their morning and afternoon rides to and from school. This guide will help students and parents /guardians understand the responsibilities involved with riding the school bus to ensure safety and reliability. Parents/guardians are encouraged to read and discuss this important information with their child.



Riding a school bus is a privilege provided by the Fort Worth Independent School District. Misconduct on the bus or at the bus stop may result in a student losing this privilege.

Transportation Eligibility

To be eligible for transportation, a student must live within the boundaries of Fort Worth ISD and meet one of the following requirements:

1. Students who live two miles or more from the assigned school, including a Program of Choice school to which the student has applied and has been accepted.
2. Special education students, ages 3 through 21, whose disabilities prevent the use of regular transportation.

Refer to Board Policy CNA and EHBAC for more details on eligibility.

Note: For the safety of students, limited transportation is provided for Pre-K students.

General Safety Rules

The bus driver's primary attention must be focused on safely transporting students. In order to accomplish this, Fort Worth ISD has incorporated safety rules that drivers are expected to follow.

- Listen and follow the instructions of the bus driver.
- Board and leave the bus at designated stops only.
- Do not ask the driver for permission to ride home on another bus with a friend.

Refer to Board Policy CNC Legal and FO Local for additional information.

Note: Approved Video and audio recording equipment shall be used for safety purposes to monitor student conduct.

RESPONSIBILITIES OF STUDENTS

Riding a school bus is a privilege provided by the Fort Worth Independent School District. Misconduct on the bus or at the bus stop may result in a student losing this privilege.

Prohibited Items

Do NOT bring the following items on the bus:

- Tobacco, vaping/e-cigarettes and Alcoholic beverages.
- Live animals or insects.
- Glass containers.
- Weapons, explosive devices, harmful drugs or chemicals.
- Any object (large musical instrument, shop project, etc.) that would require additional seating.

Waiting for the Bus

- Be at your bus stop 5 minutes before the scheduled pick-up time. Waiting in the vehicle or across the street delays the bus route. The driver is not allowed to wait or honk. Allow 10 minutes after the scheduled pick-up time before reporting a late bus.
- Stand on the sidewalk or 10 feet back from the roadway while waiting for the bus.
- Maintain proper behavior at the bus stop. No pushing, fighting, shoving, or inappropriate language is allowed.
- Show respect for private and public property at the bus stop.
- When the bus approaches, form a line and be prepared to load immediately.
- Stand 10 feet clear of the bus until the vehicle comes to a complete stop and the door opens.
- Make sure the driver can see you at all times.
- If an article drops or rolls near or under the bus, do not go after it. If you need to retrieve it, ask the driver for help.
- If you miss the bus, go home immediately. Parents should instruct their children on what to do if they miss the bus. Parents are responsible for providing transportation to school if a child misses the bus.
- If the bus is missed, do not chase the bus. Proceed to the next stop if possible. Bus drivers can only board students at designated stops.



Loading the Bus

- Be respectful. Do not push or shove.
- Be safe. Use the handrail and steps.
- Use only the front door for entering and exiting. The emergency door and exit controls will only be used during supervised drills or actual emergencies.
- Do not use electronic devices while boarding the bus. Remove headphones and earbuds.
- Bus drivers will assign seating. Drivers may change seating assignments as needed.
- Go to your seat. The bus will not move until all students are seated and seatbelts are fastened, if the bus is equipped with seatbelts.

Conduct on the Bus

- Remain seated with your seatbelt fastened, while the bus is moving. Do not change seats.
- Normal conversation is allowed. Any loud noises may distract the driver and create an unsafe condition.
- Do not throw any object inside or outside of the bus.
- Do not open windows without permission from the driver. Keep your arms and all other parts of your body inside the bus.
- Do not damage any part of the bus. Vandalism repair costs will be paid by the person who is responsible. Failure to reimburse the District may result in loss of riding privileges.
- Students must keep books, packages, coats and all other objects out of the aisles.
- Use of recording devices is prohibited.
- Use of profane or vulgar language, or spitting is prohibited.
- Eating, drinking, smoking or use of illegal substances is prohibited.
- Use of radios or speakers is prohibited.
- Use of music playback devices can be used only when seated and with headphones.
- Sale or solicitation of any kind is prohibited.
- Fighting, pushing and shoving are prohibited.

Exiting the Bus

- Stay seated with your seatbelt fastened, until the bus comes to a complete stop.
- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus. Pushing and crowding will only slow your exit and may cause an accident.
- If you plan to get off at a different stop than the one in which you are assigned, you must have a signed note from your parent/guardian to give to the principal. The principal will sign off on the note if the request is acceptable, and you will give the note to the driver when you board the bus.
- Stay clear of the bus when the engine is started. Do not chase or hang onto the bus.
- If an 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.



Accidents or Emergencies

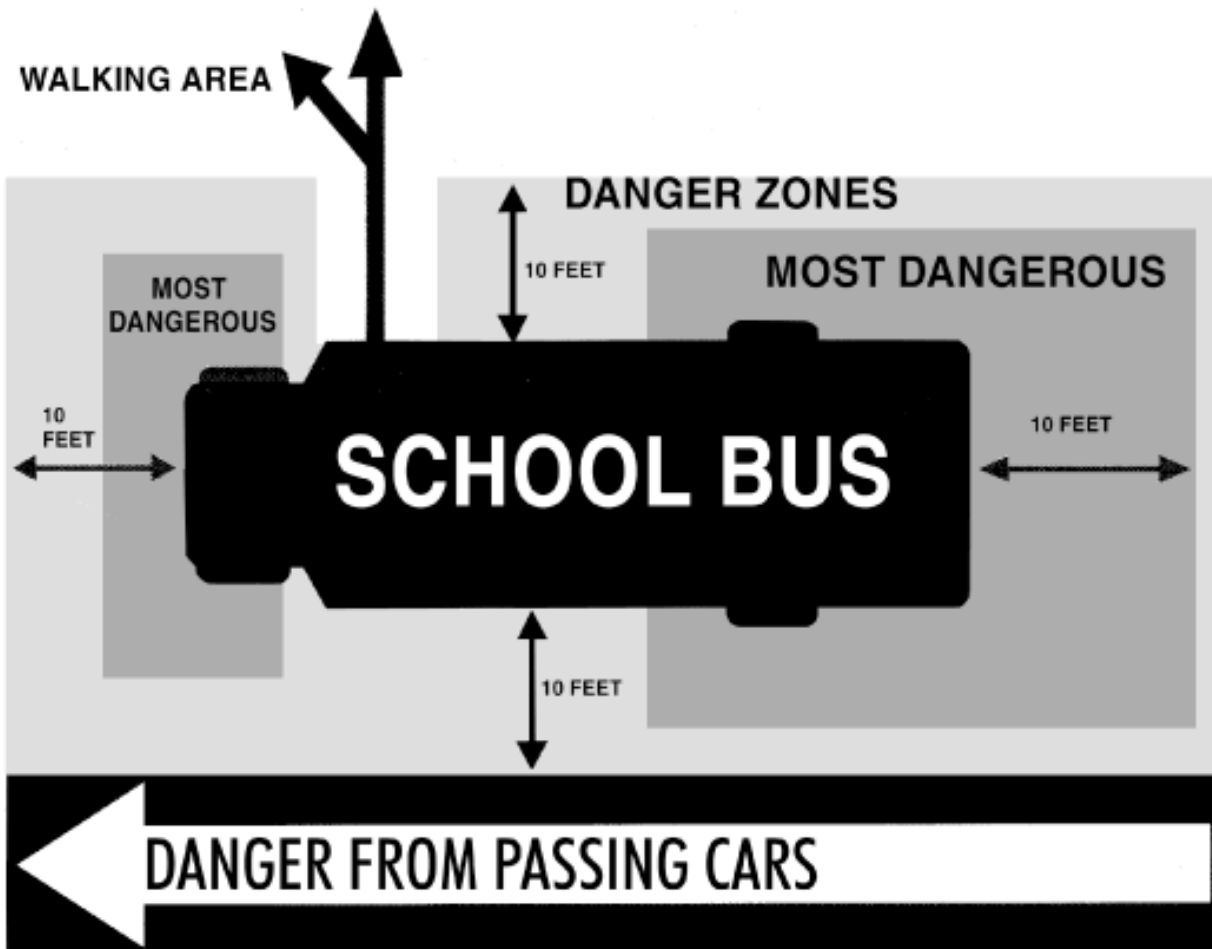
- Follow the driver's instructions.
- If you must leave the bus, stay with your group.
- The following procedures will be used for evacuation in an emergency:
 - The student nearest the door will open the door, exit, and hold the door open until all students have exited the bus.
 - Evacuation will start with the seat closest to the door.
 - Leave the bus in single file as quietly as possible.
 - Once outside the bus, follow the driver's instructions completely.
 - Students must stay with their group until released by the driver or safety officer.

Going Home

- Go straight home or to your designated caregiver as soon as you get off the bus. Do not go anywhere else without your parent's/guardian's permission.
- **The District's custodial responsibility ends when a student leaves the bus. Parents/guardians are then responsible for student behavior.**

Crossing the Street

- Cross all streets at intersections. Obey all traffic signals and signs on your way home.
- When crossing the street or highway, always walk at least 10 feet in front of the bus. Keep clear of the most dangerous zones.
- Check for traffic in both directions and walk, **DO NOT RUN**, across the road.
- Never cross the road behind the bus.
- **CAUTION!** Be alert for vehicles that do not stop when the bus is loading or unloading.



INFORMATION FOR PARENTS & GUARDIANS

Thank you for reviewing this information with your children. We value the opportunity to provide transportation to Fort Worth ISD students.

Finding a Bus Route

Information about specific bus routes is available at the [Transportation website](#).

Helpful Guidelines

- Review and discuss the student responsibilities listed on pages 5 – 7, with your child.
- Remind your child that the driver is the person of authority on the bus and should be listened to.
- Make sure that your child arrives at the bus stop 5 minutes before the designated time, but not too early.
- Provide supervision for your child going to and from the bus stop and at the stop, if necessary.
- Make sure your child is dressed appropriately for the weather conditions.
- Determine if the weather is too severe for your child to wait for the bus.
- Instruct your children on procedures to follow if they miss the bus.
- After school, if your child does not arrive at home during the normal time frame, please call the Fort Worth ISD Transportation Dispatch office at 817.815.7900 for information and assistance.
- If you contact the Fort Worth ISD Transportation Department by phone, please request the name of the person with whom you are speaking. This will help expedite follow-up contacts if necessary.

Missing the Bus

- If a student misses the bus, it is the parents' or guardians' responsibility to provide transportation to and from school.
- If the bus is missed, do not chase the bus. Proceed to the next stop if possible. Bus drivers can only board students at designated stops.
- If the bus is missed in the morning, the student should go home immediately.
- If the bus is missed in the afternoon, the student should go to the principal's office.

Note: For questions regarding a missed bus, contact the Transportation Dispatcher at 817.815.7900.

Inclement Weather or Other Emergencies

If school is in session, the buses will run. School will be dismissed upon instruction from the Superintendent or the Superintendent's designee. Parents are encouraged to visit the [Fort Worth ISD website](#) and/or the [Know the Plan website](#) for important information pertaining to weather or other emergencies.

Area TV and radio stations will be asked to announce school closings or any changes in openings or dismissals. In case of local flooding or inclement weather, students will not be dismissed from school unless the principal determines that it is safe for students to go home.

Articles Left on the Bus

Drivers are NOT responsible for a student's property. Articles left on the bus will be turned in to the school office.

Extracurricular Activities or Field Trips

- Bus rider rules apply to all school-sponsored events.
- Discipline is the responsibility of the campus principal and the trip sponsor/chaperone.
- Strict loading and unloading time schedules will be followed.

Discipline

The driver is responsible for discipline on the bus. Misconduct is reported to the principal, who assumes responsibility for taking proper disciplinary actions.

In the event of disciplinary issues:

- Ensure that payment is made for any damage caused by your child.
- Provide transportation for your child if the privilege of riding the bus is withdrawn.

