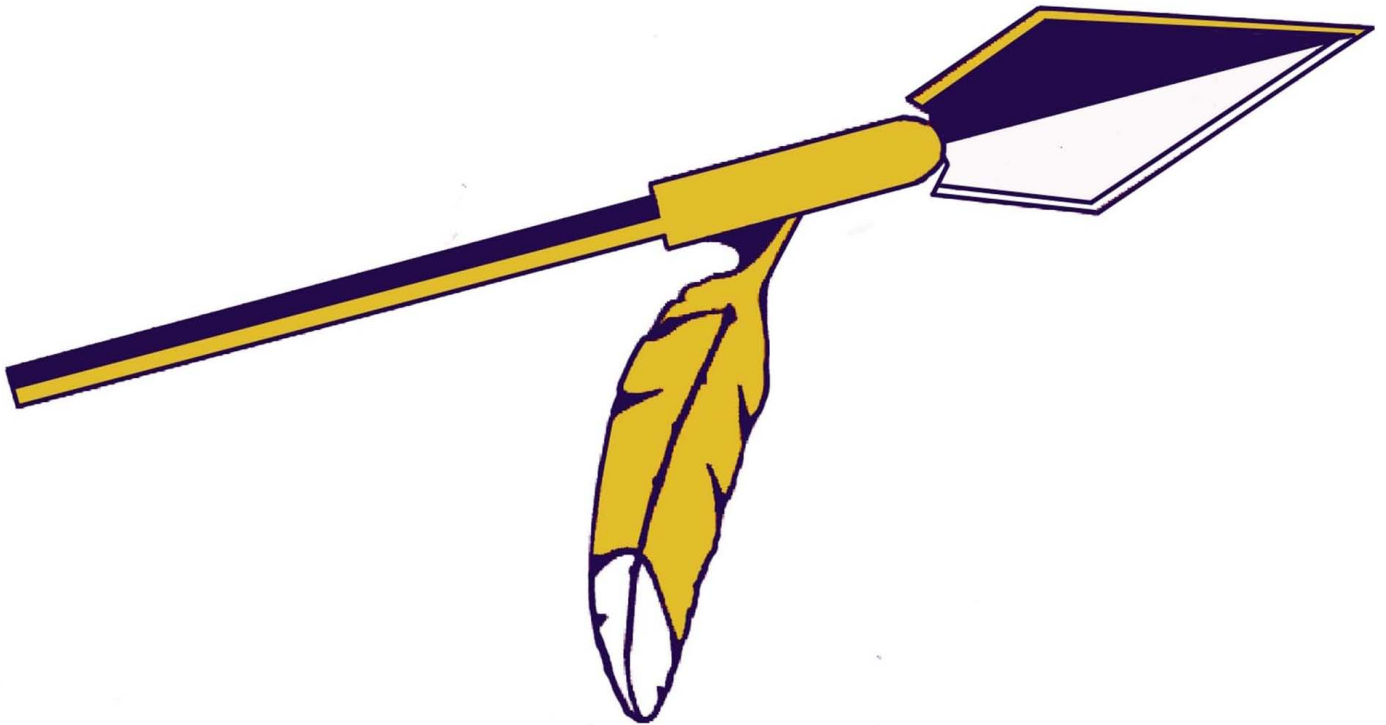


Alvarado ISD

School Bus Rider's Safety Handbook

2024-25



**Transportation Department
110 S. Bill Jackson Drive
PO Box 387
Alvarado, TX 76009
817.783.6807
Fax: 817.783.6892**

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LETTER TO PARENTS/GUARDIANS AND BUS RIDERS

Dear Parents/Guardians and Bus Riders:

Alvarado ISD offers the privilege of bus transportation for all eligible students.

We believe that our bus service enhances the learning experience of each student. We are the first faces that they see each school day, and we want to start each day on a positive note. We have established these transportation rules in order to provide our students with a safe, comfortable, and pleasant ride to and from school each day.

Effective transportation service requires cooperation among bus drivers, staff, school administrators, students, and parents/guardians. We ask that you read and discuss this handbook with your students to promote a clear understanding of the responsibilities and expectations.

A copy of the Safe Bus Rider's Contract will be issued to each student by their bus driver. A copy will also be available on the Alvarado ISD web site. Please complete a contract for each of your bus riders by providing all the requested information. Sign the contract and return it to your school bus driver. Transportation service may be denied if this contract is not returned in a timely manner.

We appreciate your cooperation and support.

Sincerely,

Jeffrey Stockton
Transportation Supervisor

GENERAL INFORMATION

Contact Information:

Transportation Supervisor
Transportation Secretary

Jeffrey Stockton
Kathy London

stocktonj@alvaradoisd.net
londonk@alvaradoisd.net

Parent/Guardian Responsibilities:

1. Read and discuss with your student(s) the contents of this bus rider's handbook, if you have any questions or concerns contact the Transportation Department (817-783-6807) for assistance.
2. Please inform your student(s) of the bus number, time and location of their bus stop prior to using the bus service. Ensure that your student(s) know to be at the bus stop 10 minutes prior to the actual pickup time. If the bus is over 30 minutes late, please have your students return home and contact you for instruction.
3. Please make sure that your child gets to and from the bus stop safely each day. If you have a younger child, you may want to walk your child to and from the bus stop, and you may want to wait with your child until they are picked up by the bus. You may also want to meet your child at the bus stop in the evening. This is especially true during the first few days of school. If you are not at your child's bus stop, and the driver feels that it is unsafe to drop your child at the stop, they may bring your child back to the Operations department and ask you to meet them at the Operations department to pick up your child.
4. A parent, guardian, or someone on the student's emergency contact list must be present at the bus stop to receive children up to first grade and all students who receive special transportation services. If such person is not present, then the student will be taken back to the Operations Building in order to ensure the safety of the child. The parent will then be called to pick up the child. The parent will have to show a driver's license to receive the child from Operations.
5. Please discuss what a privilege it is to ride the school bus and how it may help your family. The attire and behavior on the school bus is the same as allowed at the campus. Special situations on the bus dictate that additional safety procedures may be enacted.
6. Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus. Report issues that occur on the bus to the Transportation Department at (817) 783-6807.
7. The parent is responsible for the transportation of their student(s) to and from school during suspension from any bus. If a student does not attend school during this time, the absence is unexcused.
8. The parent is responsible for the transportation of their student(s) if the student(s) miss the bus either before or after school.
9. Once you have covered the safety information with your child, complete, sign, and return the eligible rider's contract to the bus driver. False and/or incorrect information on transportation permits and/or campus records may result in student suspension of transportation privileges. Student records must be updated when emergency phone numbers or addresses change.
10. We must work as partners to ensure the safe transportation of our scholars. Failure to follow the guidelines outlined within this handbook may result in suspension or removal of transportation privileges.

Alvarado ISD Responsibilities:

- 1 We will meet with the drivers at the beginning of each school year and as needed throughout the year to discuss loading procedures, safety concerns, driving techniques, and student management.
- 2 We will investigate all complaints and safety concerns.
- 3 We will contact parents / guardians when issues concerning their student(s) arise.
- 4 We will confer with students, parents, school administrators, and bus drivers when appropriate.
- 5 We will assign and enforce consequences for any unsafe behavior on the school bus.

Alvarado ISD Bus Drivers:

Alvarado ISD School Bus Drivers are selected, hired and trained following rigorous selection criteria and a thorough criminal history background check. All AISD school bus drivers are trained through the Texas Department of Public Safety School Bus Driver Certification Course. Each driver has also earned a Class B Commercial Driver License. Bus drivers are required to pass a pre-employment drug test along with an annual physical and are subject to random drug and alcohol testing. All school bus drivers receive training throughout the year on topics such as discipline management, sexual harassment, and bullying prevention. Bus drivers also attend mandatory, monthly safety meetings. AISD school bus drivers are professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents/guardians and students. As a result of their dedication and professionalism, they will expect courtesy, cooperation, and consideration from all students and adults.

Eligible Rider:

In order to be an eligible rider, a student must live in the attendance zone of the school that they attend. Alvarado ISD does not transport transfer students. A student may be picked up or dropped off at an established stop located at or near the student's residence, grandparent's home, or a state-recognized (Department of Family and Protective Services–licensed, –certified, or –registered) child care facility (CCF) on a route or a segment of a route within the attendance zone of the school that they attend. A student may only be registered to one bus.

A student may qualify for special transportation services if they are a student with a disability that requires specialized transportation services to meet their academic needs as determined by an Admission, Review, and Dismissal committee.

Student riders are required to turn in an Eligible Rider's Contract each year. This provides the Transportation Department with accurate contact information for the parent / guardian. Students who have neglected to turn in a Contract may be in jeopardy of losing their riding privileges. The driver will provide these forms at the beginning of each school year to each eligible rider who boards the bus. Parents / Guardians can obtain the Contract from the Alvarado ISD web site or by contacting the Alvarado ISD Transportation Department.

Restricted Areas:

Alvarado ISD Regular Route Buses will not enter dead-end streets, private roads, or personal property except when approved by the Supervisor of Transportation.

Bus Stops:

Authorized Bus Stops will be established within a reasonable walking distance of the home of every student eligible for transportation services. It is the responsibility of the Transportation Department to set designated bus stops with student safety, efficiency, fairness and consistency in mind. For safety and student accountability purposes, students may only be registered to ride **ONE** bus and all students will load and unload at their designated bus stop only. Designated stops will be the same location for pick up before school and drop off after school. Students may not have more than one designated stop regardless of whether or not the stops are on the same bus route. Designated stops must be an established stop near the student's home, their grandparent's home, or a state recognized (Department of Family and Protective Services-licensed, -certified, or -registered) child care facility. If a parent/guardian believes that a bus stop needs to be changed, please contact the transportation supervisor to discuss your recommended solution. The decision to have a designated bus stop changed will be made only when it is in the best interest of safe transportation for that bus.

Students are only allowed to load and unload at their designated home stop. They are not allowed to ride home with friends or relatives; nor may they ride a bus other than the one to which they are registered. Please do not ask for extra students to ride the bus with your child. Students who spend the night with other students may not ride the bus unless they are registered to that bus and they board at their own designated stop. Students who attempt to board the bus at an unauthorized stop may be denied access to the bus. Students who attempt to exit the bus at an unauthorized stop may be brought back to the transportation office for the parents to come pick up.

Parents are responsible for getting their students from home to the bus stop before school and from the bus stop to home after school. We are responsible for students once they enter the bus. We are not responsible for students once they exit the bus.

Pick up and drop off times are determined by the Alvarado ISD Transportation Department based on address, route efficiency, and safety. Please contact the transportation department at (817) 783-6807 to ask for the location and time that the bus will pick up your student(s). Please do so at least a week prior to the beginning of a new school year. Please have your student(s) at the bus stop 10 minutes prior to the pick-up time. If your student(s) is/ are not at the bus stop for pick up, the bus driver will stop and look then proceed on. At that point, you will be responsible for transporting your student(s) to school.

Bus Air Conditioners:

Unlike many neighboring school districts, our buses do have air conditioners. Please remember the bus door is constantly opening to load and unload students, and there are approximately sixty-five to seventy students on each bus. There is a limit to what an air conditioner can do on a school bus. In a best case scenario, a school bus air conditioner can lower the temperature on the bus by ten to fifteen degrees from the actual temperature outside. These air conditioners will basically "take the edge off" and will not cool the bus like a car or home unit would. When the driver is using the AC, all students must keep their windows up in order to avoid cooler air from escaping the bus.

Video Cameras:

Video cameras (with audio) are utilized on most ISD school buses.

Electronic Devices:

Students will have the privilege of using hand-held electronic devices (Ipods, MP3 players, cell phones) on the bus to listen to music and play games as long as the use of the device does not become a distraction to the bus

driver. Students may not use laptop computers on the bus. Students are expected to follow the following guidelines.

1. If the device becomes a distraction, then the student will be told to put it away. Students are expected to comply with all instructions from the bus driver.
2. Students MUST use ear buds/headphones when using the device. Bluetooth and other speaker type devices are not allowed on the school bus.
3. ABSOLUTELY NO taking of pictures or video or recording of any type will be allowed on the bus.
4. Students will not use cell phones to make phone calls on the bus. The cell phone may be used only for listening to music or playing games.
5. All games played will be one player games. Two or more students may not use the same electronic device.
6. Students may not share their devices with others.
7. All content watched or listened to on the device should be school and age appropriate. Content watched or listened to on the device should not contain nudity, graphic violence, or offensive language and graphics.
8. Students who choose to bring and use an electronic device do so at their own risk. Alvarado ISD is not responsible for lost, stolen, or damaged electronic devices.

Students who do not comply with these guidelines for using hand-held devices may be asked to put the device away, give it to the driver, and/or lose the privilege of using electronic devices on the bus in addition to any regular disciplinary consequences.

Extracurricular Trips:

1. Regular bus rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.
4. The bus must return clean from the trip.
5. At principal's discretion, students suspended from regular transportation may not be eligible for extra-curricular trips.

Alternative/Directions Campus:

AISD Transportation will not transport students assigned to the Alternative/Directions Campus.

Mechanical Failures

We do experience mechanical failures with our buses from time to time. We work hard to get our scholars back on route promptly when we do have a mechanical failure. Please do not come to the bus when we have a mechanical failure. We are not able to verify custody and guardianship on the side of the road, so we will not release students to anyone when we have a mechanical failure. To ensure the safety of our scholars, they will either be released at their designated bus stop or brought back to Operations. We appreciate your cooperation.

SCHOOL BUS SAFETY

Procedures for Waiting for the Bus:

1. Bus drivers have been instructed to approach regularly scheduled pickup points utilizing amber warning lights (AWL). If the student is not visible at the pickup point at the regularly scheduled time, the driver will stop and look, then turn off the AWL and proceed to the next stop. Therefore, be sure that your

student is at the bus stop early. We recommend that your child be at the stop at least ten minutes before the scheduled pick-up time.

2. If you miss the bus, go home immediately or go back into the school. Under no circumstances should students chase the bus or try to catch the bus at another scheduled stop.
3. Parents should instruct their children on what to do if they miss the bus.
4. Stand on the sidewalk or away from the roadway at all times while waiting for the bus.
5. When the bus approaches, form one line and be prepared to load immediately.
6. Stand clear of the bus until it comes to a complete stop.
7. Parents are responsible for providing transportation to/from school if a child misses the bus.

Loading the Bus:

1. Do not push or shove when entering the bus.
2. Use the handrail and step up one step at a time.
3. Go directly to your assigned seat. The bus is not allowed to move until all students are seated.

Departing the Bus:

1. Stay seated until the bus is completely stopped.
2. Use handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Stay clear of the bus when the engine is running. Do not chase, touch, or hang onto the bus as it pulls away.
5. If any article drops or rolls under the bus, do not go after it. Ask the driver for help. If the driver is leaving the site, wait until the bus has gone before retrieving the item.

Crossing a Street:

Every attempt has been made to establish bus routes that prevent students from crossing streets. If a road crossing is inevitable, the following procedures must be followed:

1. All 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 that it is safe to cross.
2. Students should check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. **CAUTION:** Students should be alert for vehicles that do not stop when the bus is loading or unloading.
5. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way home.

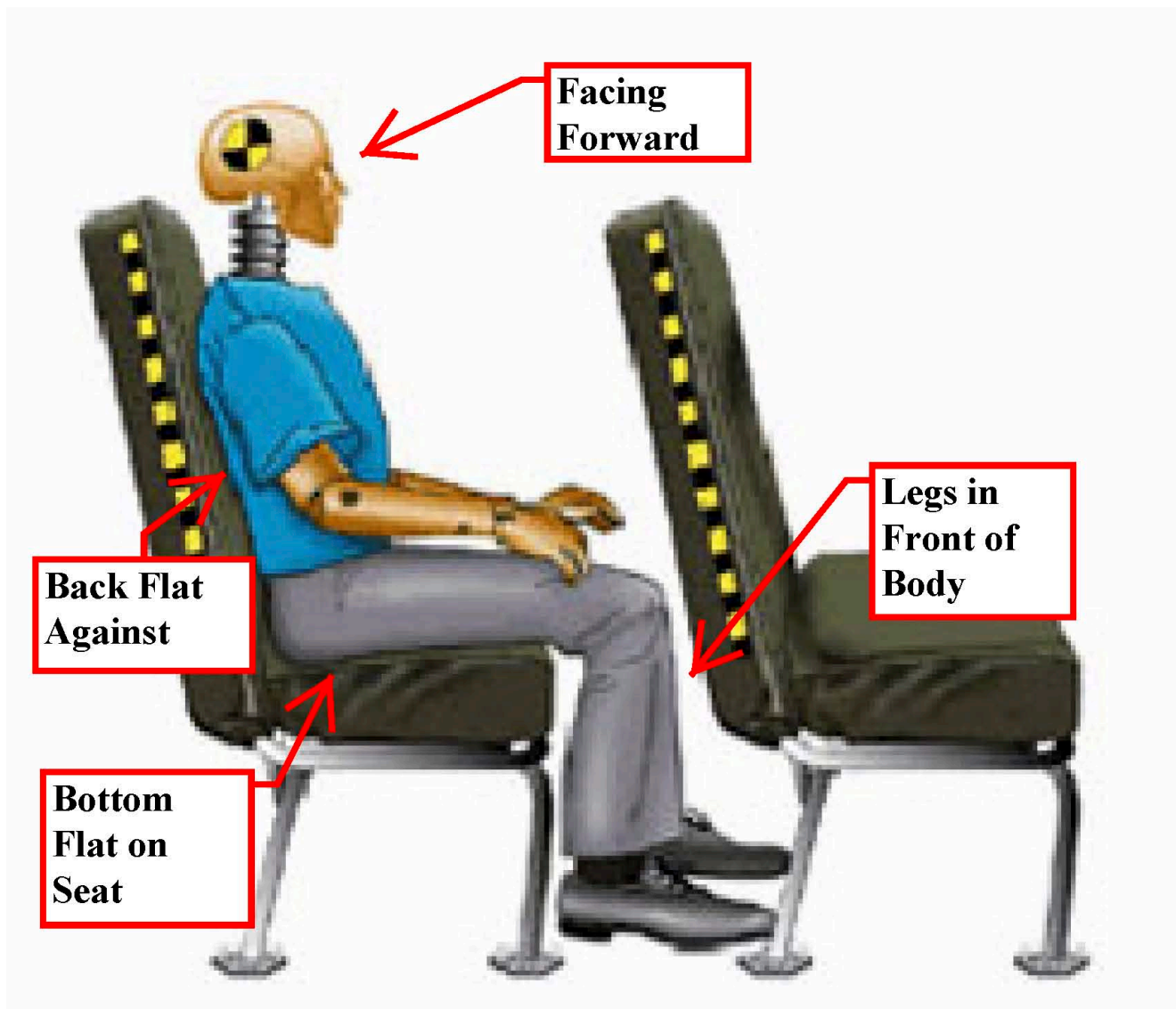
Accidents or Emergencies:

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 quietly as possible.
 - c. Evacuation will start with the seat closest to the door.
 - d. Follow the driver's instructions completely.
4. In case of an accident the Transportation Department will do everything possible to notify parents as well as get students home as timely as possible. We ask that parents wait patiently by their phones instead of rushing to the scene and trying to take your children off the bus. We cannot let your child off at the scene of an accident, because we are not able to verify custody and guardianship at the scene of an accident.

Sitting Safely on a Bus:

School buses are rated by manufacturers to have capacities based on three riders per seat. A seventy-two passenger bus, for example, will have twenty-four seats and will be rated to transport approximately seventy-two passengers. Our routes are designed so that our buses operate at near capacity.

School buses are designed with many specific features for the safety of students. A major design factor is the compartment formed between each seat, which protects the students sitting on that bench seat. For compartmentalization to work properly, proper student seating is required. While seated, each student should face forward; the student's torso should be facing forward at all times, the student's back should be flat against the back of the seat and the student's bottom should be flat on the seat. (sitting straight, back upright against the seat.) Both feet and legs should be kept in front of the body. **See diagrams below.**



Most accident videos that we have watched that involved children being injured were cases where the child was not sitting correctly in his or her seat. School buses traditionally have not had seat belts because the buses were designed to compartmentalize or to secure passengers in padded, shock-absorbent compartments which protect them in case of a collision and replace the need for traditional seat belts. Compartmentalization, however, does

not work if the child is not sitting correctly in his or her seat. We take this very seriously, and children who have to be repeatedly told to sit correctly in their seat may receive disciplinary consequences.

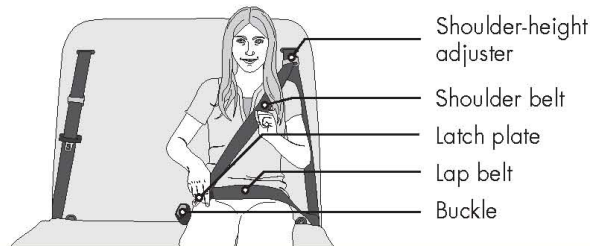
Seat Belts

If a school bus is equipped with seat belts, all passengers are required to wear their seat belt. Failure to wear a seat belt may result in removal from the bus and disciplinary consequences.

Lap-Shoulder Belt Basics

"Buckle, Check, Tight — Your Seat Belt Is Right!"

Common Seat Belt Parts

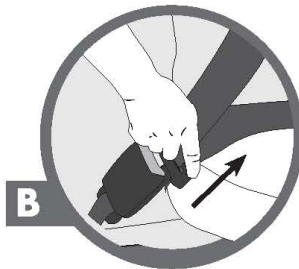


BUCKLE



BUCKLE the latch plate into the matching buckle after pulling out the shoulder belt webbing from the seatback. **LISTEN** for the **CLICK** sound when the latch plate is fastened!

CHECK



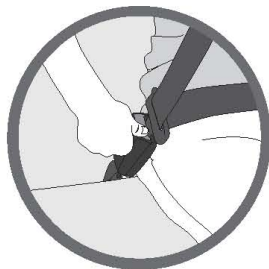
CHECK that the buckle connection is secure by tugging firmly on the seat belt latch plate.

TIGHT



TIGHTEN the lap portion by pulling upward on the shoulder belt. Be sure that the shoulder belt is snug across the chest and crosses the center of the shoulder.

UNBUCKLING



1. Push the red button on the buckle and remove the latch plate from the buckle.
2. Allow the shoulder belt to retract into the upper seatback so webbing is not loose.



3. As a courtesy to the next passenger, move the shoulder-height adjuster up to its highest position.

Carry-On Items

Carry-on items must be held in the student's lap. This includes backpacks, musical instruments, school projects, and any other item the student has brought to the bus. No musical instruments larger than a trombone or alto saxophone will be transported on a regular route school bus. The students are not permitted to store any item on the engine cover located in the back of some buses, or to store their items by the driver's seats or on an empty seat, because these items could become projectiles if the driver has to slam on the brakes. Please keep in mind the school bus is public transportation, and we must have consideration for other bus riders when it comes to personal belongings and sharing seats and space.

Emergency Equipment:

School Buses are equipped with standard emergency equipment such as a fire extinguisher, reflective triangles, blood borne pathogens spill kits, and a minor first aid kit. Emergency windows, doors, and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of these handles. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation. Students who tamper with these exits equipment will receive disciplinary consequences.

Caution... Caution... Caution... Caution

Each day drivers carelessly run through the red lights flashing on school buses stopped for children. Please instruct your student to look before stepping off of the bus as well as while crossing roadways. Students should be alert for vehicles that do not stop when the bus is loading or un-loading students. Students should never touch the school bus while they are walking away. Students should never try and retrieve any item that ends up under the school bus. Also, cross all streets at the intersections while walking to or from the bus stop, obey all traffic signals and signs along the way.

CONDUCT ON THE SCHOOL BUS:

The rules of conduct on the school bus include, but are not limited to, the following:

1. All students are expected to follow the guidelines of their Campus Student Code of Conduct, the procedures contained in this handbook, and the instructions provided by the School Bus Driver. Students are expected to cooperate with and assist school staff in maintaining safety, discipline, and order.
2. Each student is expected to board and exit the bus at only their designated bus stop.
3. All students are to be at their designated bus stop 10 minutes prior to the scheduled pickup time. The driver will proceed to the next pick up point if no students are visibly present at the stop.
4. Students are expected to wait quietly at their designated pick up point at a safe distance from the road until the school bus arrives.
5. If the school bus is over 30 minutes late in the morning picking up your child, students are expected to return home and contact their parent / guardian. The parent / guardian can then contact the Transportation Department and ascertain the reason for the delay.
6. Each student is expected to turn in the bus rider permit within four days from the first day of issue from the bus driver. Failure to return this form may result in loss of riding privileges. Please contact Transportation if any of the student's information needs to be updated in case of an emergency.

7. Seats are assigned by the driver. Students are expected to go directly to their assigned seat and prepare for the ride. For safety reasons, students must sit properly at all times (see page 9).
8. Students must stay seated until the bus comes to a complete stop.
9. Normal conversation between students in the same seat is permitted, but any loud talking, yelling, screaming or making odd noises is not permitted because these behaviors may distract the driver and create unsafe conditions. Drivers may tell or signal students to remain quiet when crossing a train track or in other special circumstances. In those cases the students should comply with the driver's instructions.
10. All personal items other than electronic devices as described earlier must remain in students' bags or purses while on the bus. They are not to be played with or passed around to others. If the driver sees them, they may be confiscated.
11. All students will remain quiet when the bus is approaching and while crossing a railroad crossing.
12. The use of profane or vulgar language is not permitted.
13. Arms, head and other parts of the body or any handheld items are to be kept inside the bus at all times.
14. Students are not to mark, cut, scratch, dismantle or vandalize any part of the bus or its contents.
15. Excessive or malicious teasing will not be tolerated. A student, who has been threatened, bullied or harassed, should immediately notify the bus driver, teacher, campus administrator and parent.
16. We require that students not eat or drink while on the school bus because doing so could create a potential choking hazard. Any open, non-sealable container (food, candy or drink) will be thrown in the trash when the bus is boarded AM or PM. No exceptions. All candy, gum, food, pens, pencils and any pointed object should be left in back pack at all times.
17. Students are not to throw objects inside or out of the bus.
18. Students must keep their hands, feet, and other objects to themselves.
19. All carry-on items will be held in the student's lap. Nothing will be allowed in the aisle or blocking the exits (including color guard flags). Items that block the view of the driver, such as balloons, are not permitted.
20. Students may not wear any head gear that conceals or masks their heads and facial features. This includes but is not limited to ski masks, low fitting ball caps, hoodies pulled up over the head.

Prohibited Items:

Students should only bring items on the bus that are necessary for their instructional day. For safety reasons, the following items are prohibited from the bus. Any student who brings any of these items on the bus may lose their riding privileges immediately.

1. All tobacco/ nicotine products including but not limited to: cigarettes, snuff, chewing tobacco and vapor cigarettes.
2. Glass containers.

3. Weapons, toys that look like weapons, explosive devices, harmful drugs, chemicals or laser lights, laser pointers.
4. Collectibles (Pokemon cards, baseball cards or current fad items, etc.)
5. Balloons
6. Rubber bands.
7. Cigarette lighters, matches, any flammable items (including aerosols), perfume or cologne.
8. All alcoholic beverages.
9. Any object (musical instrument, shop/science/history project, etc.), which is too large to be held safely in the student's lap
10. All food and drinks, gum, etc.
11. All/Any animals, insects or reptiles.
12. Paint balls
13. Any item that may be a distraction to the driver.

DISCIPLINE PROCEDURES

If a child violates the rules as laid out in this handbook, the bus driver may submit a discipline referral to the transportation supervisor. The campus administration will review the referral and investigate the alleged violations. A copy of the referral will be sent home with the student. If a student is suspended from riding the bus, they must attend school during their suspension. Absence from school may necessitate an extension of suspension for days missed, and truancy charges may be filed.

Minor Offense:

Generally, consequences will follow the guidelines below:

	Pre-K to 5th Grade	6th to 12th Grade
First Referral	Warning	Warning
Second Referral	Bus privilege suspension 3 days	Bus privilege suspension 5 days
Third Referral	Bus privilege suspension 5 days	Bus privilege suspension 15 days
Fourth Referral	Bus privilege suspension 10 days	Bus privilege suspension 90 days. This may carry over to the next year.
Fifth Referral	Bus privilege suspension 90 days	

Major Offense:

Major offenses will not follow the guidelines above and may result in suspension of bus privileges for a period up to 180 school days depending on the level of offense and prior discipline referrals. Other disciplinary consequences may also be applied including placement in a DAEP or JJAEP program. Law enforcement officials will be notified for major offenses, and tickets may be issued. Major offenses include but are not limited to behaviors such fighting; assault; possession of weapons; insubordination; gross disrespect to the driver; and possession of alcohol, drugs, tobacco, or drug paraphernalia.

Disruption of Transportation:

Once a student has boarded the bus, they will be dropped off at their designated stop. The bus drivers do not have any way to verify custody, so we do not allow anyone to remove a student from the bus.

We also ask that parents do not attempt to stop or delay the bus. Please call the transportation department if you have a concern or need to talk with the bus driver. Do not approach the driver at the bus stop or attempt to board the bus.

*****It is a violation of state law (TEC 37.126) for non-riders to board a school bus or to impede its progress. Violators will be prosecuted.**

Damage to Bus:

Before and after each route the driver inspects the school bus. Students, who mark, cut, scratch or dismantle any part of the bus or its contents, will pay vandalism costs. If no single person can be identified, all persons assigned to the seat will share the cost. Transportation privileges will be denied until payment is received or the level of discipline is satisfied, whichever is longer. The fee for vandalism is \$50 per seat.

Student Code of Conduct

The Alvarado ISD Student Code of Conduct applies while students are on the bus. Disciplinary consequences from the Alvarado ISD Student Code of Conduct may apply to behaviors that occur on the bus. Parents and students should be familiar with the Student Code of Conduct.

Emergency Information

Contact Information:

It is critical that parents keep their contact information updated so that we are able to reach you in case of an emergency.

Bus Accidents

In case of an accident the Transportation Department will do everything possible to notify parents as well as get students home as timely as possible. We ask that parents wait patiently by their phones instead of rushing to the scene and trying to take your children off the bus. We cannot let your child off at the scene of an accident, for we are not able to verify custody and guardianship at the scene of an accident.

Our first priority when there is an accident is tending to the needs of the students. We work with first responders to check the students out and address the situations on the scene. Once all students are safe, and their needs are addressed, we verify the identity of all students on the bus and begin notifying parents.

Severe Weather

In the event of severe weather bus routes may be delayed. If severe weather approaches after the buses are already in route, drivers may be directed to off load their students at the nearest school. Parents should not try to take their student off the bus once the child has boarded the bus, for we are not able to verify custody and guardianship from a school bus.

Hail

If a driver encounters hail while in route, they will notify base and find a safe place to park the bus. The driver will keep the students on the bus and have the students put their chest on their thighs with their body parts

below the window. Students will not be allowed to offload during a hail storm. Parents should not try to take their student off the bus once the child has boarded the bus, for we are not able to verify custody and guardianship from a school bus.

Tornado

If we have sufficient warning, routes may be delayed, and students will be held at their campus. This is our best and safest option. If a storm rapidly approaches while buses are in route, we will attempt to offload students to the nearest campus or safest structure nearby such as a church. Students will be moved to the safest location within the building which is usually an inside room, without windows, on the lowest floor.

If the driver is not able to get the students to shelter, and it appears that the tornado will hit the bus, the driver will attempt to get the students to a ditch or ravine where they will lie face down with their hands over their heads. Students will not be allowed to take personal items with them when exiting the bus other than coats and jackets. Students who have coats and jackets should place them over their heads when lying face down in the ditch. Students should not attempt to sneak a peek at the tornado.

We will communicate with parents on the status of the situation. Parents should not try to retrieve their student from a bus during a storm.

Flooding

If flash flooding is expected, routes may be delayed or an early release may be called. We have alternate routes designed that route around the low lying areas, and we can get to most locations with these alternate routes. If alternate routes are used, pick up and drop off times may change. In some rare situations an alternate pickup location may be used. If an alternate pickup is required, you will be contacted via phone by the transportation department. Please keep your phone handy. There are only a very few places that we cannot get a bus to during normal flooding, and most of these are around the lake. We will notify parents if we cannot get a bus to you. Please keep your phone handy, for we may be able to send a bus later in the day if waters recede to pick up your child.