



Maypearl Independent School District

Tradition - Pride - Purpose

SCHOOL BUS RIDER'S SAFETY HANDBOOK

Dear Parent or Guardian:

The Maypearl Independent School District provides bus transportation to and from school as a courtesy service for eligible students residing 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. MISD purchases its own buses to provide this service to its students.

Eligible students are defined by state statute as residing in the district **at least two miles** from the school they attend, as measured by the nearest practical route or areas designated as hazardous crossings. 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 continually 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 allowed 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. They are herein outlined for your information and for the guidance of your child.

The school district is pleased to provide transportation for its eligible students and **solicits your assistance** in helping create a safe, healthy operation. You may do so by reading the enclosed material and acknowledging receipt by completing and signing the enclosed contract during online registration. We ask for your cooperation with school personnel in developing proper behavior patterns for those pupils who ride the bus.

If you need information concerning bus routes, call Transportation at 972.435.1069.

If you need information concerning student misconduct on buses, you should call the student's school principal.



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General Rules

- Obey the instructions of the bus driver. At no time will a student act toward, or address comments to the bus driver in a disrespectful manner or refuse to cooperate with the driver.
- The bus driver will arrange seating assignments, and each student will be expected to remain in his/her assigned seat for the duration of the trip.
- Board and leave the bus at designated stops only.
- Only students who are eligible to ride may be transported. Students must ride their assigned bus.
- Do not ask to ride home on another bus with a friend without a note from home. A campus administrator must sign it.
- Students that need to ride a different bus or those that do not normally ride must bring a note from home and take it to the office. The office will verify the note with the students' legal Guardian and will add them to the assigned bus through the Smart Tag system. Notes should come to the office prior to 10 a.m. for the change to be made. A "Maypearl ISD, Alternative Student Travel" may be utilized for emergency situations.
- Parents or Guardians contacting the school to make a change must do so prior to 2:30 p.m. and give two forms of identification of the child (SSN, Date of Birth, etc.). Phone calls after 2:30 p.m. may be denied or unable to change.
- For special education students to switch buses they will need to contact the special education office at 972-435-1080. Their routes CANNOT be changed by the transportation department or the driver. The student's Individual Education Plan can be amended to allow for any changes that may be needed. Any changes will be communicated to transportation by the special education department.
- No students are allowed to ride a bus or "shuttle" to another campus.
- It is the responsibility of the parents to provide transportation to school if a child misses the bus.
- If you do not ride for three days, you must call the transportation office 972.435.1069 or the bus may not come by again until contacted.



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Procedure for waiting for the bus

- Be at your bus stop five minutes before the scheduled pickup time. The driver will not wait or honk.
- Have your Smart tag I.D ready to scan on the bus.
- Stand on the sidewalk or back from the roadway while waiting for the bus.
- When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop and the red loading lights come on.
- Parents should instruct their children on what procedures to follow if the bus is missed.
- Students will abide by the individual school rules and regulations concerning bus students, including conduct and dress code.

Loading the bus

- Do not push or shove.
- Use the handrail and steps. Carry large bags and objects in front of you.
- Scan Smart Tag I.D.
- Go to your seat. The bus will not move until all students are seated.
- Students will sit in their assigned seat at all times.

Conduct on the Bus

- Remain seated while the bus is moving. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door opens.
- Do not change seats. The driver is required to assign seats.
- A student shall not refuse to sit in an assigned seat or deny another a place to sit.
- Normal conversation is permitted; any loud noise may distract the driver and create an unsafe condition.
- Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.
- Do not throw objects inside or out of the bus. Keep all pens and pencils put away at all times.
- Students will not be allowed to eat or drink on the bus.
- Do not mark, cut, or scratch any part of the bus. The person who is responsible will pay vandalism costs.
- The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
- Students will never attempt to sit in the driver's seat or operate the passenger door or other driver controls except in cases of extreme emergency.
- Students shall face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the bus aisle. Keep all body parts inside the bus and to yourself.
- **Students must have Smart Tag I.D. every day.**



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Getting off the bus

- Stay seated until the bus is completely stopped.
- Scan Smart Tag I.D. when exiting the bus.
- 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 exiting and may cause an accident.
- You must use your assigned stop at all times. (A.M. and P.M. routes).
- Stay clear of the bus when unloading. Do not chase or hang on to the bus at any time.
- 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. Crossing the Street or Highway
- All students living on the left side of the roadway shall exit the bus and move to a point 10 to 15 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
- Check in both directions and walk directly across the road.
- Never cross behind the bus.
- **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.
- Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Accidents or Emergencies

- Follow the driver's instructions.
- If you must get off the bus, stay in a group.
- The student nearest the door will open the door and hold it open.
- Leave the bus in a single file line as quietly as possible.
- Evacuation will start with the seat closest to the door.
- Once outside the bus, follow the driver's instructions completely.

Extracurricular Trips

- Bus rider rules apply to all school-sponsored events.
- Discipline will be the responsibility of the building principal and the trip sponsor.
- The bus must return clean when returning from a trip.

Prohibited items

- Tobacco, alcohol, and glass containers.
- Live animals or insects.
- Weapons, explosive devices, matches or cigarette lighters, harmful drugs or chemicals.
- Any object (musical instrument, shop project) too large to be carried by the student. All other items must be kept on the student's lap at all times.
- Radios and tape players without headphones, skateboards, and pagers.



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Discipline

The school bus is an extension of the classroom, and the principal will administer discipline with assistance from the bus driver. All school board policies that apply to student conduct and other student related activities apply also to the school bus.

Bus driver reports all incidents to the Transportation Manager, and they are then given to the campus principal. The following is an outline of the Bus Discipline Steps that may be taken by the principal:

Step 1 -Written Warning

Step 2 -Lose bus privileges for three days.

Step 3 -Lose bus privileges for ten days.

Step 4 -Lose bus privileges for remainder of semester

Step 5 -Lose bus privileges for the remainder of the school year.

(Note: All disciplinary actions are at the principal's discretion.)

Smart Tag I.D.

- The first 3 weeks of school all students will be training and reminded daily to wear Smart Tag I.D (if required) and use it.
- Starting on the Fourth week of school, students will be given one verbal warning by the bus driver to have their I.D on them
- The 2nd time the student does not have their I.D. during a semester, the student will get a written referral and a phone call to parents with the campus administrator.
- The 3rd time the student does not have their I.D. during a semester, the student will get a written referral and will be ineligible to ride the bus for 1 day.
- The 4th time the student does not have I.D. during a semester, the student will get a written referral and will be ineligible to ride the bus for 3 days.
- This repeats each time afterwards for that semester.

Bus Facts:

- Buses cost from \$75,000 - \$98,000 each and require several months for delivery.
- Repair to vandalized seats costs up to \$150.00 per seat.
- Operations are funded by the State of Texas based on approved mileage plus additional Maypearl ISD local tax revenue.
- All buses receive attention in an ongoing preventive maintenance program.