

TRANSPORTATION (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and any students who are homeless. This service is provided at no cost to students.

Bus routes and stops will be designated annually. All information concerning Bus Transportation should be directed to *First Student at (817) 556-0412*. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

The district has identified the following areas where hazardous traffic conditions exist for students who live within two miles of the campus:

Elder Elementary

Route 24 – Picks up on FM 917, a major thoroughfare with no sidewalks

Route 20 – Picks up on FM 917, a major thoroughfare with no sidewalks

Caddo Elementary

Route 26 – Picks up on FM 1902, a major thoroughfare with no sidewalks

North Joshua Elementary

Route 2 – Picks up students across HWY 174, a 6 lane road with no sidewalks or crosswalk

Route 12 – Picks up students across HWY 174, a 6 lane road with no sidewalks or crosswalk

Route 15 – Picks up students across HWY 174, a 6 lane road with no sidewalks or crosswalk

Plum Creek Elementary

Route 2 – Picks up students picks up students in a neighborhood with no sidewalks or crosswalk

Loflin Middle School

Route 19 – Picks up on FM 1902, a major thoroughfare with no sidewalks

Route 27 – Picks up on FM 917, a major thoroughfare with no sidewalks

Route 36 – Picks up on FM 1902, a major thoroughfare with no sidewalks

Nichols Middle School

Route 9 – Picks up on FM 731, a major thoroughfare with no sidewalks

Because students in these areas might encounter hazardous traffic conditions when walking to and from school, the district will provide transportation to these students. Please contact *First Student at 817-556-0412* for additional information.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact *First Student at (817) 556-0412*.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

School Transportation (First Student)

First Student Transportation will only transport students from home to school and from school to home. Parents and guardians must handle other arrangements.

Bus Privilege and Responsibility:

The school day begins when the student steps onto the bus, and ends when the student steps off the bus in the afternoon. All school guidelines and rules must be followed.

School buses are expensive items of equipment furnished and operated by First Student Transportation for the convenience and comfort of the student. Students being transported in school buses shall comply with the Student Code of Conduct and bus rules. Any student who fails to comply with the code and established rules while on school transportation may be denied transportation services and shall be subject to disciplinary action. All rules and the conduct code apply to school sponsored trips as well as daily transportation to and from school. Misconduct will be determined by the driver and will normally be acted on by a representative of First Student Transportation. Serious or repeated violations may necessitate involvement of campus administrators. Students who ride a bus to school, but fail to attend school that day, will lose bus privileges for one week following parent contact.

Riding a school bus is a privilege provided by the school and should be treated as such. Transportation to and from school for all students is the responsibility of the parents.

General Bus Rules:

1. Obey all instructions from the bus driver.
2. Board and leave the bus at designated campus and house stop only.
3. Only students who are eligible to ride may be transported.
4. Bus routes are designed to provide transportation for students to their own home. Do not ask to ride home on another bus or get off at a different stop. In the event of emergency, contact the First Student representative.
5. The bus routes are designed to provide the maximum efficient loading. Please do not ask for extra students or guests to ride home with you.
6. Only home to school transportation will be provided unless prior approval has been granted by First Student Transportation.

Procedures for Waiting for the Bus:

1. Be at the bus stop at least five minutes before scheduled pickup time. The driver will not wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting for the bus at all times.
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.
6. Parents should instruct their students on what procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a student misses the bus.

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 bus driver is authorized to assign seats.

Conduct on the Bus

1. Seats are assigned by the driver. Changing seats without permission is a violation of the bus conduct code.
2. Students must remain seated at all times. For safety reasons, students are not considered seated when they are not facing the front or if they are sitting on anything, including their legs, books, etc.
3. Normal conversation is permitted; any loud noise may distract the driver and create an unsafe condition.
4. Absolute quiet is necessary when approaching a railroad-crossing stop.
5. The use of profane or vulgar language is not permitted.
6. Arms, head and other parts of the body are to be kept inside of the bus.
7. Do not mark, cut, or scratch any part of the bus. The person who is responsible will pay vandalism costs. If no person can be identified, all persons sitting in the seat will share the cost of damages. (Transportation privileges will be denied until payment is received or the level of discipline is satisfied, whichever is longer.)

8. Do not throw objects inside or out of the bus.
9. Keep books, packages, coats and all other objects out of the aisle.

Getting off 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 started, do not chase or hang onto the bus.
5. If any article drops or rolls under the bus, do not go after it. Ask the driver for help.

Crossing the Street or Highway

1. For safety considerations selected roads have been designated hazardous and students are not allowed to cross. All bus routes involving these roads are designed for students to be picked up and let off on the same side as they live. Do not ask for any student to be allowed to cross one of these hazardous roads.
2. When crossing the street or highway, walk in front of the bus and wait for the driver to signal that it is safe to cross.
3. Check in both directions and walk directly across the road.
4. Never cross the road behind the bus.
5. **CAUTION: be alert for vehicles that do not stop when bus is loading or unloading students.**
6. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way home.

Prohibited Items

1. Tobacco
2. Glass containers
3. Alcoholic beverages
4. Weapons, explosive devices, harmful drugs or chemicals
5. Cigarette lighters, matches or flammable items
6. Any object (musical instrument, shop project, etc.) too large to be held safely in the lap
7. Food or drinks
8. Radios, tape players, CD players, CD discs, TVs, electronic games, noise makers or any other item which may distract the driver
9. Live animals or insects
10. Skateboards
11. Any other loose items
12. Any aerosol containers

Accidents or Emergencies

1. Follow the driver's instructions.
2. In case of road emergency, students are to remain in the bus.
3. If you must leave the bus, stay in a group.

4. 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 single file as quietly as possible.
 - C. Evacuation will start with the seat closest to the door.
 - D. Follow the driver's instructions completely.

Extracurricular Trips

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the driver and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.

Bus Discipline Procedures

Good conduct by all students is required in order to achieve safe bus riding conditions. Whenever the driver must direct attention to student's misconduct, less than full attention is being given to the road and driving conditions. Misconduct on the part of one student can place the entire bus in a serious unsafe condition. Therefore, all disciplinary problems will be handled accordingly.

Whenever a student violates any of the bus rules as outlined in the student handbook, the driver will attempt to solve the problem by explaining the rules and warning the student. The driver may also assign any student to a particular seat at any time. The driver may contact the parents directly regarding a student's behavior. When the driver has made an attempt to instruct the student to obey the rules and the student continues the misconduct or if the offense is serious, a bus report will be completed by the driver and given to a First Student Transportation representative. The representative will review the incident and take appropriate action.

Level 1 Misconduct

Level 1 misconduct on the school bus includes, but is not limited to the following offenses:

- Violation of Safety Procedures
- Failure to remain seated
- Eating, drinking, gum, littering, throwing objects
- Minor unacceptable language or gestures
- Rude, discourteous and annoying behavior toward driver, monitor, or fellow student
- Any part of the body out of the window
- Horseplay, scuffling, pushing, etc.
- Unassigned / unauthorized riders

Consequences for Level 1 misconduct:

- First Referral - Warning
- Second Referral - 5 Days Removal

Students Pre-K - 3rd may receive a second warning if deemed appropriate by First Student.

- Third Referral - 10 Days Removal
- Fourth Referral - 20 Days Removal
- Fifth Referral - 30 Days Removal
- Sixth Referral - Removed for the remainder of the school year

Level 2 Misconduct

Level 2 misconduct on the school bus includes, but is not limited to the following offenses:

- Malicious destruction of property
- Major unacceptable language or gestures
- Tobacco usage or possession
- Fighting

Consequences for Level 2 misconduct:

- First Referral - 10 Days Removal
- Second Referral - 30 Days Removal
- Third Referral - Removed for the remainder of the school year

Level 3 Misconduct

Level 3 misconduct on the school bus includes, but is not limited to the following offenses:

- Arson (As defined by Penal Code)
- Use, possession or threat to use a weapon or fireworks (As defined by Penal Code 46.06)
- Assault
- Distributing, possession or use of drugs, alcohol, or placebo
 - * Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act or by 21 U.S.C. 801 et. seq.
 - * A dangerous drug as defined by Article 4476-14 V.A.T.S
 - * An alcoholic beverage as defined by the Alcohol Beverage Code.
- Any other offenses under the Texas Criminal Laws in the grade of Class B Misdemeanors and above

Any infraction in the severe category will result in notification of the appropriate juvenile authorities.

Consequences for Level 3 misconduct:

- Students will lose bus privileges for 1 calendar year. The student may also be subject to DAEP, JJAEP, or Expulsion from school as a result of severe misconduct on the bus

At All Levels PK-12: First Student Transportation has the authority to supersede the above rules and/or suspend a student immediately and for a time it deems necessary regardless of the number of times that the student has been referred. Although not inclusive, some examples of violations that could result in immediate denial of bus privileges (and/or notification of proper authorities), regardless of level are: fighting, possession of flammable items, controlled substances, or weapons, disrespect to the driver, abusive language, sexual harassment or any action that poses a threat or danger to self or others and failure to attend school after riding the bus.

First Student Transportation drivers will not drop off students in grades Pre-K to first grade who do not have an adult present at the site of drop off. In these cases, the parent or emergency contact person will be notified that the student must stay on the bus and will be returned to the First Student office. The student will be suspended from the bus. The first suspension will be five days. Additional suspensions will increase by five days in each instance (10 for second violation, 15 for third, etc.).