

# LUMBERTON I.S.D Transportation



## Student Transportation Guidelines 2024-2025

Revised 06/05/2024  
Proposed

- Bus transportation will be provided to and from the bus stop nearest a student's official address on file with the district. There will be no school transportation provided to any address other than the student's official address on file. The Bus stops can be up to  $\frac{3}{8}$  of mile from the official address of the student. There will be no dropping of students at places of business, friends, cheer practice, dance, or any other place other than the location referenced above. Example there will be no dropping a child at one parent house one week and another parent house another week.

Parents/guardians will be required to register students to use District transportation during the window of new and returning student registration in the summer (dates will be announced). After the registration window closes, the Transportation Department will begin making the new official routes that will run for the first two weeks of school. Any student that needs District transportation after the window closes will be required to complete a separate registration. Bus service for those students will begin at a designated date after school starts. This time buffer will allow the Transportation Department to confirm the new routes and ensure everything is as efficient as possible before adding new students. Transportation will not take any new requests for transportation after July 20. We will start taking new requests Aug. 14 and service will begin approximately three days after we receive your request.

- New students to the District, those requesting bus service for the first time, or those requesting a permanent change to their drop-off/pickup location will have a three-day waiting period before service can start. This change is due to the time it takes for our computer system to make changes to student information, notify the driver(s), draw the new routes, and contact the family with transportation information.
- The only bus changes that will be allowed during the day are for those students who move from bus transportation to car rider. We have to make this adjustment to avoid our previously established bus routes from being adjusted at the last minute. These last minute changes cause a huge domino effect of problems for the whole transportation system. All bus rider to car rider changes must be made by noon of the day of the change. Parents must call the campus to make these changes. No emails or texts can be accepted for bus rider to car rider changes.
- Parents requesting District bus service will be required to sign up for our Transportation Remind Account before their student will be assigned to a bus route. This will allow all bus rider parents to stay instantly informed of their child's current location on the bus and receive important information about transportation-related issues.

- Each campus will be sharing bus routes together for the 2024-2025 school year. We believe this change will also create more efficient routes. ex. e.c. and middle, inter. and high, primary will be alone.
- It is District practice to require a parent or guardian to be at the bus stop to receive their PK, K, or 1st grade bus rider. This is a department requirement and will be followed without question. If there should be an instance that a parent or guardian is not at the bus stop to receive their bus rider the child will be transported to the district transportation office and the parent or guardian will be contacted to pick up their child. It is the parent or guardian's responsibility to pick up their child at the Transportation Department office. After the 3rd time of this occurring the child will be removed from afternoon district transportation for 30 school days. The child will be allowed to ride the bus to school in the morning, but the parent or guardian will be responsible for providing afternoon transportation for the bus suspension time.
- The 2024-2025 school year, transportation will not be provided for students in the Disciplinary Alternative Education Program (DAEP), After School Detention or Before School Detention. It will be the responsibility of the parent or guardian to provide necessary transportation for their student to and from school while their students are in these programs.

### **General Guidelines**

#### **The rider shall:**

1. obey the instructions of the bus driver at all times.
2. at no time act toward, or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with a bus driver.
2. board and leave the bus at designated stops only.
3. have parents provide transportation to and from school if the rider misses the bus, or if riding privileges are suspended.

### **Procedures for Waiting for the Bus**

#### **The rider shall:**

1. allow a 10 minute window around the scheduled pick up time to allow for inclement weather, traffic congestion, substitute drivers or circumstances that may cause the bus to run early or late.
2. stand at the bus stop a safe distance away from the roadway while waiting for the bus.
3. form a line and be prepared to board the bus when it comes to a complete stop.
4. do not approach the bus until it comes to a complete stop.
5. go home immediately if they miss the bus.

## **Entering the Bus**

### **The rider shall:**

1. not push or shove while entering the bus.
2. use the handrail and steps and not run or jump up or down the steps. 3. go to their assigned seat immediately. The bus will not move until all students are seated.
4. be assigned seats by the bus driver and may be re-assigned at the bus driver's discretion.

## **Conduct on the Bus**

### **The rider shall:**

1. remain seated while the bus is moving
2. not change seats without the bus driver's permission.
3. not refuse to sit in an assigned seat or deny another student a place to sit. 4. face forward for the duration of the trip and keep their feet on the floor in front of them and clear of the bus aisle.
5. not cut, mark, or scratch any part of the bus. Vandalism cost will be assessed to the person who is responsible.
6. never attempt to operate the passenger door or any other driver controls except in case of extreme emergency or as instructed by the bus driver.
7. refrain from scuffling, horseplay, fighting or use of obscene, vulgar, or profane language or gestures.
8. not throw objects inside or out of the bus. Damage resulting from such behavior will be assessed to the rider responsible for them.
9. use normal classroom level, loud noises may distract the driver and create an unsafe condition.

## **Exiting the Bus**

### **The rider shall:**

1. remain seated until the bus has come to a complete stop.
2. use the handrail and take one step at a time when leaving the bus. 3. wait for their turn to exit the bus; pushing and crowding will only slow exiting and may cause an unsafe condition.
4. only use their assigned bus stops.
5. remain clear of the bus and not horseplay near the bus at any time. 6. go to the door of the bus and ask the driver for help if an article is dropped or rolls near or under the bus, **do not go after it.**

### **Crossing the Street or Highway**

All students living on the left 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 that it is safe to cross the roadway.

1. Check both directions and walk directly across the road.
2. **Never** cross the road behind the bus.
3. **Always** stay at least ten feet away from the sides of the bus.
4. **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.

### **Prohibited Items**

**The rider shall not have:**

1. tobacco or e-cigarettes
2. live or dead animals or insects
3. glass containers
4. alcoholic beverages
5. weapons, explosive devices, harmful drugs or chemicals. (Anything that may cause harm).
6. any object (musical instrument, shop project, etc.) too large for the student's lap or seating area. Baritones, Tubas, or other large instruments are not to be transported on the bus. All other items must be kept on the student's lap at all times.
7. matches or cigarette lighters.
8. food or drinks (no eating or drinking on the bus is permitted).
9. hair brushing/combing is prohibited on the bus (also includes applying make up) laser lights/pens, mirrors, or flashlights perfumes, colognes, body sprays, hair spray, (aerosol cans or pump spray containers).
10. skateboards/skates/hockey equipment
11. toys of any kind that may cause a disturbance on the bus exp. football, basketballs, soccer balls etc.

### **Bus Discipline**

If a student is written up it will be on the Lumberton ISD Transportation Referral Form and Discipline form and will be sent to the assistant principal of your child's campus. See bus discipline form on the transportation web site

## **Accidents or Emergencies**

### **The rider shall:**

1. FOLLOW THE DRIVER'S INSTRUCTIONS AT ALL TIMES, if required to leave the bus, remain in a group
2. adhere to the following procedures when evacuating during an emergency situation:
  - The student nearest the door will open the door and hold it open. ●
  - Leave the bus in a single file line as quietly and quickly as possible. ●
  - Evacuation will start with the seat closest to the door.
  - Once a safe location away from the bus, form a group and follow the driver's instructions completely.

## **Extra-Curricular Trips**

Bus rider rules apply to all school-sponsored events, discipline, while on trips, will be the responsibility of the trip sponsor. A student can receive a bus infraction report for conduct during an extracurricular trip. The bus must **return clean** when returning from a trip.

## **Cameras**

Lumberton I.S.D. has placed video cameras on the buses. The purpose is to provide safety for the students as well as the driver. Our goal is to transport students to and from school in the safest possible manner. Administration may use the video recordings in disciplinary matters. All cameras are mechanical and therefore, may have to be removed from time to time for repairs or upgrades. All discipline rules apply whether or not a camera is functional. All video viewing is organized through the rider's campus administrator. No videos will be viewed at the Transportation Department, please refer all calls about this matter to the campus.

## **Remind**

We are using Remind as the communication tool between the Lumberton ISD Transportation Department and the bus rider's parents and guardians. All bus rider parents are required to sign up for a Remind account before their child will be assigned a bus route.

**NOTE:** While on the bus, students may be video recorded and questioned by the bus driver or aide. This video may be used in the disciplinary process.

### **School Bus Behavior**

The school bus is an extension of the classroom and all classroom rules shall be followed as well as those indicated for buses. Unsafe behavior issues are referred to the rider's campus administration for determination of consequences in matters of unsafe behavior. LISD School Board policies that apply to student behavior and other student related activities apply to the school bus. Bus safety infractions and discipline issues are processed through the bus rider's campus.

**NOTE:** Infractions occurring during the end of the school year may be extended into the following school year.

**NOTE:** These guidelines are meant as an evolving body of work and may be edited as determined by Lumberton ISD.