



Alto ISD

Transportation Handbook

2024-2025

Bus Rules

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language. Bad language and obscene gestures will not be tolerated.
3. Fighting is prohibited.
4. Bullying will not be tolerated.
5. Do not eat or drink on the bus, Water is allowed.
6. Keep the bus clean.
7. Cooperate with the driver. Students must be respectful to the driver and fellow students and must always follow directions of the driver.
8. Any form of tobacco is prohibited.
9. Students are allowed to use a cell phone; cell phones must be placed on vibrate. Music or games can be played with ear plugs only. Using the cell phone for taking pics or inappropriate activities is prohibited, and the driver will take the students cell phone and it will be given to the principal. That student will not be allowed to have a cell phone back on the bus if it is taken up.
10. Do not be destructive. Damaging, marking on, tagging or vandalizing any part of the bus is forbidden. Violators will be required to pay damages.
11. Stay in your seat facing forward. Standing is not allowed.
12. Keep head, hands and feet inside the bus.
13. Throwing things inside the bus as well as out the windows is prohibited.
14. The Bus driver is authorized to assign seats. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
15. Public displays of affection are not permissible.

Bus Discipline Plan

The Alto ISD School Bus Drivers are trained professionals who take pride in their work and are truly concerned about the welfare of the students. They will do their absolute best to transport the students safely with courtesy. The same amount of safety and courtesy is expected from the students. Please bear in mind that all of the rules spelled out in the Alto ISD “Student Code of Conduct” are in effect at all times during the transportation of students to or from school or on an activity sponsored by a school on a vehicle owned or operated by the school district.

“Student Code of Conduct” Prohibited activities include:

1. Throwing objects, other than during supervised school activities, which can cause bodily injury or damage property.
2. Leaving school or a school-sponsored event without permission.
3. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward other students, parents or school personnel.
4. Insubordination, including failure to comply with lawful directives from school personnel or with school policies, rules and regulations.
5. Committing arson.
6. Damaging or vandalizing property owned by other students or district employees.
7. Engaging in misconduct on school buses as defined by district policies and regulations.
8. Committing robbery or theft.
9. Fighting, physical abuse, or threats of physical abuse.
10. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
11. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that may precipitate substantial disruption of the school program or incite violence.
12. Engaging in inappropriate physical contact disruptive to other students or the school environment.

13. Possessing a paging device or mobile phone, except when the student is serving in the capacity of an active member of a volunteer fire fighting organization or an emergency medical service organization.
14. Engaging in any other conduct that disrupts the school environment of the educational process.
15. Engaging in any activity that could be construed as sexual harassment or sexual abuse.
16. The use of drugs or alcohol.
17. The use of any tobacco product.
18. Possession of any weapon. Additional rules are posted in the front of each bus and are visible to every rider.

The plan is a four step discipline process as follows:

First Write Up for misbehavior —conference with student

Second Write Up—One-day suspension of Bus riding privilege

Third Write Up—One-week suspension of Bus riding privilege

Fourth Write Up—Loss of Bus riding privilege for the remainder of current semester (if the Fourth Write Up occurred during the Fall semester, the student may return to riding the bus at the beginning of the Spring semester.

However, the next Write Up will be considered a “Third Write Up”. The Plan covers the entire School Year and does not “zero out” at the mid-year break.

If a misbehavior is deemed severe, the step process may be accelerated to the Fourth Write Up level with the loss of bus riding privilege for the remainder of the current semester without going through the entire Write Up Process.

Alternate Site Drop-Off Policy

To ensure student safety, all requests for alternate drop off sites must be verified by the student’s school office. If a parent would like a student dropped off at a site other than the student’s normal site, the parent must contact the office of the student’s school with a written and signed note or telephone call. The school’s office will issue an approved request to the student to give to the bus driver. The Bus driver cannot allow a student to

ride to an alternate drop off site unless he or she has an approved request from the school's office.

Student drop-off sites

Alto ISD Transportation is limited to the type of sites at which students may be dropped off. Students may be dropped off at one of the following type sites:

1. Student's home
2. Student's Grandparent's or other relative's home
3. A State Approved day care facility
4. A Parent' place of employment (see Parent's Place of Employment Transportation Policy).
5. Another Student's home with signed approval (see Alternate Site Transportation Policy).

Students may not ride the bus to any other type of drop off site such as the Student's place of employment, a community service work site, ball practice site, or any business.

Alternate Transport

If at any time a student needs to be transported home in a vehicle that differs from their normal method, a phone call to the parents / guardians will be made to gain permission. (Ex. Sick child, bad weather, etc.)

If the parents / guardians cannot be reached, attempts will be made to get permission from an adult on the approved "pick-up" list provided by the parents / guardians during registration.