



## **Bus Safety and Conduct Expectations**

### **Kerrville ISD**

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Dear Parent / Guardian,

The goal of the Kerrville Independent School District Transportation Department is to provide safe, efficient and caring transportation for all bus-eligible students residing within KISD. Riding the bus is a privilege. The following expectations are in place to ensure that all bus riders are transported to/from school and school activities safely. Violation of these expectations may result in disciplinary action, up to and including suspension of bus privileges.

#### **PLEASE REVIEW THESE EXPECTATIONS WITH YOUR CHILD**

#### **GENERAL EXPECTATIONS**

1. Obey the instructions of the bus driver & bus aide at all times.
2. Board and exit the bus only at your designated stop.
3. Ride only the bus to which you are assigned.
4. Students must have a signed note from the campus administration to ride a different bus, have a guest ride with them, or exit at a different stop.

#### **WAITING FOR THE BUS**

1. Be at the designated bus stop 5 minutes prior to the designated pick up time. The driver will not wait or honk for students.
2. Stand at least 10 feet away from the road.
3. Stand clear of the bus until it comes to a complete stop. Do not rush to the bus.
4. When the bus approaches, form a single line and be prepared to load immediately.
5. If a student misses the bus, do not run after the bus. During morning pick-up, return home. During after school pick-up, report to the school office.
6. Parents are responsible for transporting any student who misses the bus, either in the morning or afternoon.

#### **LOADING THE BUS**

1. Keep hands, feet and other objects to yourself. Load the bus in a single line, and use the handrail upon entry.
2. Go directly to your seat and have a seat. If the driver has assigned seats, students must sit in the seat assigned to them by the driver. The bus is not allowed to move until all students are seated properly.

#### **CONDUCT ON THE BUS**

1. Students must remain in their seats for the duration of the trip. Standing while the bus is in motion is not allowed.
2. Students must sit in their assigned seats (if assigned by the driver) and may not deny another student a seat. Transportation staff is authorized to assign seats as necessary.
3. Students are to remain seated, facing forward with feet on the floor in front of them, for the duration of the trip. Students may not stand to unload the bus until the driver opens the door at the designated stop.
4. Voice volume must remain at level 2, normal conversation. Loud talking, yelling or screaming are not permitted.
5. Inappropriate physical contact, profanity or obscene language is not permitted.
6. Keep all body parts inside the bus at all times.
7. Keep hands, feet and other objects to yourself at all times. Do not throw items inside or out of the bus.



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8. Vandalism of any part of the bus will be investigated, and repair costs will be charged to the parents of students engaged in the vandalism.
9. Emergency doors and controls may only be touched during supervised drills or actual emergencies.
10. Students may not sit in the driver's seat, or attempt to operate the passenger door or other bus controls except in an emergency situation.
11. Students may not stand or wait in the entry stairwell.

#### **GETTING OFF THE BUS**

1. Stay seated until the bus is completely stopped and wait your turn
2. Use the handrail and take one step at a time when leaving the bus.
3. **Students must have a signed temporary bus permit from the campus principal to get off at a stop other than their own. Give the temporary pass to the driver when boarding the bus.**
4. Remain clear of the bus when the engine is running. Under no circumstances should a student chase or hang onto the bus.
5. If anything falls under or near the bus, do not attempt to retrieve it. Ask the driver for assistance.

#### **CROSSING THE STREET OR HIGHWAY**

1. Walk 10 feet in front of the bus and wait for the driver to signal that it is safe to cross.
2. NEVER cross the road behind the bus.
3. Be alert for moving vehicles when loading and unloading the bus.
4. Cross all streets at intersections when possible. Obey all traffic signals and other signs on the way to and from the bus stop.

#### **PROHIBITED ITEMS**

1. Tobacco (of any kind), animals, glass containers, alcohol, weapons, fireworks, drugs, chemicals, open flames;
2. Any object too large to be carried by the student. All items must be kept on the student's lap at all times to avoid interfering with other riders;
3. Food or drink (including gum and candy), with the exception of clear water in a clear plastic bottle.
4. Electronics are allowed on the bus, but picture taking, videoing, phone calls or flashlights are not allowed. Any other electronic device use that is in violation of KISD policies or procedures is prohibited. All sound must go through headphones, and may not be heard aloud by other riders or bus personnel. The device must be out of the driver's sight. Bus personnel have the authority to collect devices that are being used inappropriately, and turn them in to the Transportation Director. Neither Kerrville ISD nor its employees are responsible for lost, stolen or broken devices;
5. Any item deemed to be a danger or disruption.



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### **DISCIPLINE PROCEDURES**

**Consequences for improper school bus behavior are as follows:**

<b>1<sup>st</sup> Offense</b>	Conference with Administrator and parent notification
<b>2<sup>nd</sup> Offense</b>	3 day suspension from bus privileges and parent notification
<b>3<sup>rd</sup> Offense</b>	5 day suspension from bus privileges and parent notification
<b>4<sup>th</sup> Offense</b>	10 day suspension from bus privileges and parent notification
<b>5<sup>th</sup> Offense</b>	Permanent (end-of-year) suspension from bus privileges and parent notification

- If a student's behavior is such that their continued presence on the bus poses a threat to the safety of himself/herself, property or others, the Principal and/or Director of Transportation may immediately remove the student from the bus.
- In cases of serious misconduct, the driver may return a student to his/her campus in lieu of the regular bus stop.
- If a student is suspended from the bus, he/she is suspended from all district transportation services.
- Additional disciplinary consequences may be applied for serious and/or chronic bus misbehavior.

**Thank you for ensuring that all bus riders are provided with safe and efficient transportation to/from school and school-related activities.**

**PLEASE KEEP THIS INFORMATION AT HOME FOR YOUR REFERENCE**