

# **Appendix II: Transportation Handbook**

## **Aledo ISD Transportation Handbook for Students & Parents**

### **2025-2026**

#### **INTRODUCTION**

Aledo ISD is pleased to offer bus transportation to all eligible students who wish to participate. We believe that our service will provide students safe and efficient transportation from home, to school and back again. Please read the information contained therein and acknowledge its receipt on the Aledo ISD Parent Acknowledgement/Permission Form agreeing to the proper behavior patterns set for students who ride the bus.

To provide for the safe and prompt movement of bus students, Aledo ISD has adopted standard regulations, guidelines, and procedures. While consequences may be applied for violations of these rules, our overall goal is to provide for the safety of everyone who rides a bus at any time. You will find those procedures outlined for your information and your child's guidance on the pages that follow.

Information on Transportation Services may be obtained on the Aledo ISD website [here](#). If you need further clarifications on student bus behavior, feel free to call the Transportation Facility at 817-441-5141.

#### **GENERAL TRANSPORTATION GUIDELINES**

Since a school bus is considered an extension of the classroom, bus drivers possess the same authority as a classroom teacher in dealing with student management. The rules and regulations of the school district shall be applied to both locations in the same manner. Additionally, students will be expected to abide by the following regulations and guidelines.

1. Students must board and leave the bus at their **designated stops only** and must ride an assigned bus based on their legal address.
2. If a student misses the bus, it is the responsibility of the parent to provide transportation to or from school. We recommend the parent/guardian instruct the student on a pre-planned procedure to follow in this situation.
3. The bus driver's instructions and directions shall be always obeyed. A student may not be disrespectful or refuse to cooperate with the bus driver.
4. The bus driver is authorized to assign seats.
5. Student use of fictitious names and/or addresses will result in a **five (5) day bus suspension**.
6. For the safety of all the bus riders, the driver shall exclude certain materials from the bus which may represent a clear and present danger or hazard to the occupants. These items may include, but are not necessarily limited to the following: weapons, drugs, tobacco products including vapor smoking devices, food, drinks, gum, live animals, glass containers, flammable materials, doll strollers, car seats, skateboards, roller blades

and/or scooters.

7. We encourage parents to remove all dangling items from clothing and backpacks to minimize the danger of items being caught on the bus door.
8. **Click here to access the Pre-K-1st School Bus Rider Release form.** It is the policy of Aledo ISD that all Pre-K, kindergarten and 1st-grade students must be met at the bus stop each afternoon by a parent or guardian unless granted permission to the Director of Transportation for an older sibling or other approved family member to meet the Pre-K-1st-grade child after submission and approval of this form. Parents/guardians must be at the bus stop each day on time for their student(s) until they receive notification of approval of this request. This form must be renewed each year. Please print, fill out and sign this form and return it via email to **lreece@aledoisd.org**.
9. Permission to ride another bus or to use another bus stop **must** be approved by a campus administrator. Parents are asked to write a note to the campus administrator requesting permission for their child to ride home with a friend. (State the name of the friend). Administrators will then issue a bus pass which is good for one day only.
10. Permission to ride more than one bus or use more than one bus stop on a regular basis must be made in writing to and approved by the Director of Transportation Services.

#### **SAFETY PROCEDURES FOR WAITING FOR THE BUS**

1. Students should be at their bus stop five minutes before the scheduled time. **The bus driver cannot wait for students to come out of their residence after the bus has reached the stop.**
2. Stand at least 10 steps away from the road while waiting for the bus.
3. When the bus approaches, form a single line 10 steps away from the bus.
4. After the bus has stopped and the air brake is set, students may board the bus.

#### **BOARDING THE BUS SAFELY**

1. **Never** walk behind the bus.
2. **Never** attempt to retrieve a personal article that rolls near or under the bus. Ask the driver for assistance and wait for his/her directions.
3. Do not push or shove.
4. Always use the handrail.
5. Go to your seat immediately. The bus will not move until all the students are seated.
6. For student safety, the bus driver **will not stop the bus to load students after the passenger door is closed and the bus is moving.**

#### **SAFE BUS BEHAVIOR**

1. Always cooperate with the bus driver. Remember the driver has the same authority as

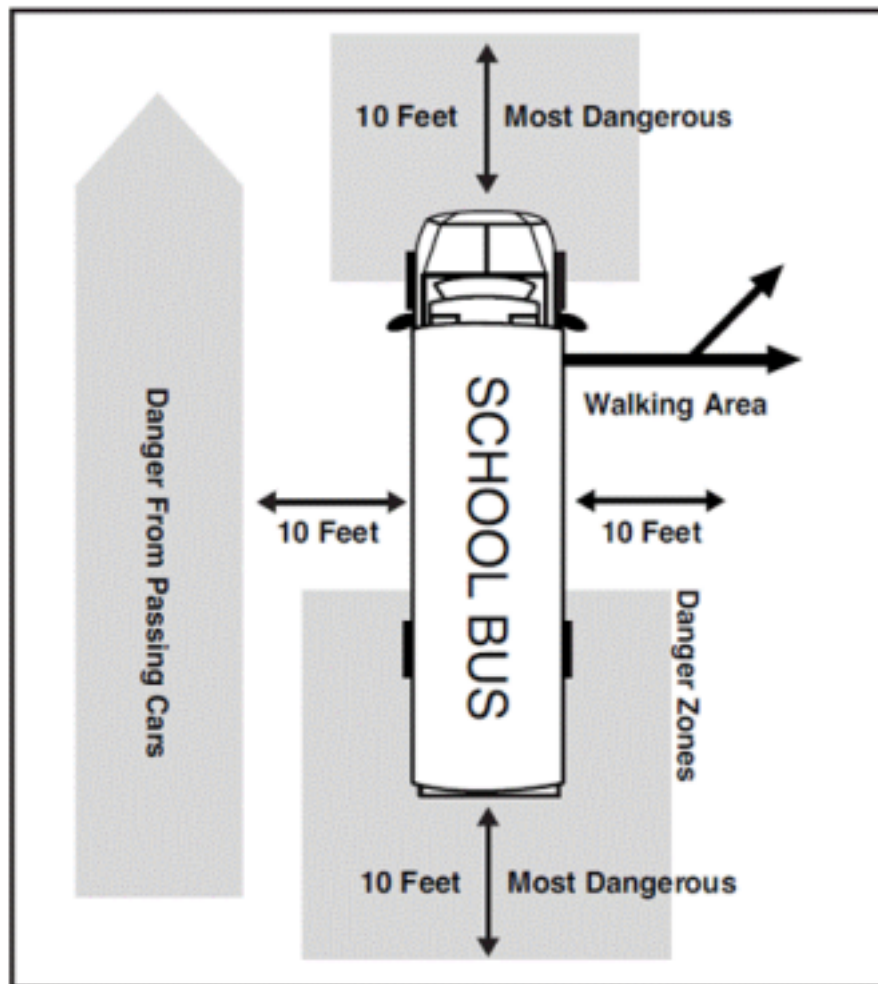
the classroom teacher.

2. Remain seated and face forward while the bus is moving.
3. Do not change seats while the bus is moving.
4. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
5. Normal conversation is permitted but loud noises may distract the bus driver and create an unsafe condition. Absolute silence is required at railroad crossings.
6. Scuffling, fighting, or physical/verbal harassment **is not permitted**.
7. Keep heads and hands inside the bus and feet out of the aisle.
8. Do not throw objects inside or out of the bus.
9. Do not mark, cut, or scratch any part of the bus. These acts are considered vandalism and will be treated accordingly.
10. Use the emergency door and emergency equipment only during supervised evacuation drills or in an actual emergency.
11. Never sit in the driver's seat or attempt to touch the driving controls.
12. As an added safety precaution, it is recommended that students carry all belongings (books, papers, pencils, etc.) in a book bag or backpack when boarding, riding, or unloading the bus.
13. Cell phones need to be turned off and put away while students are on the bus. If a student needs to use the phone, he/she must first obtain permission from the driver.
14. Aledo ISD Transportation Services will not be responsible for any item, including electronics, left on the bus. If any electronic items, such as cell phones, etc. become a distraction compromising the safety of bus travel, we may require the student to leave the item with the driver to be returned when the student exits the bus.

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

1. **Stay seated** until the bus has completely stopped and the air brake is set.
2. Use the handrail.
3. Wait for your turn to leave the bus; pushing and crowding will only slow down students exiting and may cause an accident.
4. Stay clear of the bus after exiting.
5. Never walk behind the bus.
6. Never chase or attempt to hang onto the bus.
7. Never attempt to retrieve a personal article that rolls near or under the bus. Ask the driver for assistance and wait for his/her directions.

# THE DANGER ZONES



## CROSSING THE STREET OR HIGHWAY SAFELY

1. All students crossing a roadway shall exit the bus and move to a point 10 giant steps away from the bus and wait for the driver to signal a safe crossing. Use caution and look both ways.
2. After checking in both directions, walk directly across the road. **Caution:** Be alert for vehicles! Although required by law, motorists do not always stop for a school bus.
3. Cross all streets at intersections and obey all traffic signs and signals when walking home from the bus stop.
4. **Routes have been created to eliminate the student's need to cross a four-lane roadway or divided highway. Violation of this policy is considered extremely dangerous. Bus riding privileges will be suspended for five (5) days for violations.**

## ACCIDENTS OR EMERGENCIES

If an accident or emergency does occur, it is imperative that:

1. Students follow the driver's instructions as to which door is to be used for evacuation.
2. Students will leave the bus in a single file as quickly and quietly as possible, leaving all belongings on the bus.
3. After evacuating the bus, stay in a group at a safe distance away from the bus (100 feet or more).
4. When using the back emergency exit, the student nearest the door will open it, get out and assist other students.
5. During a back door evacuation drill each student will sit down at the back door then drop to the ground feet first. **Never jump** from the floor of the bus to the ground.

All students riding the bus will participate in an emergency evacuation drill at least once a year.

### **EXTRA CURRICULAR TRIPS**

1. All bus rider rules apply to any school-sponsored events.
2. Discipline shall be the responsibility of the bus driver and the trip sponsor. 3.

The trip sponsor shall be responsible for ensuring the bus is returned clean. **VIDEO**

### **MONITORING SYSTEM**

1. District buses may be equipped with video monitoring systems for the purpose of monitoring and promoting safe student bus behavior.
2. Aledo Independent School District has the exclusive right to use the video or reproductions as deemed necessary **by authorized school employees.**

### **EXPECTATIONS AND CONSEQUENCES**

All students are expected to follow the same standards for conduct on the bus that have been established for the classroom and any other school related activity. At the same time, we encourage parents to emphasize the need for all students to always behave in a safe manner when waiting for the bus as well as boarding, riding, and exiting. In addition, all students will be expected to treat every bus rider and their possessions with respect.

Should any bus rider violate these bus safety rules, the driver will turn in a "School Bus Incident Report" to be given to the campus administrator. Upon investigating such incidents, the campus administration and/or the Transportation Director will take the appropriate action prescribed under the student code of conduct including the suspension or revocation of transportation privileges.

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:

- Always follow the driver's directions.
- 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.
- All students riding a bus that is equipped with seatbelts MUST wear their seatbelts.

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, revoked.

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

### **OPTIONAL APPROVED PICK-UP AND DROP-OFF LOCATIONS**

A parent may also designate a child-care facility that is licensed by the State of Texas 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 within the attendance zone of the student's assigned campus. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 817-441-5141.