



Serving The  
BASTROP INDEPENDENT SCHOOL DISTRICT

### **School Bus Riders Safety and Discipline Handbook**

GOLDSTAR Transit is proud to be the transportation provider for the Bastrop ISD. The district, in cooperation with GOLDSTAR Transit, has adopted standard regulations and procedures for the transportation of eligible students and has provided discipline measures for violations of the rules. They are herein outlined for your information and for the guidance of your child.

The goal of this handbook is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents or guardians should take time to read and discuss the material in this handbook with their children. Riding a school bus is a privilege, provided by the district, and should be treated as such. Every effort is made to see that the transportation provided is safe, comfortable, and pleasant.

Student bus stops are designed with student safety; visibility of other vehicles; and distance between stops and proximity to hazards. Buses will not travel roads not maintained by a government entity and will not enter private property. Texas law requires motorists to stop and remain stopped when the red lights are flashing on a school bus. Please obey these laws for the safety of the students loading and unloading the bus.

#### **General Safety Rules**

- Students will be courteous to fellow students, the school bus driver, and assistants. They will follow directions the first time given.
- Students will board and leave the bus at their designated stops only, both in the AM & PM.
- If students do not ride for five consecutive days, drivers are not required to make the stop until a parent or guardian calls GOLDSTAR Transit at (512) 321-5262 to resume pickups.
- It is the responsibility of the parent or guardian to provide transportation to school or home if a child misses his/her school bus. The student should **NEVER** chase after the bus.
- **If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.**
- **The parent or guardian of a pre-kindergarten or kindergarten student must be at the stop to deliver or greet the student.** If the pre-kinder or kinder student has a sibling riding the bus they may load or unload with them **if the sibling is at least in the third grade and at least 8 years of age.**
- If the bus is equipped with seatbelts, the student will be required to have the seatbelt properly fastened, **AT ALL TIMES.**

## Procedures for Waiting for the Bus (On the Road and at School)

- The parent or guardian is responsible for the student until they board the school bus.
- It is the parent or guardian's responsibility to get the student to the bus stop **10 minutes** before the scheduled pickup time. The driver is not required to wait or honk.
- Bus riders will abide by the District's Code of Conduct and school rules & regulations, including conduct as would be expected in the classroom, or at school, and the student dress code. BISD recognizes that a school bus is, an extension of the classroom. Certain rule or conduct violations may result in additional discipline at the campus.
- Bus riders must conduct themselves in a safe manner while waiting for the bus to arrive.
- Students should stand at least ten feet from roadway.
- The student should be careful when approaching school bus stop areas and stand on a sidewalk or wait for the driver to open the door before moving to board the bus.
- The driver will not pick up a student unless they are at their designated stop.
- If the student misses the bus, they should go home immediately and contact their parent or guardian. The student should NEVER chase after the bus.
- The parent or guardian should instruct the student on what procedures to follow if the bus is missed.

## Getting on the Bus

- Bus riders do not push or shove.
- Bus riders use handrail and steps.
- Bus riders go to their assigned seat immediately.
- **Bus riders will properly fasten their seatbelt.**
- The bus will not move until all bus riders are seated.

## Getting off the Bus

- Stay seated until the emergency brake is set, and the bus is completely stopped.
- Unbuckle seatbelt.
- Wait for your turn to leave the bus, pushing and crowding will only slow exiting and may cause an accident.
- Use the handrail and take one step at a time when leaving the bus.
- Students living on the right side of the roadway will depart the school bus in an orderly fashion and move where the bus driver can plainly see all students. Students should be alert to danger signals from the bus driver.
- Do not check the mail after exiting the bus. Students should exit the bus and immediately depart to their place of residence.
- Students will not cross the street behind the school bus.
- The driver will not discharge riders at places other than the regular school bus stop or at school.

## Crossing the Street or Highway

- All students living on the left side of the roadway shall exit the bus and move to a point of ten feet in front and 10 feet to the right of the bumper and wait for the driver to signal that it is safe to cross.
- Check in both directions and walk directly across the road.
- Never cross the road behind the bus.
- **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading and unloading students.
- Obey all traffic signals and signs on your way home.

## Code of Conduct

It is essential to the mission of providing safe, efficient transportation for the students of Bastrop ISD that the students display proper conduct. Only well-behaved students will be afforded the privilege of student transportation. Automatic disciplinary action will be taken with students who:

1. **Willfully or through negligence cause damage to the bus.**
2. **Their behavior is such that it harms or causes embarrassment to their fellow students, bus driver, or school or in any way interferes with the safe operation of the bus.**

The school bus is considered an extension of the classroom and the same rules of conduct apply on the bus that would in school. The only exception is that normal conversation is allowed. **Video cameras are used to monitor safety and student discipline.** In the interest of maximum safety, the following regulations will apply to all students while they ride a bus:

1. The driver is charged with the safety of the students and the vehicle and is to be always obeyed.
2. Students who show disrespect for the driver will face disciplinary action.
3. Students should be at their assigned stop 10 minutes before the bus is scheduled to arrive. Drivers cannot wait for tardy students.
4. When waiting for a bus, students should be at least ten feet back from the street and at their designated stop.
5. Students must wait for the bus to come to a complete stop before attempting to get on or off the bus.
6. Students traveling from school must get off at their assigned school or home bus stop.
7. Students must ride the bus to which they are assigned. Bus hopping will result in disciplinary action.
8. Unauthorized riders are not allowed on the bus. Drivers will refuse transportation to those with whom they are not familiar.
9. Backpacks should be positioned on the student's lap or on the floor between the legs and feet.
10. Students should not carry any object on the bus that cannot be held on their lap including large band instruments, school projects, etc. There is no provision for safe storage of such articles on the bus.
11. **Seatbelts are to be worn and properly always fastened.**
12. Students need to maintain a low-level voice when conversing with friends.
13. Unnecessary conversation with the driver is unsafe and is not permitted.
14. For the safety of all passengers there is no talking at railroad crossings or unprotected highway crossings.
15. Pets and animals of any sort are not allowed on the bus and must be transported by other means.
16. Bus drivers will assign seats and seating charts will be carried on the bus. Changes will be made as needed for student safety.
17. Students are to remain in their assigned seats facing forward with feet out of the aisle. Students are not permitted to move around while the bus is in motion.
18. Students must not extend their hands, arms, legs, heads, or items out the bus window at any time.
19. The possession of any weapon, explosives, fireworks, unsheathed sharp object, peashooter, water balloons, laser pointers or any other articles that can cause pain or injury to others are prohibited. School supplies that fit this description should be kept in student's backpack and not used on the bus.
20. Throwing, shooting, or blowing wads of paper, peas, pins, or other articles on bus is not permitted. Spitting on the bus or out the window is not allowed.
21. Wrestling, fighting, hitting, scuffling, horseplay, bullying, or picking on other students will not be tolerated.
22. The use of profanity, vulgar language, obscene gestures, or verbal abuse such as name-calling, racial, ethnic, sexual or derogatory statements will not be allowed.
23. The use of all tobacco products is prohibited on the bus. This includes nicotine gum and electronic nicotine devices.
24. There is no food of any kind that is allowed to be consumed on the bus. This is to include gum, and /or candy of any kind. The only drink permissible is bottled water.
25. Students are not to leave any trash or rubbish behind them on the bus.
26. Students who damage the bus in any way will be denied transportation until the damage is paid for. A student should report any damage to the bus as soon as it is noticed. This is to include camera systems that are in the front and back of the bus.
27. **A Parent/ Guardian is liable for property damage caused by either the neglect, willful or malicious conduct of a child under their duty of control. Property may be defined as any district owned equipment or resource and BISD reserves the right to pursue all reasonable legal actions necessary to seek reimbursements for either the repair and or replacement of said property.**

28. Cell phones, radios, CD players, handheld games, laptops, school issued electronics, and other electronic devices may be used if it is not disruptive to the other students, the driver, or the monitors. Any electronic used for audio must be used with a hearing device such as earphones or ear buds. Taking pictures and/or videotaping on the bus is prohibited. Transportation personnel are not responsible for lost, stolen or damaged items. Drivers have the option to restrict the use of cellphones and electronic devices.

No one is to stop or interfere with the movement of the bus for any reason. If there is a problem that needs to be discussed, please feel free to call the management at Goldstar Transit 512-321-5262.

## **GOLDSTAR DISCIPLINE GUIDELINES**

### **1<sup>ST</sup> TIER OFFENSES**

#### **INCLUDES THE FOLLOWING BUT NOT LIMITED TO:**

- YELLING, SCREAMING, MAKING LOUD DISTURBING NOISES
- WALKING IN AISLE WHILE BUS IS IN MOTION
- STANDING UP WHILE BUS IS IN MOTION
- SITTING IN AN UNSASSIGNED SEAT
- SWITCHING SEATS WHILE BUS IS IN MOTION
- OPENING WINDOWS
- PLACING BODY PARTS OUT OF WINDOW
- THROWING ITEMS OUT WINDOW
- HOODIES NOT REMOVED WHILE ON BUS
- HITTING/BANGING ON BUS
- NOT FOLLOWING BUS DRIVER DIRECTIONS
- EATING FOOD/DRINKING WHILE ON THE BUS
- LEAVING TRASH ON THE BUS
- TALKING NEGATIVELY ABOUT ANOTHER'S RACE/SEXUAL ORIENTATION
- INAPPROPRIATE USE OF CELL PHONE
  - NO AUDIBLE SOUNDS, PHOTOGRAPHS OR VIDEO RECORDINGS

### **1<sup>ST</sup> TIER CONSEQUENCES**

**1<sup>ST</sup> WRITE UP:** REFERRAL SENT TO SCHOOL & EMAILED TO PARENT

**2<sup>ND</sup> WRITE UP:** 3-10 DAY SUSPENSION OF BUS PRIVILEGES

**3<sup>RD</sup> WRITE UP:** 5-15 DAY SUSPENSION OF BUS PRIVILEGES

**4<sup>TH</sup> WRITE UP:** 10-30 DAY SUSPENSION OF BUS PRIVILEGES

**5<sup>TH</sup> WRITE UP:** 30 DAY-PERMANENT SUSPENSION OF BUS PRIVILEGES

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### **2<sup>ND</sup> TIER OFFENSES**

#### **INCLUDES THE FOLLOWING BUT NOT LIMITED TO:**

- PLAY HITTING/WRESTLING
- PROFANITY TOWARDS EACH OTHER OR DRIVER
- VULGAR LANGUAGE
- GETTING OFF AT THE WRONG STOP
- NOT GIVING CORRECT NAME/ID NUMBER UPON REQUEST
- INTENTIONAL DISRUPTION
- PERSISTENT BEHAVIOR
- POSSESSION OF A PROHIBITED/DISRUPTIVE ITEM
- THROWING OBJECTS OF ANY KIND
- RACIAL SLURS
- SEXUAL HARASSMENT\*
  - KISSING, INAPPROPRIATE TOUCHING, ETC.

### **2<sup>ND</sup> TIER CONSEQUENCES**

**1<sup>ST</sup> WRITE UP:** 5-10 DAYS SUSPENSION OF BUS PRIVILEGES

**2<sup>ND</sup> WRITE UP:** 8-15 DAYS SUSPENSION OF BUS PRIVILEGES

**3<sup>RD</sup> WRITE UP:** 15-30 DAYS SUSPENSION OF BUS PRIVILEGES

**4<sup>TH</sup> WRITE UP:** 30 DAYS-PERMANENT SUSPENSION OF BUS PRIVILEGES

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**3<sup>RD</sup> TIER OFFENSES**  
**INCLUDES THE FOLLOWING BUT NOT LIMITED TO:**

- FIGHTING
- INTIMIDATION/BULLYING
- TOBACCO/VAPE/ALCOHOL USAGE
- THEFT
- VERBAL/WRITTEN HARASSMENT OR THREAT
- POSSESSION OF ILLEGAL SUBSTANCE
- POSSESSION/SHARING OF INAPPROPRIATE IMAGES
- DESTRUCTION OF ANOTHER'S PROPERTY
- WEAPONS OF ANY KIND – REAL OR FAKE (INCLUDING POCKETKNIVES)
- VANDALISM/GRAFFITI\*
  - DAMAGES TO BUS THAT REQUIRE REPLACEMENT IS AN AUTOMATIC 10 DAY SUSPENSION OF BUS PRIVILEGES & COST OF REPLACEMENT MUST BE PAID IN FULL BEFORE STUDENT WILL BE ALLOWED TO ACCESS BUS PRIVILEGES.

**3<sup>RD</sup> TIER CONSEQUENCES**

**1<sup>ST</sup> WRITE UP:** 10-15 DAYS SUSPENSION OF BUS PRIVILEGES

**2<sup>ND</sup> WRITE UP:** 15-30 DAYS SUSPENSION OF BUS PRIVILEGES

**3<sup>RD</sup> WRITE UP:** 30 DAYS-PERMANENT SUSPENSION OF BUS PRIVILEGES

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- GOLDSTAR RESERVES THE RIGHT TO SKIP STEPS ACCORDING TO SEVERITY OF OFFENSE.
  - ANY COMBINATION OF OFFENSES WILL ELEVATE WRITE UP TO HIGHEST TIER LEVEL FOR CONSEQUENCES.
  - **NO SKATEBOARDS OR LOOSE ATHLETIC EQUIPMENT ALLOWED ONBOARD BUSES**
  - **ALL INSTRUMENTS MUST BE CARRIED IN STUDENT'S LAP WHILE ONBOARD BUSES**

THE PURPOSE OF THESE PROCEDURES IS TO PROVIDE FAIR WARNING AND, IN SOME CASES, THE OPPORTUNITY TO CORRECT BEHAVIOR RATHER THAN PUNISH. HOWEVER, MISCONDUCT WILL BE PUNISHED IN ACCORDANCE WITH THE DISCIPLINE GUIDELINES; THE PRIVILEGE TO RIDE ON A SCHOOL BUS MAY BE SUSPENDED OR REVOKED.

NEITHER BASTROP ISD, THE BUS DRIVER, NOR GOLDSTAR TRANSIT IS RESPONSIBLE FOR LOST OR LEFT BEHIND ARTICLES. EVERYONE WHO IS ELIGIBLE FOR BUS SERVICE HAS THE RIGHT TO HAVE A SAFE RIDE TO AND FROM SCHOOL. PLEASE BE COURTEOUS TO THE DRIVER AND OTHER RIDERS.

IF A PROBLEM DOES ARISE, PLEASE FEEL FREE TO CALL GOLDSTAR TRANSIT: (512) 321-5262