



## **Westwood ISD Bus Rules and Regulations 2025 - 2026**

Parents, please review the following rules with your children. Any questions or concerns regarding transportation should be directed to the transportation director, Mike Bentley, at 903-723-0425.

Transportation services are provided by Westwood ISD to all students who reside within district boundaries. Riding the bus is a privilege for all students.

Bus routes and bus stops are established at the beginning of each school year. Each student will have one pick up and one drop off location only. For the safety of drivers and passengers, students must board district buses and vehicles at authorized stops and drivers will unload only at designated bus stops.

Children under nine years of age will not be permitted to exit a bus without an older sibling or adult at the bus stop. If no one is available, the student will return to the transportation facility on the bus. If this occurs, you may call 903-723-0425 to pick up your child.

Requests for students to be dropped off at a daycare or the residence of a relative may be made with their Campus Administrator or with the transportation director. The stop must be located within WISD boundaries. For information on bus routes, please contact us at 903-723-0425.

When riding on a bus or district vehicle, students are held to the behavioral standards outlined in the student code of conduct.

### **GENERAL RULES:**

1. Obey all instructions given by the bus driver and monitor.
2. Act in a respectful manner toward all bus riders.
3. Any seating assignments assigned by the bus driver must be honored.
4. Students are expected to remain in their seats for the duration of the trip.
5. Board and exit the bus at your designated stop only.
6. Only students who are eligible to ride may be transported, unless pre-approved by a campus principal or the transportation director.
7. It is the responsibility of the parents to provide transportation to school if a child misses the bus.

### **BUS STOP PROCEDURES:**

1. Be outside at your bus stop at least five minutes before the scheduled pick-up time.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until the bus comes to a complete stop.



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## **LOADING THE BUS**

1. Do not push or shove.
2. Use the handrail and steps while entering.
3. Carry large bags and objects in front of you all the way to your seat. The bus will not move until all students are seated. Band Instruments are permitted, as they are required for class.

## **BUS CONDUCT DURING TRANSPORT**

1. Remain seated while the bus is moving. Each student is expected to remain seated for the duration of the trip and remain seated until the bus door opens.
2. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
3. Normal conversation is permitted. Loud noises may distract the driver and create an unsafe condition.
4. Food and drinks are NOT allowed on the bus. Water in a clear sealable water bottle is the only drink allowed.
5. Scuffling, fighting and the use of obscene, vulgar or profane language and gestures will be treated with zero tolerance.
6. Do not throw objects inside or outside of the bus. Keep all pens and pencils put away at all times.
7. Do not mark, cut or scratch any part of the bus. Any person found to be responsible for acts of vandalism may be fined.
8. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
9. Students must never attempt to sit in the driver's seat or operate the passenger door or other driver controls -except during emergency situations.
10. Students should face forward for the duration of the trip with their feet and legs in front of them, out of the bus aisle.
11. Students must keep all body parts inside the bus and to themselves.
12. Laptops must stay inside of backpacks while on the bus.

## **EXITING THE BUS**

13. Stay seated until the bus comes to a complete stop.
14. Use the handrail and take one step at a time when leaving the bus.
15. Wait for your turn to leave the bus; pushing and crowding will only slow the existing process and may cause an accident.
16. Stay clear of the bus when unloading. Do not chase or hang on the bus at any time.
17. If a student drops something, they are not to reach for or go after it. Go to the door of the bus and ask the driver for help.



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## **CROSSING THE STREET OR HIGHWAY**

1. All students living on the left side of the roadway will 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.
2. Look both directions and walk straight across the road.
3. NEVER cross behind the bus.
4. Be alert for any vehicles that may not stop while the bus is loading or unloading students.

## **DISCIPLINE:**

The WISD transportation department's primary responsibility is to transport students as safely as possible. Bus drivers must focus on driving and not have his/her attention distracted by students' misbehavior. When appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants it, the transportation director may restrict or revoke a student's transportation privileges.

Zero Tolerance infractions such as fighting, use of profanity, and tobacco or vape use/possession will be handled by the transportation director, in conjunction with campus administration.

### **Infraction Levels:**

1<sup>st</sup> offense: Conference with the student and the parent/guardian will be contacted.

2<sup>nd</sup> offense: Bus riding privileges are revoked for three days, and the parent/guardian will be contacted.

3<sup>rd</sup> offense: Bus riding privileges are revoked for the rest of the current semester, and the parent/guardian will be contacted.

4<sup>th</sup> offense: Bus riding privileges are revoked permanently. The student and parent/guardian must meet with the transportation director to determine if future transportation privileges are possible.