



MAYPEARL INDEPENDENT SCHOOL DISTRICT
TRANSPORTATION SERVICES HANDBOOK
2026-2027 SCHOOL YEAR

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PUBLICATION INFORMATION

This handbook is intended to provide general information regarding transportation services and procedures. Maypearl ISD reserves the right to revise transportation procedures, routes, schedules, safety requirements, and operational practices as necessary to maintain student safety, comply with applicable laws and regulations, and meet the transportation needs of the district.

This handbook is intended to supplement Board Policy, the Student Code of Conduct, and other district publications. In the event of a conflict between this handbook and Board Policy or the Student Code of Conduct, the official district documents shall govern.

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SECTION 1: TRANSPORTATION DEPARTMENT MISSION

The Maypearl Independent School District Transportation Department is committed to providing safe, reliable, and efficient transportation services for eligible students. Transportation is an extension of the educational day, and every effort is made to ensure students are transported in a safe, orderly, and respectful environment.

Student safety is the Transportation Department's highest priority. Through cooperation between transportation staff, parents, students, and campus administrators, the district strives to provide transportation services that support student success while maintaining high standards of safety and professionalism.

The Transportation Department is committed to:

- Maintaining safe transportation practices.
- Providing reliable service to eligible students.
- Supporting student learning through positive transportation experiences.
- Communicating effectively with families.
- Promoting respect and responsibility among all bus riders.

The district **encourages** parents and students to review this handbook together and become familiar with transportation expectations and procedures.

SECTION 2: TRANSPORTATION SERVICES

Transportation services are provided in accordance with Texas Education Agency requirements, district policies, and operational procedures established by Maypearl ISD.

Bus routes and bus stop locations are developed based on a variety of factors, including:

- Student population and ridership.
- Road conditions and safety considerations.
- Route efficiency.
- Travel time.
- Operational requirements.

The Transportation Department continuously evaluates routes throughout the school year and reserves the right to modify routes, bus stop locations, and schedules as needed.

Transportation services are designed to transport students between their assigned residence and school. Transportation to alternate locations may only be provided through approved district procedures.

Bus stop locations are determined by the Transportation Department. Requests for individual stops may not be approved if they create safety concerns, significantly increase travel times, or negatively impact route efficiency.

Students **MUST** be registered each year for transportation services prior to utilizing district transportation. Route assignments are not immediate and may require up to two (2) business days to process following registration, route changes, or reactivation requests.

Transportation services may be temporarily interrupted due to weather conditions, road closures, mechanical issues, emergencies, or other circumstances beyond the district's control.

SECTION 3: TRANSPORTATION ELIGIBILITY

Transportation eligibility is determined according to district guidelines and student residence information maintained by Maypearl ISD.

Students must maintain current enrollment and transportation information in district records. Parents are responsible for notifying their students' campus of address changes as soon as possible. Changes of address may require route reassignment or transportation eligibility review.

Students may only ride the route assigned to them unless prior approval has been granted through established district procedures.

Students who are not registered will not be assigned to a route and may not board district transportation.

The Transportation Department reserves the right to verify student transportation eligibility and route assignments at any time.

ACTIVE RIDER STATUS

To assist with route planning, student safety, and efficient transportation operations, Maypearl ISD maintains an active rider roster for all transportation routes.

Students who are registered for transportation but do not ride for ten (10) consecutive school days may be removed from active rider status unless the Transportation Department has been notified of the students' anticipated absence from transportation services.

Examples of acceptable notifications may include:

- Extended illness
- Family emergency
- Vacation or travel
- Temporary transportation arrangements
- Other circumstances communicated to the Transportation Department (Example: Athletic obligations)

If a student is removed from active rider status, the parent or guardian must contact the Transportation Department to reactivate transportation services.

The Transportation Department reserves the right to verify transportation needs and adjust route assignments as necessary to maintain safe and efficient transportation operations.

SECTION 4: PARENT RESPONSIBILITIES

Parents and guardians play a **critical** role in maintaining student transportation safety.

Parents are responsible for ensuring students arrive at their designated bus stop at least ten (10) minutes before the scheduled pickup time. Drivers are unable to wait for late students, as delays impact route schedules and the safe transportation of all riders. Parents are encouraged to supervise students at bus stops whenever possible, particularly younger students.

Parents are responsible for:

- Maintaining current contact information with the district.
- Reviewing transportation expectations with their students.
- Ensuring students understand bus stop safety procedures.
- Notifying the district of address changes.
- Ensuring students carry their Smart Tag daily.
- Making alternate transportation arrangements if a student misses the bus.

Parents should monitor ParentSquare regularly for transportation notifications and updates.

Transportation staff are committed to working with families; however, parents must recognize that route decisions, safety procedures, and operational requirements are established with the safety of all students in mind. Parents are encouraged to model respectful communication and cooperation with transportation staff to help maintain a positive environment for all students.

TRANSPORTATION CHANGE REQUESTS

For student safety and accountability, transportation changes must be communicated through established district procedures and approved by authorized district personnel.

Parents and guardians should **NOT** request transportation changes directly from bus drivers. Bus drivers are not authorized to approve or implement transportation changes.

Transportation requests communicated directly to a bus driver **will not be honored**. All transportation changes must be submitted through the appropriate campus or Transportation Department procedures and approved before becoming effective.

SECTION 5: STUDENT RESPONSIBILITIES

Students who ride Maypearl ISD transportation are expected to conduct themselves in a manner that promotes safety, respect, and responsibility.

Students are expected to:

- Follow **ALL** directions provided by the bus driver and transportation staff.
- Remain seated and facing forward while the bus is in motion.
- Keep aisles, exits, and emergency equipment clear at all times.
- Speak respectfully to drivers, transportation staff, and fellow students.
- Keep hands, feet, and personal belongings to themselves.
- Maintain possession of personal belongings and Smart Tags.
- Assist in maintaining a clean and orderly bus environment.

Failure to comply with these expectations may result in disciplinary action, including suspension of transportation privileges.

SECTION 6: BUS STOP SAFETY

Transportation safety begins before a student boards the bus.

Students should arrive at their assigned bus stop at least ten (10) minutes before the scheduled arrival time and remain in a safe location away from the roadway.

While waiting for the bus, students should:

- Stay out of the street and away from moving traffic.
- Respect private property.
- Avoid horseplay, pushing, running, or unsafe behavior.
- Remain alert and aware of their surroundings.
- Keep personal belongings under control.

Students should never approach the bus until it has come to a complete stop, and the driver has opened the service door.

Parents and guardians are responsible for determining the appropriate level of supervision for their child while waiting at the bus stop.

SECTION 7: LOADING AND UNLOADING PROCEDURES

Students are expected to load and unload the bus safely and efficiently.

Loading Procedures

- Form an orderly line while waiting to board.
- Wait for the driver's signal before approaching the bus.
- Scan their Smart Tag upon boarding.
- Proceed directly to their assigned seat (if applicable).
- Secure personal belongings.

Unloading Procedures

- Remain seated until the bus comes to a complete stop.
- Scan their Smart Tag when exiting.
- Move a safe distance away from the bus.
- Follow all driver instructions.

Crossing Procedures

Students who **MUST** cross the roadway should:

- Walk at least ten (10) feet in front of the bus.
- Maintain eye contact with the driver.
- Wait for the driver's signal before crossing.
- Continue watching for traffic while crossing.

Students should **never** cross behind a school bus.

SECTION 8: KINDERGARTEN TRANSPORTATION REQUIREMENTS

Maypearl ISD recognizes that younger students require additional supervision during transportation services.

Pre-Kindergarten students are not permitted to ride district transportation.

Kindergarten students must either:

- Ride with an older sibling, or
- Have a parent, guardian, or authorized adult present during loading and unloading.

If a kindergarten student arrives at their designated stop and no authorized adult is present and no older sibling is accompanying the student, transportation staff may return the student to campus.

Repeated incidents may result in a review of transportation services and additional administrative action.

Parents are responsible for ensuring that transportation arrangements comply with these requirements each day.

SECTION 9: SMART TAG PROGRAM

Maypearl ISD utilizes the Smart Tag system to improve student accountability and transportation safety.

Students are expected to carry and use their assigned Smart Tag each day while utilizing district transportation.

Students should scan their Smart Tag when:

- Boarding the bus.
- Exiting the bus.

The Smart Tag system assists the district in:

- Tracking student ridership.
- Verifying student loading and unloading activity.
- Improving communication with families.
- Enhancing student safety and accountability.

Students are responsible for maintaining possession of their Smart Tag and protecting it from damage. Lost, stolen, or damaged Smart Tags should be reported promptly.

Replacement Smart Tags are available for a fee of \$5.00 per badge. Replacement fees must be paid through the district's approved payment method before a replacement Smart Tag is issued.

Failure to consistently carry or use a Smart Tag may result in administrative intervention or disciplinary action.

SECTION 10: TRANSPORTATION CHANGES

Student safety depends upon accurate transportation information.

Transportation changes must be requested by an authorized parent or guardian and submitted through established district procedures.

Whenever possible, transportation changes should be submitted in advance.

Requests received after 2:00 PM may not be accommodated due to route schedules, staffing limitations, and safety considerations.

Transportation changes may include:

- Alternate drop-off locations.
- Temporary transportation arrangements.
- Custody-related transportation adjustments.
- Emergency transportation requests.

Approval of transportation changes is not guaranteed.

Transportation changes and route assignments are subject to staffing availability, route capacity, and safety considerations. The Transportation Department reserves the right to deny requests that cannot be safely or efficiently accommodated.

Parents should ensure transportation plans are communicated clearly to students prior to the start of the school day whenever possible.

SPECIAL EDUCATION | TRANSPORTATION

Transportation services provided through a student's Individualized Education Program (IEP) are determined by the Admission, Review, and Dismissal (ARD) Committee and documented within the student's educational plan.

Requests to change transportation arrangements for students receiving Special Education transportation services must be directed to the Special Education Department. The Transportation Department and bus drivers are not authorized to modify Special Education transportation assignments.

When transportation changes are necessary, the student's IEP may need to be reviewed or amended before transportation modifications can be implemented.

Parents and guardians should contact the Special Education Department regarding any questions or requests related to Special Education transportation services.

SECTION 11: PARENTSQUARE COMMUNICATIONS

Maypearl ISD utilizes ParentSquare as the primary communication platform for transportation notifications and updates.

Parents and guardians are strongly encouraged to activate their ParentSquare account and ensure all contact information remains accurate and up to date throughout the school year.

Transportation-related communications may include:

- Route changes
- Bus delays
- Emergency notifications
- Inclement weather updates
- Transportation reminders
- Smart Tag information
- General transportation announcements

While the Transportation Department strives to communicate changes as quickly as possible, unforeseen circumstances may occur. ParentSquare allows the district to provide timely and accurate information regarding transportation operations.

Parents are responsible for maintaining current phone numbers and email addresses within district records to ensure transportation notifications are received. Failure to maintain accurate contact information may result in missed communications regarding transportation services.

The Transportation Department encourages parents to regularly monitor ParentSquare for important transportation updates. While ParentSquare serves as the district's primary communication platform, parents and guardians remain responsible for maintaining current contact information and reviewing communications in a timely manner.

SECTION 12: RIDING A DIFFERENT BUS

Students are assigned to specific routes based on residence information, route capacity, and transportation needs. Students may ride a different bus route only when prior approval has been granted through established district procedures.

Approval is not guaranteed and may be denied due to:

- Capacity limitations
- Safety concerns
- Route restrictions
- Operational considerations
- Staffing limitations

Requests to ride a different bus should be submitted in advance whenever possible.

Students who have not received approval may not board a bus other than their assigned route.

Unauthorized riders will not be permitted to ride district transportation.

The Transportation Department reserves the right to deny requests that create safety concerns or interfere with efficient transportation operations.

SECTION 13: STUDENT CONDUCT EXPECTATIONS

School buses are considered an extension of the classroom. Students are expected to conduct themselves in a safe, respectful, and responsible manner while utilizing district transportation services.

The bus driver is responsible for the safe operation of the vehicle and maintaining an orderly environment for all passengers.

Students are ***expected*** to:

- Follow all driver instructions promptly.
- Remain seated while the bus is in motion.
- Use respectful language and behavior.
- Respect the rights and property of others.
- Maintain appropriate noise levels.
- Keep the bus clean and free from litter.
- Report unsafe conditions to the driver.

Students should ***NOT***:

- Fight, threaten, harass, or bully others.
- Use profanity or obscene language.
- Throw objects inside or outside the bus.
- Damage district property.
- Tamper with emergency equipment.
- Possess prohibited items.
- Engage in behavior that distracts the driver.
- Extend any part of their body or belongings outside of bus windows.

Students are expected to demonstrate good citizenship and respect while riding district transportation. Student behavior that creates a safety concern may result in immediate disciplinary action.

SECTION 14: TRANSPORTATION DISCIPLINE PROCEDURES

Transportation is a privilege, not a right.

Students who violate transportation rules may be subject to disciplinary action. Transportation discipline is intended to promote safety, accountability, and positive behavior.

Consequences may include:

- Verbal warning
- Assigned seating
- Parent notification
- Transportation referral
- Campus disciplinary action
- Temporary suspension of transportation privileges
- Extended suspension of transportation privileges
- Permanent revocation of transportation privileges

The severity of the disciplinary consequence will depend upon the nature of the violation, prior behavior history, and the impact on student safety.

Certain violations may result in immediate suspension of transportation privileges without warning.

Examples of serious violations include:

- Fighting
- Physical aggression
- Threats toward students or staff
- Possession of prohibited items
- Vandalism
- Tampering with emergency exits or equipment
- Actions that place others at risk

Transportation disciplinary decisions are made in cooperation with campus administration.

Students suspended from transportation services remain responsible for attending school and must arrange alternate transportation.

SECTION 15: VIDEO SURVEILLANCE AND SAFETY

To promote student safety and assist with investigations, district vehicles are equipped with audio and video recording devices.

Students should have no expectation of privacy while riding district transportation.

Recordings will be reviewed by authorized district personnel for purposes including:

- Student behavior investigations
- Accident investigations
- Safety reviews
- Transportation operations
- Security concerns

Video and audio recordings remain the property of Maypearl ISD and may be used in accordance with district policy and applicable law.

The presence of recording equipment serves as an additional tool to support a safe transportation environment for students and staff.

SECTION 16: INCLEMENT WEATHER PROCEDURES

Student safety remains the district's highest priority during severe weather events.

Transportation services may be modified, delayed, or suspended when weather conditions create unsafe travel conditions.

Examples include:

- Ice
- Snow
- Flooding
- Severe thunderstorms
- Tornado warnings
- Hazardous road conditions
- Other emergency situations

Transportation-related weather notifications will be communicated through ParentSquare and other district communication channels when appropriate. Parents should monitor district communications during severe weather events and ensure contact information remains current.

The Transportation Department may adjust routes, stop locations, pickup times, or transportation operations as necessary to maintain student safety.

All transportation decisions made during severe weather conditions will prioritize the safety of students and staff.

SECTION 17: FREQUENTLY ASKED QUESTIONS

Can my child ride home with a friend?

Students may ride a bus or a different bus route only with prior approval through established district procedures. Approval is not guaranteed and may be denied due to capacity limitations, safety concerns, or operational considerations. Students who are not currently registered for transportation services must be registered and approved prior to riding a district bus. No student will be permitted to ride a district vehicle without prior permission. Multiple students may **NOT** ride with a friend on district vehicles.

What happens if my child misses the bus?

Parents are responsible for providing alternate transportation when a student misses the bus.

What should I do if my child loses a Smart Tag?

Lost, stolen, or damaged Smart Tags should be reported as soon as possible. Replacement Smart Tags are available for a fee of \$5.00 per badge. Students are expected to have their Smart Tag each day while utilizing transportation services.

How will I know if a bus is delayed?

Transportation delays and service updates will be communicated through ParentSquare whenever possible.

Who determines bus stop locations?

Bus stop locations are determined by the Transportation Department based on safety, efficiency, road conditions, and operational needs.

What if my transportation needs change?

Transportation changes must be requested by an authorized parent or guardian no later than 2:00 PM.

What if we move during the school year?

Parents must notify their students' campus immediately when an address changes. Transportation eligibility and route assignments may change following address verification.

What if my child leaves something on the bus?

Parents or students should contact their students' respective campus or the Transportation Department as soon as possible to report lost items.

What if my child will not be riding for an extended period?

Parents should notify the Transportation Department if a student will not be utilizing transportation services for an extended period. Students who do not ride for ten (10) consecutive school days without notification may be removed from active rider status.

What happens if my child is removed from active rider status?

Parents should contact the Transportation Department to request reactivation of transportation services. Route assignments may require up to two (2) business days to be reinstated.

Can transportation be suspended for disciplinary reasons?

Yes. Transportation is a privilege and may be suspended or revoked for serious or repeated violations of transportation expectations.

Can I tell my child's bus driver about a transportation change?

No. For student safety, transportation changes must be submitted through established district procedures and approved by authorized district personnel. Bus drivers are not authorized to approve transportation changes, and requests made directly to a driver will not be honored.

Who do I contact regarding Special Education transportation changes?

Parents and guardians should contact the Special Education Department regarding transportation changes for students receiving transportation services through an Individualized Education Program (IEP). The Transportation Department and bus drivers cannot modify Special Education transportation assignments.

SECTION 18: LOST AND FOUND

Students and parents should report lost items to the Transportation Department as soon as possible.

Transportation staff will make reasonable efforts to locate lost items; however, Maypearl ISD is not responsible for lost, stolen, or damaged personal property. Items found on district buses may be held for a limited period before being disposed of or donated in accordance with district procedures.

Students are encouraged to clearly label personal belongings whenever possible.

SECTION 19: DRIVER AUTHORITY

The bus driver is responsible for the safe operation of the vehicle and maintaining an orderly environment for all passengers. Students are expected to follow all reasonable directions given by transportation staff.

Failure to comply with driver instructions may result in disciplinary action, including suspension of transportation privileges. Students who disagree with a driver's instruction should comply at the time the instruction is given and address concerns later through appropriate school or transportation channels.

The authority of the bus driver is essential to maintaining a safe transportation environment for all students.

SECTION 20: ROUTE TIMES

Published bus stop times are estimates and may vary due to factors beyond the control of the district.

Route schedules may be affected by:

- Traffic conditions
- Weather conditions
- Road construction
- Railroad crossings
- Student loading and unloading times
- Mechanical issues
- Emergency situations

Parents and students should be prepared for buses to arrive several minutes before or after the scheduled time.

Students should be at their designated bus stop at least ten (10) minutes before the scheduled pickup time each day.

The Transportation Department will make every effort to maintain consistent schedules while prioritizing student safety.

SECTION 21: CUSTODY AND GUARDIAN INFORMATION

Transportation staff will follow custody, guardianship, and student release information contained in official district records. Parents and guardians are responsible for providing current court orders and custody documentation to the student's campus.

Transportation staff cannot enforce custody arrangements that have not been properly documented through district procedures.

In situations involving conflicting information, transportation staff will rely upon the most current information available in official district records.

Student safety will remain the primary consideration in all transportation decisions.

SECTION 22: TRANSPORTATION CONTACT INFORMATION

Maypearl ISD Transportation Department

Phone: 972-435-1069

Email: transportation@maypearlisd.org

Website: www.maypearlisd.org

ParentSquare: Transportation notifications and updates are communicated through ParentSquare.

Transportation staff are available to assist families with questions regarding routes, bus stops, transportation eligibility, Smart Tags, transportation changes, and general transportation concerns.

SECTION 23: MAYPEARL ISD TRANSPORTATION SERVICES ACKNOWLEDGEMENT

Student Name: _____

Campus: _____

Grade: _____

Parent/Guardian Name: _____

I acknowledge that I have received and reviewed the Maypearl ISD Transportation Services Handbook.

I understand that transportation services are governed by district procedures and that transportation is a privilege that may be suspended or revoked for violations of transportation expectations.

I understand my responsibilities as a parent or guardian and have reviewed transportation expectations with my student.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Please return this signed acknowledgment to your students' campus if requested by the district.

SECTION 24: HANDBOOK DISCLAIMER

This handbook is intended to provide general information regarding transportation services and procedures.

Maypearl ISD reserves the right to modify transportation procedures, operational practices, routes, schedules, safety requirements, and transportation guidelines as necessary to maintain student safety, comply with applicable laws and regulations, and meet the transportation needs of the district. This handbook is intended to supplement Board Policy, the Student Code of Conduct, and other district publications. In the event of a conflict between this handbook and Board Policy or the Student Code of Conduct, the official district documents shall govern. Maypearl ISD appreciates the cooperation of students, parents, guardians, and staff in helping provide safe and efficient transportation services for all students. Together, we can ensure that transportation remains a safe, positive, and successful part of each student's educational experience.