

SAFETY TODAY, SUCCESS TOMORROW

BUS RIDER'S *Safety Handbook*



SAFE



RESPECTFUL



RESPONSIBLE



PORT ARTHUR

INDEPENDENT SCHOOL DISTRICT



Port Arthur ISD TRANSPORTATION

3701 Highway 73

Port Arthur, TX 77642

409-989-6194

Dear Parents,

The Port Arthur Independent School District provides bus transportation to and from school as a student courtesy service. The State of Texas prescribes the conditions governing school bus operations.

To meet the conditions outlined by the State of Texas and to provide safe, prompt movements of students, Port Arthur I.S.D. has adopted standards, regulations, and procedures, and has offered restrictive measures for students who violate these rules.

We ask for your assistance in helping create a safe, healthy environment for your child(ren).

- **Pre-Kindergarten students** must be met by an individual over the age of 18.
- **Kindergarten students** may be released to a sibling or another authorized student.

Please read the enclosed material and acknowledge receipt by completing and returning the enclosed card to the driver.

If you should need information concerning bus service, call the Port Arthur I.S.D. Transportation Office at 409-989-6194.

Thank You,

Stan Stancill

Transportation Director

TRANSPORTE DEL ISD DE Port Arthur

3701 Highway 73

Port Arthur, TX 77642

409-989-6194

Estimados padres,

El Distrito Escolar Independiente de Port Arthur ofrece transporte en autobús hacia y desde la escuela como un servicio de cortesía para los estudiantes. El estado de Texas prescribe las condiciones que rigen las operaciones de los autobuses escolares.

Con el fin de cumplir con las condiciones descritas por el Estado de Texas y para proporcionar movimientos rápidos y seguros de los estudiantes, Port Arthur I.S.D. ha adoptado procedimientos y normas estándar y ha proporcionado medidas restrictivas para los estudiantes que violen estas reglas.

Le pedimos su ayuda para ayudar a crear un entorno seguro y saludable para su(s) hijo(s).

- **Los estudiantes de Pre-Kínder deben ser recibidos por una persona mayor de 18 años.**
- **Los estudiantes de Kínder pueden ser entregados a un hermano(a) u otro estudiante autorizado.**

Lea el material adjunto y acuse recibo completando y devolviendo la tarjeta adjunta al conductor.

Si necesita información sobre el servicio de autobús, llame a Port Arthur I.S.D. Oficina de Transporte al 409-989-6194.

Gracias,

Stan Stancill

Director de Transporte

Port Arthur ISD TRANSPORTATION

3701 Highway 73

Port Arthur, TX 77642

409-989-6194

Dear Administrators,

The Port Arthur Independent School District provides bus transportation to and from school as a courtesy service for students. The State of Texas prescribes the conditions governing school bus operations.

To meet the conditions outlined by the State of Texas and to provide safe, prompt movement of students, Port Arthur I.S.D. has adopted standards, regulations, and procedures, and has provided restrictive measures for students who violate these rules.

We ask for your assistance in helping create a safe, healthy environment for the children.

If you should need information concerning bus service, call the Port Arthur I.S.D. Transportation Office at 409-989-6194.

Thank You,

Stan Stancill

Transportation Director

BUS RIDER'S SAFETY HANDBOOK

Parents and Bus Riders

The goal of this Bus Rider's Handbook is to provide you with information that will help your child have a safe and enjoyable experience while riding the school bus. The safe transportation of your child, as well as all children on the bus, is our number one priority. Riding the bus is a privilege, not a right. Bus accidents are very often the result of discipline problems that distract the driver. School buses are provided as a courtesy for the transportation of students. Students who do not obey the rules will be disciplined. Punishment will be strictly enforced for all students.

General Safety Rules

1. Obey the instructions of the bus driver. At no time will a student act toward or address comments to a driver in a disrespectful manner or refuse to cooperate with the driver.
2. Only students who are eligible to ride may be transported and must ride their assigned bus.
3. Board and leave the bus only at your designated bus stop.
4. It is the responsibility of the parent to provide transportation to and from school if a child misses the bus.
5. Students are not permitted to ride a different bus, only the bus that was assigned.
6. **Every student must have a school ID badge.** Students are required to show the driver their ID, scan when boarding, and scan when exiting the bus.
7. **If a student attempts to board the bus without an ID badge,** the student will be granted a **ONE-DAY ONLY pass** to and from the school. The driver will document the student's name, address, school, and ID number if verbally available.
8. **If a student attempts to board the bus** without an ID badge after being given a documented **ONE DAY ONLY pass,** he or she **will not** be permitted to board the bus.

Waiting For the Bus at Your Bus Stop

1. Be at your bus stop no more than ten minutes before the scheduled pick-up time. The driver will not wait or honk.
2. Stand on the sidewalk or back from the roadway.
3. Do not run, push, shove, fight, or throw objects.
4. When the bus approaches, form a line at least three giant steps (6 feet) away from the curb or loading area and line up away from the street. Be prepared to load the bus immediately.
5. Wait until the bus stops, the door opens, and the driver says that it is okay before approaching and stepping onto the bus.
6. Show the driver your **school ID. Students cannot board the bus without their school ID.**
7. If you miss the bus, **Do Not Chase or Touch the Bus,** go home immediately.
8. Parents should instruct their children on what procedures to follow if the bus is missed.

Yellow flashing lights indicate that the bus is preparing to stop to load or unload children. Motorists should slow down and prepare to stop their vehicles.

Red flashing lights and extended stop signs indicate that the bus has stopped and that children are getting on or off. Motorists must stop their vehicles and wait until the red lights stop flashing, the stop sign is withdrawn, and the bus begins moving before they can start driving again.

Loading The Bus

1. Do not push or shove.
2. Board the bus only at your designated bus stop.
3. Show the driver your **school ID. Students cannot board the bus without their school ID.**
4. Use the handrails and steps.
5. Get into your seat as soon as possible and move over to the window unless someone is already there. The bus will not move until all students are seated.
6. Students must wear seat belts at all times if the bus is equipped with them.

Loading The Bus at the School

1. All bus-riding students are to remain on campus at all times. If a bus-riding student leaves the campus at any time, he or she will not be permitted to board the bus for that day.
2. Show the driver your **school ID. Students cannot board the bus without their school ID.**
3. When boarding the bus, **students must scan their badge.**
4. Do not run, push, or shove.
5. Use the handrails and steps.
6. Get into your seat as soon as possible and move over to the window unless someone is already there. The bus will not move until all students are seated.
7. If the AC is running, all windows are to remain closed at all times.
8. Students must wear seat belts at all times if the bus is equipped with them.

Conduct on The Bus

1. The bus driver is in charge and is authorized to assign seats for any reason.
2. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
3. Sit in your seat correctly, face the front, keep your hands and feet to yourself, and stay in your seat at all times. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door is opened.
4. Talk softly in a normal voice – no yelling, screaming, or profanity, any loud noises may distract the driver and create an unsafe condition.
5. Keep your head, hands, and feet inside the bus. No yelling out the window.
6. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.
7. Do not throw objects inside or outside the bus.
8. No gum, candy, drinks, or food are allowed on the bus.

9. No pens, pencils, markers, scissors, or paper will be used on the bus by students. Keep these items in your book bag.
10. Do not mark, write, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible. The student will be removed from the bus until payment is made at the bus barn.
11. Possessing or being under the influence of marijuana, alcohol, a controlled substance, a dangerous drug, or a “look-alike” (something represented to be a prohibited substance) is illegal. The bus driver may refuse to transport a student who smells of or is under the influence of any illegal substances.
12. Students must wear headphones or earbuds with their electronic devices when listening to music or watching videos on the bus. The loud, excessive noise is a major distraction to the students and driver. Any unnecessary distractions disrupt the safety procedures of the driver and put the protective care of all students at risk.

Getting Off the Bus

1. Stay seated until the bus comes to a complete stop and the door is open.
2. When exiting the bus, **students must scan their badge.**
3. Use the handrail and take one step at a time.
4. Wait for your turn, pushing and crowding will only slow exiting and may cause an accident.
5. Stay clear of the bus; do not chase or hang on to the bus.
6. If an article drops or rolls near or under the bus, **Do Not Go After It.** Be sure the driver sees you, then go to the door of the bus and ask the driver for help.
9. Exit the bus only at your designated bus stop.
10. If you fail to get off the bus at your stop, stay on The Bus. You will be taken back to the school, and your parents will be called by the school administrator.

Crossing The Street or Highway

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet (4 to 5 giant steps) in front of the right bumper and wait for the driver to signal that it is safe to cross. Be sure the bus driver can see you before you cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION! Be alert for the vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Prohibited Items

1. Tobacco.
2. Live animals or insects.
3. Unprotected glass containers.
4. Alcoholic beverages.
5. Weapons, sharp objects, explosive devices, harmful drugs or chemicals.
6. Any object (musical instrument, school project, fundraiser) too large to be carried by the student and kept in his/her lap.
7. Matches, cigarette lighters, and vape devices.
8. Food and drinks (no eating or drinking on the bus).

Accidents or Emergencies

1. Follow the driver's instructions quickly and quietly.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency:
 - A. Students and/or adults chosen by the driver will open the door and assist in evacuation.
 - B. Evacuation will start with the seat nearest the door and alternate across the aisle to the front of the bus.
 - C. Leave the bus in a single file as quickly and quietly as possible.
 - D. Once outside the bus, follow the driver's instructions completely.
4. Students will participate in emergency evacuation drills during the school year.

Video Monitoring System

All educational route buses are equipped with an audio and video monitoring system. Our goal is that these cameras will provide an added measure of safety and security for your child as he/she is transported to and from school.

The Port Arthur ISD has the exclusive rights to use the video as deemed necessary. Only authorized school personnel appointed by the PAISD will be allowed to load, unload video or view video. All records, equipment, and videos will be kept in a secure location at the Transportation Department.

Discipline Procedures

The school bus is an extension of the classroom, and discipline will be administered by the transportation director with the assistance of the campus administrator. All other School and School Board policies that apply to student conduct and other student-related activities apply to the school bus.

Steps and consequences for improper conduct on the school bus include, but are not limited to the following:

Levels of Improper Conduct

Level I Infractions

Infractions that cause delay, disruption, or distraction

1. Failure to remain properly seated in the assigned seat.
2. Loud, disruptive talking or yelling.
3. Harassing other passengers, or driver, or the bus assistant.
4. Eating or drinking on the bus.
5. Littering.
6. Failure to keep your hands to yourself.
7. Unauthorized cell phone usage, including talking on the phone, taking pictures, or making videos.
8. Refusal to show ID card or give student name upon driver's request. Use of a false ID card.

Level II Infractions

Disrespectful, illegal, damaging, or demeaning

9. Profanity, obscene language, or gestures.
10. Extending any part of you outside of the bus window.
11. Refusal to follow bus drivers' instructions or other defiant behavior.
12. Spitting.
13. Throwing objects on the bus or at the bus.
14. Tobacco, alcohol, or drug possession.
15. Defacing school district property.
16. All forms of bullying, including verbal, physical, or electronic.
17. Possession of lighters, laser pens, matches, fireworks, or other explosives.
18. Inappropriate sexual touching or physical displays of affection.
19. Unsafe behavior not listed elsewhere.

Level III Infractions

Extremely dangerous or damaging

20. Fighting or physical assault.
21. Weapon, simulated weapon, firearm, destructive device, or dangerous instruments.
22. Lighting matches, lighters, or setting fire to a bus.
23. Fireworks or other explosives use.
24. Destroying school district property.
25. Verbal, ethnic, racial, and or sexual abuse or threat of harm or violence directed towards anyone and the driver.
26. Tobacco, alcohol, or drug use, including electronic smoking devices.
27. Activation or tampering with emergency or safety equipment on the bus.
28. Use of laser pens, lights, or other shining or reflective devices to distract or obscure the driver's vision.
29. Shoving student(s) in the path of any on-coming vehicle.
30. Physically impeding the movement of school buses.
31. Throwing objects out of the bus.

32. Unauthorized exit from the emergency door or any window.
33. Throwing objects at/toward the driver or bus assistant.
34. Theft of personal or district property.
35. Inappropriate sexual behavior, such as exposing oneself or performing sexual acts.
36. Any action causing harm to others.
37. Unauthorized exit from the bus at the wrong stop.

Consequence Levels of Improper Conduct

Level I Infractions.

For all infractions after the first offense, transportation management will conference with the school administrator to schedule a virtual meeting with the parent and student. A school administrator will be notified of a student receiving a bus incident report and the consequences.

- 1st Offense.....A phone call will be made home by the school administrators; the school administrator will document notification of the student receiving the first bus incident report.
- 2nd Offense....2-day bus suspension
- 3rd Offense....3-day bus suspension
- 4th Offense....5-day+ bus suspension up to and including suspension from the bus for the remainder of the school year. Suspensions may carry over to the next school year.

A conference with students, parents, transportation management, and a school administrator is required before resuming transportation.

Level II Infractions.

For all infractions, transportation management will conference with the school administrator to schedule a virtual meeting with the parent and student. A school administrator will be notified of a student receiving a bus incident report and the consequences.

- 1st Offense.....3-day bus suspension
- 2nd Offense....5-day bus suspension
- 3rd Offense....10-day bus suspension
- 4th Offense..... suspension from the bus for the remainder of the school year. Suspensions may carry over to the next school year.

A conference with students, parents, transportation management, and a school administrator is required before resuming transportation. Also, all property damage must be paid for in full before resuming transportation. Other district and/or legal action will apply as deemed necessary.

Level III Infractions – Serious infractions.

All Level III infractions will result in immediate bus suspension, pending an investigation.

Additional suspension, if applicable, will be assessed.

For all infractions, transportation management will conference with the school administrator to schedule a virtual meeting with the parent and student. A school administrator will be notified of the student receiving a bus incident report and the consequences.

- 1st Offense.....5-day bus suspension
- 2nd Offense....10-day bus suspension
- 3rd Offense....bus suspension for the semester up to and including suspension from the bus for the remainder of the school year. Suspensions may carry over to the next school year.

A conference with students, parents, transportation management, and a school administrator is required before resuming transportation. Also, all property damage must be paid for in full before resuming transportation. Other district and/or legal action will apply as deemed necessary.

Major offenses, including but not limited to fighting, obscenity, cursing, confrontation with the driver, vandalism, etc., will be handled according to the severity of the offense. The campus administrator has the authority to skip steps according to the severity of the violation or the number of violations.

Riding the bus is a privilege, one that can be taken away due to inappropriate behavior. There are cameras on the bus for your safety and protection as well. The same rules applied on the campus will be applied on the bus and vice versa. Students suspended from riding the bus will require their parent/guardian to provide transportation for the remainder of the student's assignment.

This form must be completed and RETURNED TO THE SCHOOL or BUS DRIVER, or the student cannot ride the bus.

FOR PARENTS TO COMPLETE:

Student: _____
Last Name First Name Middle Initial

Grade: _____ Campus: _____

Home Address: _____
Street Number or Route and Box Number

County Road Number City

Home Phone: _____ Work Phone: _____

Parent's/Guardian's Name: _____

(Please Print Clearly)

Medical Conditions Transportation Department Should Be Aware Of: _____

Alternate Individual to Contact: _____ Phone Number(s): _____

As the parent/guardian of a bus rider, I have discussed these rules and discipline procedures with the bus rider who lives with me, and we agree to abide by these rules. We understand that he/she may lose the privilege to ride a Port Arthur ISD bus if these rules are not followed.

Parent's/Guardian's Signature Date

Student's Signature Date

.....

FOR THE TRANSPORTATION DEPARTMENT TO COMPLETE

Bus Number: _____ Stop Number: _____

ELIGIBILITY Yes No

Driver's Signature: _____ Date: _____

BUS# _____ Grade _____	Campus _____ Transportation Information Informacion De Transportación	Student ID# _____ Teacher _____
NOTICE: Transportation will be provided for your child only within the boundaries of the school he/she attends.	AVISO: Transporte escolar sera proporcionado a su hijo/hija solamente dentro de los limites de la escuela primaria a la cual el/ella asist.	

Student's Name/Nombre del Alumno _____ Sex/Sexo _____

Age/Edad _____ Date of Birth/Fecha de Nacimiento _____ Phone#/Numero de Telefono _____

Address/Dirección _____ Zip Code/Codigo postal _____

Will your child ride a/Su hijo/hija se ira a casa en: Bus/Carnion Escolar _____ Walk/Caminando _____ Car/Coche _____

If your child goes to an address other than your residence when he leaves school, please indicate by giving the address.
Si su niño/niña va a una dirección que no es su residencia depues de clases, por favor indeque la dirección.

Name/ Nombre	Address/Dirección	Phone/Telefono
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List chronic illness or medical problems that will help the school care for your child.
Informe de enfermedades cronicas o problemas medicos que puedan ayudar a la maestro/a en el cuidado de su niño/a.

Date/Fecha _____	Parent Signature/Firma del Padre _____	
<i>Office-White</i>	<i>Teacher-Yellow</i>	<i>Student/Transportation-Pink</i>

BUS# _____ Grade _____	Campus _____ Transportation Information Informacion De Transportación	Student ID# _____ Teacher _____
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Port Arthur Independent School District

Transportation Department

3701 Hwy 73

Port Arthur, Texas 77642

(409) 989-6190

Student Return Slip

Date	Student Name	Bus#	School	Offense #
Address of Attempted Student Delivery		Time	Time arrived back to school	Driver

Print Name of who received the child at School: _____ Signature: _____

.....

We attempted to deliver your child home today after school. There was no approved adult at the bus stop to receive him/her off the bus.

Transportation policy states that after three (3) offenses of a parent not being home, the child will lose school bus riding privileges for the remainder of the school year.

Please be aware of the number of offenses you have to date. If you have any questions regarding your child's transportation, please feel free to contact our District Transportation Department at (409) 989-6190.

White Copy -Parent

Yellow Copy -Transportation Department

Pink Copy-Campus



Port Arthur Independent School District

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3701 Hwy 73

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White Copy -Parent

Yellow Copy -Transportation Department

Pink Copy-Campus

RETURN SLIP |



Port Arthur Independent School District

Transportation Department
3701 Highway 73
Port Arthur, Texas 77642
(409) 989-6190

Dear Parent/Guardian,

Welcome to another exiting school year!

The Port Arthur ISD Transportation Department requires that all Pre-Kindergarten and Kindergarten students be received at their designated bus stop by an authorized person.

- **Pre-Kindergarten students** must be met by an individual over the age of 18.
- **Kindergarten students** may be released to a sibling or another authorized student.

If an authorized person is **not present** to receive the child, the student will be returned to their home campus, and a *Child Return Slip* will be issued. After receiving three (3) Child Return Slips, the student's bus privileges will be suspended.

In order to prevent this from happening, you will need to fill out the attached form and return it to your child's bus driver within forty-eight (48) hours. This form will grant permission for individuals to receive your child off of the bus. Please include the names of any individuals who may receive your child. **For the safety of your child, all listed individuals will be required to show identification when receiving your child.**

Thank you for your cooperation in helping us keep our students safe.

Best Regards,

Director of Transportation

School Name: _____

Route #: _____

Student's Name: _____

Address: _____

Authorized Person

Relationship

1. _____
2. _____
3. _____
4. _____
5. _____

