LIBERTY HILL INDEPENDENT SCHOOL DISTRICT
301 Forrest Street • Liberty Hill, TX 78642 • Phone: 512-260-5580 • Fax: 512-260-5581

Transportation Student Safety Handbook

LHISD Transportation – "Driving students to be champions."

A note from LHISD Student Transportation Department

Dear Parents and Guardians,
WELCOME to an exciting new school year. Please read this entire handbook for the most current procedures.

Our goal is to serve our community with transportation that is safe, efficient, and at a high level of professionalism. As a parent/guardian, you can help support our mission by ensuring your student(s) read and understand the safety procedures and rules outlined in the attached handbook. Also, all of our bus safety rules are posted in our school buses. Thank you in advance for working together so we can make this year a great success!

Thank you,

Abel Narvaez, Jr.

Director of Transportation
Liberty Hill Independent School District

Transportation Procedures

PK-5th Grade Elementary Students

- If you live within two (2) miles of the campus, bus transportation will not be provided unless the said area is one of the Hazardous area/neighborhoods the LHISD School Board has approved.
- NetZone = Not Eligible for Transportation Zone
- Transportation is available to and from a primary residence bus stop located on an approved route located within the Elementary campus attendance boundaries.
- Walk to stop distances for PK-5th graders are up to one half mile.
- Transportation is available to accredited daycare facilities that fall within the Elementary school attendance zone boundaries.

6th-12th Grade Secondary Students

- If you live within two (2) miles of the campus, bus transportation will not be provided unless the said area is one of the Hazardous area/neighborhoods the LHISD School Board has approved.
- NetZone = Not Eligible for Transportation Zone
- Transportation is available to and from a primary residence bus stop located on an approved route located within the Elementary campus attendance boundaries.
- Walk to stop distances for 6th-12th graders are up to one half mile.

Students must register for transportation services each year via the link “Register for bus service with LHISD” on the Transportation Department website.

Special Requests

The District cannot accommodate transportation requests for personal desires, convenience of parents or parent workplace (not including LHISD campuses). We cannot transport students to job sites, special locations, or a friend's home. Service for eligible students is limited to one (1) address and the bus that provides service for that address. In the event of relocation during the school year, parents are required to show proof of residency at their new address in order to obtain updated bus route information. This may be done through the campus registrar when enrolling the student or during the school year.

Only students who are eligible to ride a specific bus are transported on that bus. Requests for non-eligible students to ride the bus with an eligible student will not be accepted. Requests for eligible students to ride on a different bus will not be accepted.

A student must reside in the attendance zone of the school they attend. Eligibility is determined by the student's legal address. Only eligible students meeting the below criteria are allowed on school buses. Students can only be assigned to one bus and one stop.

The following band instruments will not be permitted on a school bus:

Tuba, baritone, tenor saxophone, baritone saxophone, bass clarinet, french horn, and bell kits. Please contact your student's Band Director to make arrangements for instrument travel or alternate practice times.

Transportation will **NOT** be provided to private businesses.

Transportation Change Requests

1. Only permanent transportation change requests are accepted.
2. Permanent change requests must be made 5 days in advance and the address updated in Skyward.
3. Permanent change requests will only be accepted under the following conditions:
    a. Pick up or drop off address is changed to reflect transport to home address bus stop
    b. Address must fall within your student's campus attendance boundaries.

Designated Bus Stops:

1. Students are assigned to a designated bus stop based on their primary address in Skyward.
2. Students are picked up and dropped off at their designated stop.
3. You may request a new stop added to the route by emailing transportationoffice@libertyhill.txed.net. Not all requests are approved, and it may take up to 5 days for your request to be processed.

Dropping off Pre-Kindergarten, Kindergarten and First Grade students:

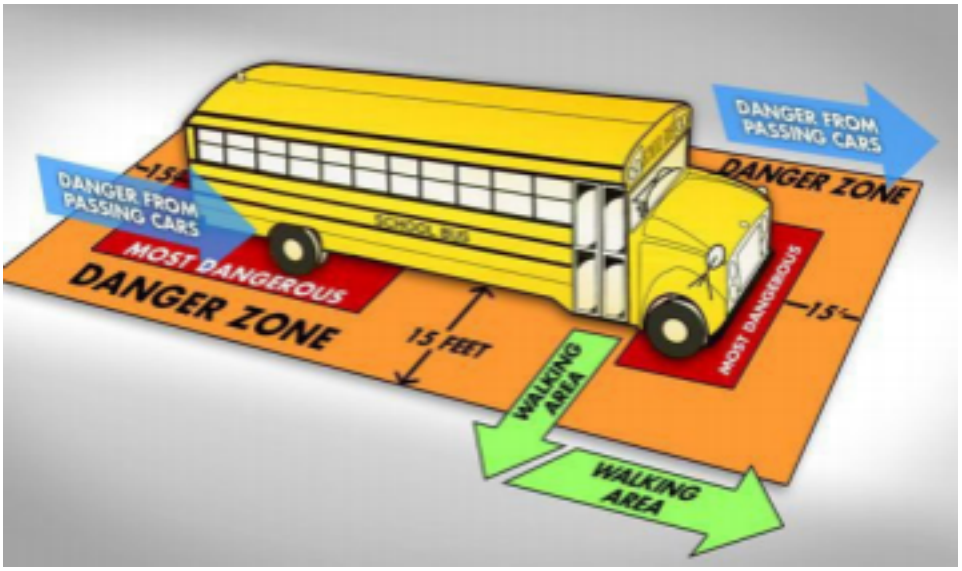
1. Parents or a designated adult must be present to receive Pre-K, K and 1st grade students at their designated stop. If no one is there to receive the student, they will be transported back to Panther Extended Care located at Louine Noble Elementary School.
2. You will receive a phone call from the Transportation Department confirming your student has been returned and you are required to pick them up within 30 minutes of notification from the correct location.
3. You will need a state issued ID to pick up your student.
4. You are required to sign the Transportation Parent Accountability Form, which documents your students return, prior to your student being released.
5. Students that are returned 3 times, will lose bus riding privileges for the remaining days in the semester. 6. **Please note:** Afternoon drop off times can vary +/- 15 min. from projected drop off times due to ridership, construction and/or traffic.

Accidents or Emergencies:

1. Follow the driver's instructions.
2. No student or employee may leave the scene of an accident unless released by a school administrator after the investigation is completed.
3. The following procedures is used for evacuation in an emergency situation:
    a. The student nearest to, or student designated by the driver, will open the door and hold it open.
    b. Leave the bus in a single file as quickly and quietly as possible.
    c. Evacuation will start with the seat nearest the front door unless otherwise instructed.

Reporting Bus Issues

If parents, students, or staff need to report a bus issue, they may call transportation to report the issue but they must also complete a written report and submit the report to the following email: TransportationOffice@libertyhill.txed.net



School Bus Danger Zones: Be Safe, Be Respectful and Be Responsible

School buses are the safest way for students to travel, but children also need to do their part to stay alert and aware of their surroundings to prevent injury. LHISD Transportation asks parents to help teach their student(s) the following safety rules for getting on and off the bus and for exercising good behavior while riding:

Getting on the Bus:

1. Please be at the bus stop and ready to board the bus **FIVE minutes before your students' scheduled pick up time**. Students need to be out of the vehicle and in line when you see the bus approaching with the amber lights on. 2. When waiting for the bus, be ready to board the bus, stay away from traffic and avoid roughhousing or other behavior that can lead to an accident.
3. Line up away from the street or road as the bus approaches.
4. Wait until the bus has stopped and the door opens before approaching the bus.
5. Have your SMART Tag out and ready to tag in on the bus.
6. Do not push or shove. Students with their SMART Tag line up first, those who do not have their tag go to the end of the line. Students need to be out of the parent's car and waiting in line with the other students.
7. Stay out of the bus "DANGER ZONE", (15 ft. on each side, 15 ft. in front, and NEVER behind the bus). Wait until the doors open and the driver gives the signal before approaching the bus.
8. Use the handrails and steps; take only one step at a time.
9. Go directly to your assigned seat, the bus will not move until all students are seated. Delays affect traffic and schedules. The driver will assign seats.

Getting Off the Bus:

1. Stay seated until the bus has completely stopped at your designated stop and the door has been opened.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus. Pushing and crowding will only slow the exiting of students and can cause an accident.
4. Have your SMART Tag out and ready to tag off the bus.
5. Stay out of the "DANGER ZONES."
6. If you have to cross in front of the bus, first walk at least 10 feet ahead until you can see the driver.
7. Make sure the driver can see you.
8. Wait for a signal from the driver before crossing.
9. When the driver signals, look left, right, then left again. Walk across the road and keep an eye out for sudden traffic changes.
10. If your vision is blocked, move to an area where you can see other drivers and they can see you.
11. Stay away from the rear wheels of the bus at all times.
12. If an article drops or rolls under or near the bus, do not go after it! Go to the bus door and alert the driver and ask the driver for help.

Crossing the Street or Highway:

1. All students exiting the bus and having to cross to the left side of the roadway, shall exit the bus and move to a point 15 feet in front of the right bumper and wait for the driver to signal that it is safe to 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 vehicles that do not stop when the bus is loading or unloading students.
5. Obey all traffic signals and signs on your way to and from the bus stop.

Procedures for Waiting for the Bus:

1. Be at your designated bus stop **FIVE minutes before your scheduled pick-up time**. The driver will not wait or honk the horn. Students need to be out of the parent's car and waiting in line with the other students. Do not attempt to flag or chase down the bus if missed. This creates an extremely unsafe situation for the bus driver and students already on board.
2. Before the bus arrives, form a line at least 15 feet back from the roadway. Move toward the bus only after the driver signals you to board the bus.
3. Parents are asked to please instruct their student on what procedures to follow if the bus is missed.
4. Students will abide by the rules and regulations concerning bus conduct.

General Safety Rules:

1. Obey the instructions of the driver. At no time will a student act toward or make comments to a bus driver or bus monitor in a disrespectful manner, or refuse to cooperate with the bus driver or monitor.
2. Don't speak loudly or make loud noises that could distract the driver.
3. Get on and off the bus at your designated stop. Use your SMART Tag to tag on and off the bus.
4. All students must ride to their assigned primary address only.
5. We ask that the parent provide or arrange transportation to/from school if their student misses or is suspended from the bus.

Seatbelts:

***Students are required to wear seat belts on all seat belt equipped school buses. This includes routes to and from school, field trips and athletic events.**

Prohibited Items:

1. Tobacco or tobacco products, Vapors, alcoholic beverages, drugs, chemicals, e-matches, or any type of lighter.
2. Any audio players (without personal headphones) or light emitting devices, e.g. flashlights, lasers etc.
3. Any animals or pets of any type other than service animals. Paperwork must be provided to the district.
4. Weapons, explosive devices, or aerosol containers (other than deodorants, which **MUST** stay in your backpack).
5. Food, chewing gum, or drink (other than water in a drinking container NOT made of glass) is not permitted.
6. All items listed in the Student Handbook for their school of attendance.

LHISD BUS DISCIPLINE AND TRANSPORTATION INFORMATION

The Liberty Hill ISD Transportation Department is committed to ensuring the safety and well being of each student. All students being transported by District transportation vehicles are under the authority of the bus driver and must comply with his/her requests. Procedures and safety rules help ensure the safety and protection of each student. Failure to meet these standards or follow the rules and procedures may result in student conflict or injuries and may also cause delays or distractions to the driver.

Any student failing to follow the rules and procedures is written up on a Bus Misconduct Report that is turned in to the Student Management Specialist and/or Director of Transportation (this includes violations of the Student Code of Conduct). The Transportation Department, in collaboration with campus administrators, will determine the appropriate disciplinary measures which may include temporary or permanent removal of transportation privileges. Parents/guardians of students who damage/vandalize transportation vehicles are responsible for retribution to LHISD. Depending on the severity of the damage, students may be removed from bus privileges until restitution is paid. Any questions regarding bus routes or discipline issues on the bus may be referred to the LHISD Transportation Department at 512-379-3250.

PROCEDURES & SAFETY RULES

While Riding the Bus

1. Students must tag **on and off** using their **SMART Tag**
2. Remain completely seated, facing forward, with all body parts inside the bus. Do not extend any body parts through bus windows or out into the aisle of the bus. Standing or moving from seat- to-seat while the bus is in motion is not permitted.
3. Respect the rights of others. Do not violate others' space, nor physically or emotionally cause harm. Scuffling, fighting, the use of profane or vulgar language and gestures, are forbidden. Talk in a normal tone-of-voice without using vulgar or obscene language. Never throw anything while on the bus.
4. In the event another student(s) cause a distraction to the driver, do not participate in that behavior.
5. Cell Phones, iPads, Tablets: students are not allowed to take pictures, videos, or audio recordings of students, bus drivers or monitors while riding on any school bus. Phones can be used to listen to music, but only with earphones. Students who do not comply, can have them confiscated and it will be returned when they exit the bus.
6. Students are required to wear seat belts on all seat belt equipped school buses.
7. Store all carry-on book bags and/or lunch bags/boxes in your lap or an area designated by the driver. Never allow items to block an exit window, emergency exit, or any part of the aisle. This would delay prompt exiting of the bus in the event of an emergency.
8. Follow all instructions/requests of the driver and/or aide.
9. Do not litter, mark, cut, or scratch any part of the bus; any damage caused will incur a fee to repair the damages.
10. No food or drinks, besides water, are permitted on the bus. Do not bring glass containers on the bus.
11. Contribute to maintaining a clean bus.

Loading and Unloading on School Grounds

Students must comply with requests of any LHISD staff member on bus duty. Students are expected to exhibit appropriate behavior and are held accountable for any misconduct in accordance with the Student Code of Conduct and Campus Student Handbook rules regarding student conduct.

SMART Tag:

SMART tag is a full-featured system designed to ensure authorized ridership resulting in increased safety and security of students who utilize school bus transportation. Radio Frequency Identification (RFID) technology and cloud-connected tablet computers in each school bus provide accurate, near real-time information. Secured Mobility, LLC, a privately-held technology company located in Georgetown, TX, is the developer of SMART tag. Secured Mobility has more than a decade of experience in developing security software and hardware and deploying cloud-hosting infrastructure.

Are SMART tag ID badges required to ride the bus?

Yes, in order to foster increased student safety and security as well as to provide a more efficient process of loading and unloading our buses, SMART tag ID badges are required for all riders. Additionally, in order to minimize the manual review of students who misplace or forget SMART tag ID badges at home or school, those students possessing SMART tag ID badges are allowed to board the bus first. Students accumulating 12 or more instances of not using their SMART Tag to board the bus, students may receive a bus referral and lose bus riding privileges until a SMART Tag is found or replaced.

SMART Tag ID badge

New enrollees are issued a card within a week of registration. Students will retain their student ID's from year to year. In the event of a lost Smart Tag ID, replacement cards can be requested through the campus office. There is a $5.00 fee to replace SMART Tag cards. Replacement cards include the SMART tag and clear plastic sleeve. A lanyard, badge reel or zip tie are not included. Do not punch a hole in the badge. This will cause the card to no longer function, and a new tag will need to be ordered. You can order a replacement tag at **https://libertyhillisd.revtrak.net/transportation/#/list**

Bus Violations

Students who refuse to comply with bus procedures and/or safety rules are subject to the following consequences:

- 1st Offense: Bus Misconduct Report - Transportation Department emails parents/guardians
- 2nd Offense: Bus Misconduct Report - Transportation Department emails or calls parents/guardians
- 3rd Offense: Students may be suspended from the bus for a certain duration.
- 4th Offense: Students may be suspended from the bus for the remainder of the month or semester.
- 5th Offense: Students may be suspended from the bus for the remainder of the year.

NOTE: Severe misbehaviors may result in immediate bus suspension and/or permanent bus riding privileges removed.

Extracurricular/Activity/Field Trips

A sponsor/coach/chaperon is on each bus during trips and is responsible for student management while en route to an event and while at the event. Students may NOT be released to any person without prior approval.

Video Cameras

Video cameras may be installed in District transportation vehicles as a tool in maintaining safe student conduct. In the event that an incident occurs, videotapes is retained, and segments of the tape may be provided to the campus administrator. Data recorded on these tapes is considered confidential and is not released outside the campus/department, in according to Family Educational Rights and Privacy Act (FERPA) laws.

DISRUPTION OF TRANSPORTATION (Education code 37.126) is a class C misdemeanor. This can be issued to any adult or student for any type of disruption or delay of school bus transportation and may result in a $500.00 fine. ***(rev.08/4/23)***