# Andrews ISD Bus Rules

**Riding the school bus is a PRIVILEGE.** Students who abide by the rules will be afforded dependable and safe transportation to and from school. Students who do not comply with the rules will lose their privilege to ride the bus.

**Goal:** The AISD transportation department aims to safely transport students to and from school each day.

Maintain the same conduct on the bus as students are expected to maintain in the classroom

## General Expectations & Rules

- **Driver Authority:** The bus driver is in total charge of the students on their bus. Students must obey and cooperate fully with the driver. The driver has the authority to assign seats when necessary. Students are expected to be courteous to the driver and other students on the bus.
- **Language & Behavior:** The use of profane or degrading language, as well as improper hand gestures, will not be tolerated.
- **Food & Drink:** There shall be **NO EATING or DRINKING** on the bus at any time.
- **Tobacco Policy:** Local and state law prohibits the use of any kind of tobacco on school buses or school property.
- **Seating & Noise:**
    - Students must remain in their seats and face forward while the bus is in motion.
    - Yelling or excessive loud talking is distracting to the driver and will not be allowed.
    - Moving about while the bus is in motion is forbidden.
- **Property Care:** Do not damage or destroy school or personal property. Students who willfully damage or destroy school property will be held accountable.
- **Cleanliness:** Students are asked to help keep the bus clean.
- **Aisle Clearance:** The aisle of the bus must be free of books, backpacks, feet, or anything that could obstruct a passenger walking down the aisle.
- **Physical Conduct:** Pushing, tripping, wrestling, horseplay, or slapping will not be tolerated on the bus or at the bus stop.
- **Throwing Objects:** It is illegal to throw anything from the window of a school bus. Throwing anything inside the bus will not be tolerated.
- **Punctuality:** Students must be at the designated bus stop on time. The bus **CANNOT** wait or deviate from the regular schedule

# DISCIPLINE PLAN FOR ELEMENTARY BUS STUDENTS

## First Offense

- **Warning:** A verbal warning will be made to students who violate bus rules.
- **Documentation:** The driver will document such warnings in a journal.
- **Escalation:** If warnings are not heeded, the driver will file a written report describing the student's behavior.

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## First Report

- **Report Filed:** The driver shall file a discipline report describing the improper behavior of the bus student. Reports are submitted to the Director of Transportation. A copy of the report will go to the campus administrator who deals with student discipline for immediate action.
- Student Conference: The campus administrator shall conference with the student about his/her reported misconduct.
- **Parent Contact:** Parents are to be contacted by the administrator, who will inform them that their child will receive a verbal warning.
- **Note:** ***ALL actions are to be fully documented.***

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## Second Report

- **Penalty:** One (1) Day of Lunch Detention.
- **Procedure:** The driver shall follow the same reporting procedure as before. The campus administrator shall inform the student and the parents of the one-day lunch detention.
- **Note:** ***ALL actions are to be fully documented.***

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## Third Report

- **Penalty:** Three (3) Days of Lunch Detention.
- **Procedure:** The driver shall follow the same reporting procedure as before. The campus administrator shall inform the student and the parents of the three days of lunch detention.
- **Note:** ***ALL actions are to be fully documented.***

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## Fourth Report

- **Penalty:** Three-Day (3) Removal from the bus.
- **Procedure:** The driver shall follow the same reporting procedure as before. The campus administrator shall inform the student and parents of the three-day removal from the bus.
- Effective Date: The suspension from riding the bus will begin the following day.
- **Note:** ***ALL actions shall be fully documented.***

### Fifth Report

- **Penalty:** Five-Day (5) Removal from the bus.
- **Procedure:** The driver shall follow the same reporting procedure as before. The campus administrator shall inform the student and parents of the five-day removal from the bus.
- **Effective Date:** The suspension from riding the bus will begin the following day.
- **Note:** ***ALL actions shall be fully documented.***

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### Sixth Report

- **Penalty:** Fifteen-Day (15) Removal from the bus.
- **Procedure: T**he driver shall follow the same reporting procedure as before. The campus administrator shall inform the student and parents of the fifteen-day removal from the bus.
- **Effective Date:** The suspension from riding the bus will begin the following day.
- **Note:** ***ALL actions shall be fully documented.***

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### Seventh Report / Long-Term Removal

- **Penalty:** Long-Term Removal (Indefinite).
- **Procedure:** If a student's inappropriate behavior persists, he/she will be removed indefinitely from riding the bus. The action(s) of the student will be reviewed, and the Director of Transportation, school administrator, and the Deputy Superintendent of Operations will determine the suspension time.
- **Parental Grievance Order:**
    1. Director of Transportation
    2. Deputy Superintendent of Operations

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# Severe Action: Immediate Removal

**When a student's behavior is severe, he/she shall be removed from the bus immediately. The severity of the behavior will determine the removal time from the bus, which will be decided by the Director of Transportation and the Assistant Superintendent of Operations.**

### Severe Behaviors Include:

1. **Physical assault on the driver or another student.**
2. **Possession of an illegal weapon.**
3. **Verbal assault on the driver or other students.**
4. **Terroristic threats toward students, drivers, other parents, or the school district.**
5. **Fighting: Results in an automatic three-day (3) In School Suspension (ISS).**
    - ***Note:*** **The bus driver shall make the distinction between fighting and the assault of a student by another. A second fight will automatically result in a long-term suspension.**

# Discipline Plan For Secondary Students

## First Offense

- **Warning:** A verbal warning will be made to students who violate bus rules.
- **Documentation:** The driver will document such warnings in a journal.
- **Escalation:** If warnings are not heeded, the driver will file a written report describing the student's behavior.

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## First Report

- **Report Filed:** The driver shall file a discipline report describing the improper behavior of the bus student. Reports are submitted to the Director of Transportation. A copy of the report will go to the campus administrator who deals with student discipline for immediate action.
- **Student Conference:** The campus administrator shall conference with the student about his/her reported misconduct.
- **Parent Contact:** Parents are to be contacted by the administrator, who will inform them that their child will be removed from the bus for a period of not less than **three (3) days** if they receive a second misconduct report.
- **Note:** *ALL actions are to be fully documented.*

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## Second Report

- **Penalty: Three-Day (3) Removal** from the bus.
- **Procedure:** The driver shall follow the same reporting procedure as before. The campus administrator shall inform the student and the parents of the three-day removal from the bus.
- **Effective Date:** Suspension from the bus will begin the following school day.
- **Note:** *ALL actions are to be fully documented.*

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## Third Report

- **Penalty: Ten-Day (10) Removal** from the bus.
- **Procedure:** The driver shall follow the same reporting procedure as before. The campus administrator shall inform the student and the parents of the ten-day removal from the bus.
- **Effective Date:** Suspension from the bus will begin the following day.
- **Note:** *ALL actions are to be fully documented.*

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## Fourth Report

- **Penalty: Twenty-Day (20) Removal** from the bus.
- **Procedure:** The driver shall follow the same reporting procedure as before. The campus administrator shall inform the student and parents of the twenty-day removal from the bus.
- **Effective Date:** The suspension from riding the bus will begin the following day.
- **Note:** *ALL actions shall be fully documented.*

### Fifth Report

- **Penalty: Long-Term Removal** (Indefinite).
- **Procedure:** If a student's inappropriate behavior persists, he/she will be removed indefinitely from riding the bus. The action(s) of the student will be reviewed, and the Director of Transportation, school administrator, and the Assistant Superintendent of Operations will determine the suspension duration.
- **Parental Grievance Order:**
    1. Director of Transportation
    2. Deputy Superintendent of Operations

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# Severe Action Immediate Removal

When a student's behavior is severe, he/she shall be **removed from the bus immediately**. The severity of the behavior will determine the removal time, which will be decided by the Director of Transportation and the Assistant Superintendent of Operations.

### Severe Behaviors Include:

1. **Physical assault** on the driver or another student.
2. **Possession** of an illegal weapon.
3. **Verbal assault** on the driver or other students.
4. **Terroristic threats** toward students, drivers, other parents, or the school district.
5. **Fighting:** Results in an automatic **three-day (3) removal** from the bus.
    - *Note:* The bus driver shall make the distinction between fighting and the assault of a student by another. A second fight will automatically result in a long-term suspension.

# *VIDEO SURVEILLANCE SYSTEMS

The Transportation Department of the Andrews Independent School District first installed video surveillance units in route buses in January, 1993. The purpose of the system is to discourage inappropriate behavior by students who are transported on the district's buses.

The surveillance system will be used as official documentation in administering disciplinary actions. Only authorized school personnel (director of transportation, campus principal, assistant principal, and assistant superintendent of operations) will initially first view the video tapes of students violating stated rules. It shall be the decision of the assistant superintendent of operations to allow parents of students accused of rule infractions to view the tape. After it has been determined that a student did indeed violate stated rules, regular disciplinary action, as stated in the Student Code of Conduct, will be enforced.

Video tapes of rule violations will be maintained by the director of transportation and remain on file for the remainder of the school year.

## VIDEO SYSTEMS USAGE IN ACTIVITY BUSES

The transportation department has recently installed video projection systems in all of the Eagle buses for students and sponsors to enjoy. The school district has a policy approving the viewing of G or PG rated videos ONLY in the classroom. The videos viewed on activity buses must meet the same standard. There will be NO music videos played on the bus system. To use this system effectively the sponsors should plan well in advance as to what will be viewed by students and sponsors on trips. Never show a video to students without viewing it first. Carelessness in supervising the use of this system can cause unnecessary criticism of the school district. Sponsors must assume proper responsibility in the use of the video system. With some initiative and creativity on the part of sponsors, a long boring trip can suddenly seem shorter and more enjoyable. Sponsors and coaches might do well to take advantage of the time for reviewing material for contests, training, scouting reports, information on places to be visited, etc.

The sponsor will be responsible for installing and playing videos. The bus driver will make the determination as to how loud the speaker system can be turned up. This system must never interfere with the driver’s concentration or his/her ability to drive safely.

September 1, 1999

Andrews ISD Bus Rules Operations

# Bus Identification

**Students are required to have their SmartTag ID in order to ride the bus. If students DO NOT have their badge, in order to get on the bus, the below steps will be followed.**

## Grades K-3 Smart Tag Policy

- **First Offense:**
  - **Notification:** Transportation will notify the campus administrator in writing of any student who does not have or use their badge for 3 days.
  - **Parent Contact:** The campus administrator will contact the parent with information on how to go online to purchase a replacement SmartTag ID.
- **Second Offense & Beyond:**
  - **Notification:** Transportation will notify the campus administrator of any student who does not have or use their badge for 3 days.
  - **Compliance Window:** Parents will be given 3 days to purchase a new bus tag online.

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## Grades 4th–12th SmartTag Policy

1. **Initial Warning:** Students who do not have their badge will be provided a verbal warning and a written reminder for three (3) school days.
2. **Administrative Escalation:** If a new SmartTag is not obtained within the three school days from the initial reminder, a report will be submitted to the campus administration.
3. **Grace Period:** Once reported, the student will be given three (3) additional days to obtain a new SmartTag ID.
4. **Bus Suspension:** If a SmartTag is still not obtained after the grace period, the student will be removed from the bus for three (3) days.

**Once the online payment is completed, the student will be given the replacement SmartTag ID the next time they ride the bus.**