



TEXARKANA
Independent School District

Transportation Handbook for Parents and Guardians



Innovate. Lead. Excel.

School Bus Rules and Consequences

Student Eligibility and School Bus Safety Guide

Riding a regular education school bus is a privilege provided by Texarkana Independent School District and should be treated as such.

This eligibility and safety guide will help provide a safe and enjoyable learning experience for everyone who rides the school bus. Parents/Guardians, please take the time to read and discuss this important information with your children.

Who is Eligible for Transportation?

To be eligible for transportation, a student must:

1. Be attending their zoned schools of attendance and reside two or more miles (as measured along the shortest route that may be traveled on public roads or public access) from their assigned campuses.
2. Be a special needs student, age 3 through 21, whose disabilities prevent the use of regular transportation. Transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

Transportation **MIGHT NOT** be provided for:

1. Students who live outside of the attendance zone for which they attend.
2. In the event the student lives within the 2 mile radius of the campus.

Bus Stop Location

1. The bus stops are located at centralized locations for all students that can be safely accessed by a significant number of students to minimize the time and mileage of a run. Due to this, stops can change during the school year. If you have a concern about your child's safety, you are encouraged to accompany your child to the bus stop.
2. We do not send buses into cul-de-sacs, dead end roads, apartments, or trailer parks because of the lack of safe access or the ability of the bus to turn around.
3. Elementary students may be required to walk up to .30 miles (1584 feet) to a bus stop. Secondary students may be required to walk up to .5 miles (2640 feet).

General Safety Rules

1. Obey the instructions of the bus driver
2. Behavior on the bus should be the same as in the classroom
3. Board and leave the bus at designated stops only
4. Do not ask the driver for permission to ride home on another bus with a friend or to be dropped off at a different location.

Procedures When Waiting For the Bus

1. All students who ride a bus to school must be at their bus stop at least 10 minutes before the scheduled stop time.
2. When the bus arrives at the stop, the bus is **NOT REQUIRED** to wait for students who are **NOT** standing at the stop. This included students who wait inside a house or in a vehicle until the bus arrives.

*Texarkana ISD drivers **ARE NOT ALLOWED** to stop a bus for any student other than at a scheduled stop. All school buses are on a set schedule. Waiting unnecessarily at any stop causes the bus to run late for other students. The bus does not stop if students are not present at the stop.

3. Stand on the sidewalk or back from the roadway while waiting for the bus.
4. When the bus approaches, form a line and be prepared to load immediately
5. Stand clear of the bus until it comes to a complete stop
6. Do not litter or disturb landscaping of private property near the bus stop.

Loading the Bus

1. Do not push or shove
2. Use the handrail and steps
3. Go to your seat. The bus will not move until all students are seated.
4. Bus drivers will assign seats to the students and may change seating assignments as needed.
5. To ensure the safety and security of all students on Texarkana ISD buses, parents may not board a school bus at any time.

Missed Bus

If a student misses the bus, it is the parents' or guardians' responsibility to provide transportation to and from school. Parents/Guardians, please instruct your children on procedures to follow if they miss the bus.

1. If the bus is missed in the morning, go home immediately.
2. If the bus is missed in the afternoon, go to the principal's office.

Once the bus starts moving from a stop, do not run after a moving bus.

Conduct on the Bus

REMEMBER: Misconduct on the bus may result in a student not being allowed to ride on the bus. Riding a regular education school bus is a privilege provided by Texarkana Independent School District and should be treated as such.

1. Remain properly seated (facing forward keeping feet on the floor in front of them) at all times and do not block the center aisle
2. Once seated, do not change seats
3. Seatbelts must be worn when available
4. Normal conversation is allowed. Any loud noises may distract the driver and create an unsafe condition.
5. Use of profane or vulgar language is not permitted
6. Keep your arms and other parts of your body inside the bus.
7. Do not throw an object inside or out of the bus
8. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible. Failure to reimburse the district will result in loss of riding privileges plus other penalties deemed appropriate by the district
9. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies
10. Do not engage in any other conduct which might distract the driver from watching the road or disrupt the safe operation of the bus

Getting Off the Bus

1. Stay seated until the bus comes to a complete stop
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 your exit and may cause an accident
4. Stay clear of the bus when the engine is started. Do not chase or hang onto the bus.
5. If an article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

Go Straight Home

Go straight home or to your designated caregiver as soon as you get off the bus. Do not go anywhere else without a parent's or guardian's permission. The district's custodial responsibility ends when you leave the bus. Your parents/guardians are now responsible for your behavior/actions.

Crossing the Street

1. When crossing the street or highway, always walk at least 10 feet in front of the bus, never behind the bus.
2. Check for traffic in both directions and **WALK**-do not run-across the road.
3. Caution! Be alert for vehicles that do not stop when the bus is loading and unloading.

REMEMBER: Cross all streets at intersections. Obey all traffic signals on your way home. If you cross an intersection manned by a crossing guard, obey directions given by the crossing guard.

Prohibited Items

Do **NOT** bring the following items on the bus:

1. Tobacco and electronic cigarettes/vapes
2. Live animals or insects
3. Glass containers
4. Alcoholic beverages
5. Lighters or flammable materials which include helium balloons

6. Weapons, explosive devices, harmful drugs or chemicals
7. Items which block the view of the driver

Accidents or Emergencies

1. Follow the driver's instructions
2. If you must leave the bus, stay in a group
3. The following procedures will be used for evacuation in an emergency situation:
 - The student nearest to the door will open the door, exit and hold the door open until all students have exited the bus. Evacuation will start with the seat closest to the door.
 - Leave the bus in single file as quietly as possible
 - Once outside the bus, follow the driver's instructions completely

Extra-curricular Trips

1. Bus rider rules apply to all school-sponsored events
2. Discipline will be the responsibility of the campus principal and the trip sponsor/chaperone
3. Strict loading and unloading time schedules will be followed

Bad Weather

If school is in session, the buses will run. School will be dismissed only upon instruction from the Superintendent of Schools. Area radio stations will be asked to announce instructions before classes start.

Articles Left On the Bus

Drivers are **NOT** responsible for student's property. Articles left on the bus will be turned in to the Transportation office.

Behavior

Misconduct on a school bus is dangerous for everyone on the bus. The driver needs to concentrate on driving the bus and not dealing with misbehavior. Misconduct is reported to the transportation director and campus principal. The campus principal assumes responsibility for taking disciplinary action.

In the event that the bus behavior becomes an unsafe distraction for the driver to continue, the driver will radio for an officer to be dispatched to their location. For student safety, all students will be required to stay on the bus until the officer arrives and either releases the bus driver to continue on their route or to a parent/guardian.

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Procedures Regarding Bus Violations

Offense	Process and Consequences
First Offense	• Driver will issue a verbal warning and complete a Bus Conduct Report • Campus principal receives a copy of the Bus Conduct Report • Campus principal notifies the parent/guardian within 24 hours preferred but no later than two days that the student has been warned and will be suspended from bus privileges for three to five days upon the next offense
Second Offense	• Driver will complete a Bus Conduct Report • Campus principal receives a copy of the Bus Conduct Report • Campus principal will conference with the student, assign a three to five day suspension, and notify the parent/guardian of the suspension either by phone or by written notification, which will be delivered by the student.

Third Offense	• Driver will complete a Bus Conduct Report • Campus principal receives a copy of the Bus Conduct Report • Campus principal will conference with the student, assign a five to ten day suspension, and notify the parent/guardian of the suspension either by phone or by written notification, which will be delivered by the student
Fourth Offense	• Driver will complete a Bus Conduct Report • Campus principal receives a copy of the Bus Conduct Report • Campus principal will notify the student that they are suspended for the remainder of the semester. Should the fourth offense occur during the last six weeks of the semester, the suspension may extend through the following semesters. • Campus principal will notify the parent/guardian of the suspension either by phone or by written notification, which will be mailed.

A student's bus privilege suspension prohibits the student from reporting to the designated bus stop and from receiving bus transportation to and from school. Suspension from bus privileges does not excuse the student from school attendance.

Discipline steps may be circumvented due to the severity of the incident or action.

Copies of all submitted Bus Conduct Reports will be filed in the Transportation Director's office and the bus driver's folder.

Bus Regulations

In addition to the rules listed above, the following regulations will be in place:

- An adult must meet all pre-kindergarten, kindergarten, and first-grade riders.
- All middle and high school riders will be required to have a bus pass. Students must present this pass each time they board a route bus.
- Any damages caused by the student to the bus will be billed to the student.

Severe Clause

Any student who brings a weapon on a school bus or is involved in a fight on a school bus, will be removed and subject to immediate suspension from the bus regardless of the previous number of write-ups, depending on the administrative investigation into the incident. The suspension could last up to one year.