

Arlington Independent School District

School Bus Riders'

Safety & Discipline Handbook

Transportation Department

1124 W Arkansas Lane, Arlington, Texas 76013

Parents or Guardians:

The safety of our students to and from school is the highest priority of the Arlington ISD Transportation Department.

Bus transportation is provided as a courtesy service for eligible students residing in our district.

In order for us to meet the conditions in place by the State of Texas and provide safe, efficient transportation, the district has standard regulations and procedures and has provided consequences for violations of regulations. We have outlined them here for your information and for the guidance of your children.

The school district seeks your assistance in helping to create a safe, healthy operation. We ask for your cooperation with school personnel in developing proper behavior patterns for those students who ride the bus.

If you need information concerning bus routes or student conduct on the bus, please call the Transportation Department at (682)867-7850/7851.

General Rules

1. Students will be respectful to the driver and fellow students.
2. Seating assignments will be arranged by the driver, and students should remain in their assigned seat for the duration of the trip.
3. Students will board and leave the bus at their designated stop only.
4. Students who were assigned a bus badge should have their badges always present when riding on the bus.
5. Students who show up to the bus without a badge will be allowed to ride within 24 hours with a verbal warning from the driver for their first offense. If the student shows up twice without their badge, an email will be sent to the student's legal guardian with steps on how to pay for a replacement badge. Students will have 72 hours from the date of the email to get a new badge.
6. Parents are not allowed to get on the bus. Only authorized school personnel may enter the bus. Questions concerning the bus or bus driver's actions are to be directed to the Transportation Manager. Bus or bus driver concerns will not be addressed at the bus stop.
7. Students are not allowed to ride home on another bus with a friend. Parent notes requesting students to ride a different bus from their assigned bus will not be accepted or allowed by the driver.
8. Any changes in the daily routine of riding a bus must be requested via email to the Transportation Department (transportationroutingteam@arlingtonisd.org).
9. Requests are considered based on eligibility and case by case.
10. If a student misses the bus in the morning or afternoon, parents will be responsible for transporting their students.

Procedure for waiting on the bus

1. Be at your stop *ten minutes* before the scheduled pull-off time. The driver will not wait, honk, or stop along the road or in the bus lanes to pick up students not at their stop.
2. Stand back from the road while waiting for the bus.
3. When the bus approaches, stand clear of the bus until it comes to a complete stop and the parking brake has been engaged, and the red loading lights come on before attempting to board.
4. Students should not attempt to board a bus at a stop other than their designated stop.
5. Do not run after the bus if it has pulled away from the stop.

Loading the Bus

1. Do not push or shove.
2. Use handrails and steps. Carry large bags and objects in front of you.
3. Scan the bus badge as soon as you enter the bus.
4. Go to your assigned seat as soon as you board. The driver will not leave the stop until all students are seated.
5. If the bus is rolling when a student gets to the stop, students should not run behind, bedside, or attempt to get in front of the bus.

On the Bus...

1. Each student is to remain seated for the duration of the trip and remain seated until the park brake is applied, and the bus door opens. In the morning, students will remain in their seat until directed by their driver to exit the school.
2. Students are required to sit in their assigned seat. They cannot refuse to sit in their assigned seat and cannot deny another student a place to sit.
3. Seatbelts should be worn when available, and all food and class materials (class projects, musical instruments, etc.) must be stowed on the student's lap, preferably in a backpack.
4. Students are not allowed to bring animals, insects, combustibles, skateboards, footballs/basketballs/tennis balls, etc. on the bus.
5. Fighting, horseplay, or conduct considered dangerous to the health and safety of themselves, or others may result in immediate removal of bus privileges.
6. The use of obscene or vulgar language and/or gestures is forbidden and may result in immediate removal of bus privileges.
7. Do not throw, kick or spit objects inside or outside the bus.
8. Do not mark, cut, scratch, or cause damage to any part of the bus. Fines will be assessed and may result in removal of bus privileges.
9. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
10. Normal conversation/ "inside voices" is permitted, but any loud talking/yelling/screaming or loud noise may distract the driver and create an unsafe situation. Drivers may turn on interior lights to direct students to remain quiet, temporarily, if students get too loud and distracted.
11. Students shall remain quiet when approaching railroad crossings.
12. Students will not eat, drink, or chew gum on the bus.
13. Students will face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the bus aisle. Keep all body parts inside the bus and, to yourself.
14. Behavior guidelines provided in the Code of Conduct remain in effect throughout the time students are in the bus zones or riding the bus.
15. Electronic devices (Cellphones and handheld games) are allowed but cannot distract the driver. Students may be directed to put them away if they are too loud or distract the driver.
16. Malicious behavior or teasing will not be tolerated.
17. Windows are to always remain up, unless allowed by the driver. All body parts and items are to remain inside the bus. Students should not throw objects outside the window.

Getting Off the Bus...

1. Stay seated until the bus is completely stopped and the park brake is applied.
2. Scan your bus badge before exiting the bus.
3. Use the handrail when leaving the bus.
4. Wait your turn to leave the bus. Do not push or shove.
5. You must get off at your designated stop (AM & PM routes).
6. Stay clear of the bus when unloading. Do not chase or hang on to the bus at any time.
7. If any 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.

Crossing Street.

1. All students living on the left side of the driver side (the roadway) shall exit the bus and move to a point of 15 feet in front of the right door side 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. Watch out for cars that do not stop when the bus is loading and unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
 - The student nearest to the door will open and hold it open.
 - Leave the bus in a single file line as quickly as possible.
 - Evacuation will start with the seat closest to the door.
 - Once outside the bus, follow the driver's or authorized personnel's instructions completely.
 - Students are not allowed to leave an accident with parent or guardian until released by AISD Officials and, or Emergency Personnel.

Bus Rider Discipline Policy

1. First Offense -----Verbal warning by Driver.
2. Second Offense ----Written warning by Driver and Parent notified of consequence for 3rd offense.
3. Third Offense ----- Parent and campus notified of 1–3-day removal of bus riding privileges.
4. Fourth Offense (repeat of any offense upon return to the bus) ----- 3–5-day suspension.
5. Fifth Offense (Persistent misbehaviors) ----- 5–10-day suspension.
6. Six Offense -----removal of bus riding privileges 30 school days or end of semester.

If the offense is BUS BADGE related, parents will be given instructions on how to pay for a replacement bus badge for their student via email.

Violations listed below could result in immediate removal of bus rider privileges.

Based on the severity of the violation, immediate loss of bus privileges may result at the discretion of the Transportation or Campus Administrator.

- Vandalism or Criminal Mischief
- Throwing objects out of the bus (Students will be responsible for paying for any damage done from objects thrown from a bus).
- Assault/Fighting.
- Sexual Harassment or lewd conduct.
- Possession of tobacco, drugs, or alcohol.
- Injury to another student.
- Verbal or physical abuse to the bus driver.
- Possession of hazardous materials on the bus (lighters, matches, dangerous liquids or gasses).
- Possession of a weapon (knife, gun, laser, or object discerned as a weapon).
- Terroristic Threat.
- Disorderly Conduct.