

# Schulenburg Independent School District School Bus Rider's Safety Handbook



**Transportation Department**  
521 North Street  
Schulenburg, Texas 78956  
Email: [maintenance@schulenburgisd.net](mailto:maintenance@schulenburgisd.net)  
Main Number – (979)743-3448  
Fax Number – (979)743-4721

## Table of Contents:

<b>Transportation Staff – Contact Information</b>	
Affiliations.....	<b>Page 3</b>
<b>Letter from Superintendent..</b>	<b>4</b>
<b>General Information</b>	
Schulenburg I.S.D. School Bus Drivers.....	<b>5</b>
Eligible Riders	
New Riders	
Restricted Areas	
Video Cameras	
Extracurricular Trips.....	<b>6</b>
Weather Conditions	
Inclement Weather	
Parent’s Responsibility	
Transportation’s Responsibility.....	<b>7</b>
Campus Administrator’s Responsibility	
Expectations of All Student Riders	
<b>Riding Procedures for All Student Riders.....</b>	<b>8</b>
Designated Bus Stops	
Boarding at a Bus Stop	
Exiting at the Bus	
Boarding at a Campus.....	<b>9</b>
Exiting at a Bus Stop	
Students Riding Home or To School with a Friend	
Emergency Evacuation.....	<b>10</b>
<b>Expected Conduct on All School Buses</b>	
Assigned Seating	
Cell Phones	
Electronic Devices.....	<b>11</b>
Carry-on Items	
Excessive Noise	
Emergency Equipment.....	<b>12</b>
Disruption of Transportation	
Items Prohibited on School Buses for Safety Reasons	
Steps of Student Consequences for Rider Behavior	
Vandalism or Damage to the Bus.....	<b>13</b>
<b>Special Needs Transportation.....</b>	<b>13</b>
<b>Schulenburg I.S.D. Transportation Bus Rider’s “Contract”.....</b>	<b>15</b>
(All students that ride a SISD school bus must complete the Bus Rider’s Contract and return it to the school office or Transportation Department before being permitted to ride a bus. Parents/Guardians can obtain additional copies of the SISD School Bus Rider’s Safety Handbook and Contract from the SISD website or the school office.)	

..... **Contact Information** .....

**Superintendent:**

Lisa Meysembourg

Phone Number: (979)743-3448

Email: [lmeysembourg@schulenburgisd.net](mailto:lmeysembourg@schulenburgisd.net)

**Director of Transportation:**

David T. Sine

Phone Number: (979)743-3448

Email: [dsine@schulenburgisd.net](mailto:dsine@schulenburgisd.net)

**Special Education Director:**

Deanna Moore

Phone Number: (979)743-4778

Email: [dmoore@schulenburgisd.net](mailto:dmoore@schulenburgisd.net)

**High School Principal:**

Charles Henke

Phone Number: (979)743-3605

Email: [chenke@schulenburgisd.net](mailto:chenke@schulenburgisd.net)

**Junior High Principal:**

Callene Zapalc

Phone Number: (979)743-3605

Email: [czapalac@schulenburgisd.net](mailto:czapalac@schulenburgisd.net)

**Elementary Principal:**

Brooke de la Garza

Phone Number: (979)743-4221

Email: [bdelagarza@schulenburgisd.net](mailto:bdelagarza@schulenburgisd.net)

**Elementary Assistant Principal:**

Sharon Johnson

Phone Number: (979)743-4221

Email: [sjohnson@schulenburgisd.net](mailto:sjohnson@schulenburgisd.net)

**Affiliations:**

National Safety Council

National Association for Pupil Transportation

Texas Association for Pupil Transportation

Region 13 Association for Pupil Transportation

# SCHULENBURG INDEPENDENT SCHOOL DISTRICT

Schulenburg High School / Schulenburg Junior High School / Schulenburg Elementary



*Shorthorns Forever*

*Lisa Meysembourg, Superintendent  
Charles Henke, High School Principal  
Callene Zapalac, Junior High Principal  
Brooke de la Garza, Elementary Principal  
Sharon Johnson, Elementary Asst. Principal  
Brandon Brown, Athletic Director*

---

**August 2017**

## **Dear Parents / Guardians and Bus Riders:**

Schulenburg ISD Transportation Department is providing this School Bus Rider's Safety Handbook so all concerned will be familiar with our expectations and transportation procedures. Transportation services should enhance the learning experience of each student rider. Every effort will be made to provide safe, comfortable and pleasant transportation service, while maintaining an appropriate level of efficiency.

SISD offers the privilege of bus transportation for eligible student riders. Eligibility is generally determined by distance from the home campus (more than 2 miles) and by application of Board policy. It is important to note that using district transportation services is a privilege, not a right. Transportation privileges can be suspended or revoked.

We ask that you read and discuss the contents of this handbook with your student rider to promote a clear understanding of the responsibilities and expectations. Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parents / guardians. We will not allow anyone to interfere with or stop the district from providing a safe, efficient, and comfortable riding experience for our students.

Please complete the bus rider's contract on the last page of this handbook and return it to the campus office. Students will not be permitted to ride the school bus until this form has been signed and received by the Transportation Department. If you have any questions, please contact the campus office or the transportation department at the numbers provided in this handbook.

Thank you for your cooperation and support regarding the care and safety of all our children.

Lisa F. Meysembourg, Superintendent  
Schulenburg Independent School District  
August 2017

---

The Mission of SISD is to Create *Shorthorns Forever* – Educating and Empowering our Students for Success  
521 North Street ❖ Schulenburg, TX 78956 ❖ 979-743-3448 Office ❖ 979-743-4721 Fax  
[www.schulenburgisd.net](http://www.schulenburgisd.net)

# General Information .....

## Schulenburg I. S. D. School Bus Drivers

School bus drivers are selected, hired and trained following a specific selection criteria and a thorough criminal history background check. All SISD school bus drivers complete the Texas Department of Public Safety School Bus Driver Certification Course. Each driver has also earned a Class B Commercial Driver License. Bus drivers are required to pass a pre-employment drug test along with an annual physical and are subject to random drug and alcohol testing.

Every driver has successfully completed the required school bus driver training course as well as periodic safety training. SISD school bus drivers are professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents/guardians and students. As a result of their dedication and professionalism, they will expect courtesy and proper respect and consideration from all students and adults.

## Eligible Riders

Generally, students who reside more than 2 miles from their school (as measured along public roadways) are eligible for state-funded bus transportation. Additionally, selected neighborhoods less than the 2 mile funding limit have been designated for bus service due to a hazardous walk route to the campus. Students within these areas will also be provided bus service.

## New Riders

New bus riders must read and sign the district’s School Bus Rider’s Safety Handbook and Bus Rider’s Contract. Once a bus request is completed and received by the transportation department, all new riders will be provided bus transportation on the second day - “afternoon drop off route.” (For example: a transportation request received on Monday morning will allow the student to ride the bus on Tuesday afternoon.) The transportation department will notify the parents/guardians of all new riders of the bus route/bus color, bus stop and the approximate times of pickup and drop off within 24 hours of receiving the bus request.

## Restricted Areas

Schulenburg ISD buses will not enter dead-end streets, enter personal property or gated communities except when approved by the Director of Transportation. Use of private property or gated communities requires prior concurrence by the property owner(s) or Home Owners Association.

School buses are designed with many specific features for the safety of students. A major design factor is the compartment formed by each seat, which protects the students sitting on that bench seat. In order for this compartmentalization to work properly, proper seating is required. As students enter the bus, they should carry their backpacks or wear them to the front to ensure proper seating. While seated, each student should face forward; the student torso should be facing forward at all times; the student’s back should be flat against the back of the seat and the student’s bottom should be flat on the seat. The student should be **sitting straight back and upright against the seat**. Both feet and legs should be kept in front of their body. **See diagrams below.**

## Video Cameras

Video cameras (with audio) may be utilized on Schulenburg ISD school buses. Federal (FERPA) regulations designate these video recordings as part of the student’s education record and therefore prohibit the viewing of these video tapes by the general public. School or law enforcement personnel may use this information as safety training material and/or evidence of bus safety rule violations.



## **Extracurricular Trips**

All bus safety rules apply to riding the bus to and from school-sponsored events. The bus driver has overall responsibility for the bus and safety of all passengers; however, the sponsor will be expected to address student behavior issues and cleanliness of the bus.

## **Weather Conditions**

School buses operate on any day that school is being held. Currently four options exist on bad weather days.

1. School starts on time & ends on time.
2. Early dismissal: On days of early dismissal due to weather conditions, schools must determine whether a child has appropriate supervision at home. If the campus puts a student onto the bus, that student will be delivered to their neighborhood bus stop/drop off point.
3. Delayed start: If school is delayed due to weather, the buses will run two hours later than normal.
4. Cancel school: A decision to cancel classes for the day will be made by 6:30 a.m.

Notifications of early dismissal, delayed start or school cancellations will be made via radio stations, School Messenger, School Way, and on the district website. If you have not done so, please be sure to sign up for School Messenger and/or School Way to also receive a phone call, text, or push notification.

## **Inclement Weather**

The SISD Administration will keep the Transportation Department and the school district notified during inclement weather conditions. As circumstances dictate, buses may be detained at a campus or diverted to a safer location. Delivery of students will continue as appropriate.

Students should follow the driver's instructions and remain calm and quiet. During these events students are encouraged to telephone parents/guardians to inform them that they are safe and the bus is being delayed.

Parents are encouraged to meet the bus at their student's designated bus stop to allow for orderly delivery of all students. Meeting the bus at other locations is disruptive and inappropriate.

## **Parent's Responsibility**

1. Read and discuss with your student(s) the contents of this bus rider's handbook, if you have any unanswered questions or concerns contact the campus principal or Transportation Director for assistance.
2. Please inform your student(s) of the designated route color, time and location of their bus stop. This information is available at the SISD website or by contacting the Transportation department at 561-.
3. Please have your student(s) at the bus stop at least five minutes prior to the actual loading time. If the bus is 20 minutes late, please have your students return home and contact the campus office.
4. Please discuss what a privilege it is to ride the school bus and how it may help your family. Student attire and behavior on the school bus is the same as in the classroom. Students who do not comply can and will be suspended from riding the bus.
5. Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus.
6. Report serious issues that occur on the bus or at the bus stop to the Transportation Director or contact your campus Principal.
7. Once you have covered the safety information with your child, complete, sign, and return the bus rider's contract (found on the last page) to the bus driver.
8. You are responsible for the transportation of your student(s) to and from school during suspension from the bus. If a student does not attend school during this time, the absence is unexcused.

### **Transportation's Responsibility**

1. Maintain current bus schedules and rider information of all buses for the District.
2. Meet with the drivers at the beginning of each school year and as needed throughout the year to discuss loading procedures, safety concerns, driving techniques, and student management.
3. Investigate all complaints and safety concerns.
4. Confer with students, parent, school administrator, and bus driver when appropriate.
5. Campus administrators and/or Transportation Director have the authority to contact parents when inappropriate behavior is reported.
6. Campus administrators and/or Transportation Director have the authority to assign consequences for unsafe behavior on the school bus.
7. Forward all Code of Conduct violations to the appropriate campus.

### **Campus Administrator's Responsibility**

1. Process and assign consequences on all Code of Conduct violations.
2. Process and assign consequences or a Behavior Intervention Plan on all Special Needs concerns.
3. Contact parents and/or enforce consequences when appropriate.
4. Facilitate conferences between bus drivers, parents and transportation when needed.

### **Expectations of All Student Riders**

1. All Student Riders are expected to follow the guidelines of their Campus Student Code of Conduct, the procedures contained in this handbook, and the instructions provided by the School Bus Driver.
2. All Student Riders are expected to board and exit the bus at their designated pick up or delivery point closest to the student's home. Any changes to this must be approved in writing by the student's parent or guardian before the student will be allowed to exit at another bus stop. All changes must be handled through the campus office at least 24-hours prior to the change in pick up or delivery.
3. All students are expected to be on their side of the street at the designated bus stop at least five minutes prior to the scheduled pickup time. The school bus will approach the designated pick up point and utilize the amber warning light signals (AWLS) which alert other drivers. When the Red Lights are activated, the student should wait for visual confirmation from the driver to cross the roadway. The bus will make a complete stop within the regularly scheduled time; the driver will proceed to the next pick up point if no students are visibly present at the stop.
4. All Student Riders are expected to wait quietly at their designated pick up point until the school bus arrives. Designated pick up points may be moved to a location farther away from the student's home if students fail to respect their neighbor's property and vandalism is reported.
5. All Student Riders are expected to return home and contact their parent / guardian only if the school bus is over 20 minutes late. We make every attempt to be on time but unfortunately some delays occur. If you experience a repeated delay, please contact the Transportation Director for assistance.
6. All Student Riders are expected to turn in the Rider's Contract Form located in the back of this handbook prior to assignment to a bus route. Failure to complete or return this form may result in denial of riding privileges. Please contact Transportation if any of the information provided needs to be updated.
7. Bus drivers have the authority to assign seats as needed. All Student Riders are expected to sit in the designated seat and hold all-carry-on items in their lap. Depending upon the situation, we may require students to sit up to three per seat. All SISD Regular School Buses can safely transport up to three students per seat.

8. Student Riders are expected to go directly to their seat and prepare for the ride. Students should sit on their back pockets and face the front at all times. Sitting sideways, extending legs out in the center aisle, sitting on back packs or band instruments or facing backwards creates a hazardous situation.

9. All Student Riders are expected to follow safety procedures while riding on any SISD School Bus. We require that students not eat or drink while on the school bus (choking hazard). Any open, non-sealable container (food, candy or drink) will be thrown in the trash when the bus is boarded AM or PM, no exceptions. All candy, gum, food, pens, pencils and any pointed object should be left in the back pack at all times or it will be taken from the student.

## **Riding Procedures for All Student Riders**

### **Designated Bus Stops**

1. Eligible Riders are expected to board or exit the bus at the designated stop closest to their home. Using other bus stops may result in loss of riding privileges.
2. Students should practice good citizenship while waiting for their bus to arrive and respect the property of their neighbors. Students should arrive at their stop at least five minutes prior to the bus arrival time. If crossing the street is necessary, wait until the bus arrives and controls the traffic flow with Red Lights. Student should make eye contact with the driver and wait for the signal to cross.
3. The same behavior expected in school should be displayed at all designated stops. Be a good neighbor.
4. The bus drivers are not permitted to add or move stops. If you need to discuss your bus stop location, please contact the Transportation Director for assistance.
5. Substitute Drivers are used to drive your school bus route when the regular driver is out or on a field trip. They will use the approved route description to drive the route. If the route or times are not the same as your regular driver, please contact the Transportation Director for assistance; however, please understand that some delays may occur.

### **Boarding at a Bus stop**

1. As the school bus is approaching, students should begin forming a single line and be ready to board the bus. Stand on the side walk or 10 feet away from the roadway while waiting for the bus.
2. No student should ever approach the bus until the bus has completely stopped and the driver has set the air brake. The air brake system will make a loud air noise when the bus is secured.
3. The driver will open the door and motion for the students to load. Once on the bus, go directly to your seat. Pushing and shoving is very dangerous and may result in injury or loss of riding privileges.
4. Any area within 10' of a school bus is considered "**The Danger Zone**". Students within this area are in a place where they may not be seen. Students should not move within 10 ' of the bus unless boarding or exiting.
5. Bus drivers allow a specific amount of time to load the bus whether loading at school or during designated bus stop pick-ups. Once the driver has shut the door and the air brake is released, students are not to chase after the bus or run along the side of the bus. They are to return to their home and have their parents take them to school.

### **Exiting at the Campus**

1. As the school bus is approaching the campus un-loading zone, all students should remain seated until the bus has completely stopped and has been secured. Each campus has specific times to unload students. Students should follow the directions of the driver.
2. When the driver signals to unload, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in injury or loss of riding privileges.



3. Any articles found on the bus by the driver will be retained for the student until the afternoon run. If not claimed that afternoon, the item can be collected at the Transportation Department. Items will be held for 24 hours and then disposed of.
4. Students should never use the emergency exits unless directed by the driver. Emergency doors, windows and roof hatches are available only during evacuation procedures.

### **Boarding at a Campus**

1. When the students are released from the school they are expected to go directly to their bus. Students waiting for their bus to arrive from another campus should form a line along the sidewalk area of the campus-loading zone. School personnel are outside to assist if needed.
2. Students who are moving in or around the buses while they are parked are in the “**The Danger Zone**” of the bus so extra caution must be exercised. This is an unsafe procedure, so it should be avoided.
3. Once students board the bus, they are expected to stay on the bus and remain sitting in their seat.
4. Bus drivers allow a specific amount of time to load the bus whether loading at school or during designated bus stop pick ups. Once the driver has shut the door and the air brake is released, students are not to chase after the bus or run along the side of the bus. They are to return to the campus and make other arrangements with their administrator.

### **Exiting at a Bus Stop**

1. As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured.
2. No student should ever walk down the center aisle of the bus while the bus is moving.
3. Students are expected to exit at their designated bus stop only. Students who wish to use a different bus stop must have a signed note from their parent/guardian received at the campus at least 24 hours in advance prior to the change.
4. The driver will open the door once the bus has been secured. The amber warning lights signals (AWLS) will be activated before the bus stops. Once the bus is stopped and the door is opened, the red warning lights signals (RWLS) will be activated signaling for all traffic to stop. The driver will allow adequate time for each student to un-load. All students crossing in front of the bus should watch the driver for assistance.
5. Any area within 10’ of the School Bus is considered “**The Danger Zone**”. Students should immediately walk away from the school bus as they unload. No one should ever stand, walk or cross the street directly behind a school bus (blind spot).
6. Be alert for vehicles that do not stop when the bus is loading or unloading students. Each day drivers carelessly run through the red lights flashing on school buses stopped for children. Please instruct your student to look before stepping off of the bus as well as while crossing roadways.
7. Students should never touch the school bus while they are walking away. Students should never try and retrieve any item that may end up under the school bus.
8. Students should cross all streets at the intersections while walking to or from the bus stop and obey all traffic signals and signs along the way.

### **Students Riding Home or to School With a Friend**

1. All students that need to ride home or to school with a friend are required to have the following:
  - ✓ A permission note signed by the parent / guardian.
  - ✓ The note to ride home must also be signed by a Campus Administrator/ office.

2. Students who do not have a permission note (approved by the principal) will not be permitted to ride the bus home with their friend.
3. The student who requested his or her friend ride home may be permitted to stay at the campus with their friend if the Campus Administrator permits them to stay. The campus will contact their parents to pick them up.

### **Emergency Evacuation**

1. Stay calm and quiet; be ready to listen to instructions from the driver. Excessive noise will make it difficult for everyone to hear.
2. Follow the driver's instructions. He or she is in charge of the bus and has been trained to take actions to protect all the students.
3. All students must remain with the bus. Students cannot leave the area, even with parents, until released by the Police or Fire Department. Parents are expected to cooperate and not force themselves onto the school bus. Police and/or paramedics each have important actions to complete to ensure that each student rider is safe and accounted for properly.
4. The following procedures will be used for evacuation in an emergency situation under the direction of the driver:
  - The rider nearest to the door will open the emergency door, exit, and then hold the door open.
  - The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.
  - Evacuation will start with the seat closest to the door.
  - The third rider to exit will act as the guide and will lead the other students to a safe place. Usually 50 giant steps away from the bus.
  - Once outside the bus, follow the guide, stay together, and follow the driver's instructions as safely, quickly, and as completely as possible.
  - Buses with side doors will follow the same process starting from whichever side (back or front) is closest to the danger.
  - The driver is usually the last person off the school bus.

**The driver has been trained to evacuate the bus if an emergency is present. The driver will assess the situation and make a decision to evacuate or keep the students on the bus. The safest place is where we want the students to be.**

### **Expected Conduct on All School Buses**

#### **Assigned Seating**

1. The bus driver has the authority to assign seating as needed. Whether assigned to a seat or not, each rider will be responsible for his or her space.
2. Students should report any existing vandalism or damage immediately to the bus driver. The person determined responsible will be required to pay repair costs. Parents / Guardians will be notified by the administration of this situation. Student riding privileges may be suspended until payment is received.
2. If assigned, students should always sit in their assigned seats especially when a substitute driver is on the bus.
3. Drivers may safely assign up to three students per bench seat.

#### **Cell Phones**

1. Students are encouraged to contact their parent / guardian when the bus has been delayed (after 10-15 minutes) and they are getting home late. We strive to keep our buses on schedule; however, some delays are beyond our control. When doing so, do not allow the phone use to become a distraction to the driver.

2. Parents / Guardians are asked not to request to speak to the driver on the student's cell phone. The parents should contact the Transportation Department and make arrangements for the driver to contact them after their route.

3. Students who allow their cell phones to become a distraction or disruption on the school bus will be asked to put the phone away. Failure to do so may result in the cell phone being confiscated. Parents will then be required to pick up the cell phone at the Transportation Department during normal hours of operation (6am-5pm). Students may be fined up to \$15 for the return of the phone. Parents may call the Transportation Department to make arrangements for pickup.

### **Electronic Devices**

1. The use of any electronic device is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver.

2. All electronic devices must have headphones or be placed on mute when in use. External noise from any device is not allowed on the school bus. Keep the device at an acceptable volume level. If the driver requests the device to be turned down, please follow the directive. Students must be able to hear instructions from the driver at all times.

3. Bus drivers are not responsible for lost or stolen items used or left on the bus.

4. Students who allow their MP3 players, IPODS, etc, to become a distraction or disruption on the school bus will be asked to put the item away. Failure to do so may result in the item being confiscated. Parents will then be required to pick up the item at the Transportation Department during normal hours of operation (8am-5pm). Parents may call the Transportation Department to make arrangements for pickup.

### **Carry-on Items**

1. All carry on items must be kept in the student's lap while riding (example: backpacks, purses, duffel travel bags, etc.)

2. All students who carry an instrument will be assigned a seat toward the front of the bus or will have a space designated to store their instrument. This will prevent the student from carrying the instrument over the heads of other riders.

3. Students who bring very large and heavy band instruments on the bus may be challenged to safely board and exit the bus. Special arrangements may need to be made by the parent with the school if the instrument cannot be transported safely on the bus.

4. All sports equipment including basketballs, footballs, soccer balls, skateboards, etc, must be contained in a bag at all times. Students may be denied transportation if equipment is not contained. If items are removed from the bag, items may be confiscated and turned over to an administrator or the transportation department. Parents may call the Transportation Department to make arrangements for pickup.

### **Excessive Noise**

1. All students are expected to go directly to their seat and prepare for the ride home or to school.

2. Screaming or yelling, talking very loudly, singing, dancing on the bus or creating a disruptive situation of any type will not be tolerated.

3. Use of band instruments or noise making devices is not permitted on the bus at anytime.

4. All students should talk only to their seatmate or the person next to them. All conversation should be kept as quiet as possible.

5. Students are expected to comply with the bus driver's request to "quiet down." If non-compliant, a student may be referred for disciplinary consequences including suspension of bus riding privileges.

## **Emergency Equipment**

1. School Buses are equipped with standard emergency equipment such as a fire extinguisher, reflective triangles, Blood Borne Pathogens spill kit and a minor first aid kit. Your driver has been trained for the proper use of each piece of equipment.
2. Emergency windows, doors and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of these handles. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation.
3. Students who tamper with these exits may lose their riding privileges. The driver will ask the students to correct the situation. If the student fails to follow the directive, the student will receive a warning from the driver and the parent/guardian will be contacted by Transportation. Continued refusal to comply may result in suspension of riding privileges.

## **Disruption of Transportation**

1. Anyone who creates a disruption of transportation services may lose their riding privileges. This includes disruptions created by riders as well as parents of riders. Questions or concerns may be communicated with the Transportation Director or with your child's campus principal.
2. Students are expected to follow safety procedures while riding the school bus to or from school. Each student is expected to follow the SISD Code of Conduct while riding. If it is not allowed inside the classroom, it is not allowed on the bus.
3. Drivers are not required to physically break up fights on the school bus. However, the drivers will verbally instruct the students to stop and verbally instruct the students who are not fighting to keep out of harm's way. The driver will notify the transportation director upon return to the school. Disciplinary consequences will apply which include suspension of bus riding privileges.
4. A student, who has been threatened by physical aggression or harassment, should immediately notify their Parent/Guardian, Bus Driver, Teacher or Campus Administrator.
5. School Bus Drivers may pull the bus over at a safe location to speak with students about behavior and bus safety procedures.

## **Items Prohibited on School Buses for Safety Reasons**

A student that brings any dangerous items including those specified below, onto the bus may lose their riding privileges immediately, even while an investigation is pending or coordinating for campus consequences.

Gun or Gun-like toy	Glass Containers	Animals
Knife (any size)	Water balloons	Insects / Fish
Brass Knuckles	Lighters	Paint Balls
Laser Pointers	Firecracker (fireworks)	Alcohol
Stink Bombs	Rubber bands / clips	Aerosol sprays (any)
Any other item that may be considered dangerous or put riders at risk of injury		

## **Steps of Student Consequences For Rider Behavior**

District transportation to and from school is a privilege, not a right. Severity of misconduct on the bus will determine the severity of the consequence. Serious behavior concerns such as bringing any of the above items onto the bus, fighting, verbal or physical aggression, profanity, bullying, blatant disrespect,

or refusal to comply with the driver, etc. will result in immediate suspension of bus riding privileges regardless of the number of offenses. Students may also be assigned additional disciplinary consequences including detentions and/or ISS/DAEP placement according to the Student Code of Conduct.

**Step 1:**

Bus Driver Intervention - Each student will be given an opportunity to correct or change his/her behavior through a verbal warning. The Driver may speak to the student’s parent and/or campus administrator for assistance in correcting inappropriate behaviors.

**Step 2:**

First Documented Bus Offense – If the behavior is not corrected upon intervention or a pattern of misbehavior persists, a written bus referral from the driver will be given. The student will be suspended of bus riding privileges for **three** school days. The parent/guardian will be notified and is responsible for providing transportation for their student to and from school daily.

**Step 3:**

The Second Documented Bus Offense - If misbehavior continues, a second written referral will be submitted. The student will be suspended of bus riding privileges for **ten** school days. The parent/guardian will be notified and is responsible for providing transportation for their student to and from school daily.

**Step 4:**

Third Documented Bus Offense – The student will be suspended of bus riding privileges for the **remainder** of the **semester**. The parent/guardian will be notified and is responsible for providing transportation for their student to and from school daily.

**Step 5:**

Fourth Documented Bus Offense – The student will be suspended of bus riding privileges for the **remainder** of the **year**. The parent/guardian will be notified and is responsible for providing transportation for their student to and from school daily. (Note – bus offenses do not “start over” each semester but continue for the year.)

**Vandalism or Damage to the Bus**

Students should immediately report any vandalism or damage to the bus to the bus driver. The person determined responsible will be required to pay repair costs. Parents/guardians will be notified if this occurs. Students will be suspended from the bus until payment is received. Depending upon severity of the situation or number of prior offenses, the student may be suspended for a longer period of time, or for the remainder of the year.

**Special Needs Transportation**

1. In order to qualify for Special Needs transportation, the campus ARD committee must determine that special transportation is needed as a related service. The Transportation Department must have the “Transportation Request Form” filled out after the ARD meeting; this authorizes Special Needs Transportation services.
2. Regular Education students with temporary medical conditions or injuries may qualify for temporary Special Needs Transportation. Please check with Campus Administrators for more information.







## Schulenburg I.S.D. Transportation Bus Rider's Contract for 2017-2018



Please complete and return to your child's school office. (One form required per student rider.)

**Student's name** (please print): \_\_\_\_\_

**Campus** (circle one):    Elementary    Junior High    High School    **Grade:** \_\_\_\_\_

**Bus Route/Color:** \_\_\_\_\_      **Bus Stop #:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

Actual Address - House Number and Street Name (no Rural Route #s or PO Box #s)

I have been offered the option to receive a paper copy or to electronically access the Schulenburg ISD School Bus Rider's Safety Handbook at [www.schulenburgisd.net](http://www.schulenburgisd.net). I agree to abide by the rules and procedures as explained in the handbook and will review and discuss its contents with my child. I also understand that the school must be notified in writing of any changes in bus transportation at least 24 hours in advance of the change taking place.

- I have:
- Received a paper copy the Bus Rider's Safety Handbook.
  - Accepted responsibility for accessing the Bus Rider's Safety Handbook on the District website at [www.schulenburgisd.net](http://www.schulenburgisd.net).

**Parent/Guardian's Name** (please print): \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_      **Date Signed:** \_\_\_\_\_

**Email Contact:** \_\_\_\_\_

**Home/Cell Telephone:** (\_\_\_\_) \_\_\_\_\_      **Work Number:** (\_\_\_\_) \_\_\_\_\_

**Emergency Contacts:**

Name: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

**Medical Information:**

Are there any medical conditions, which may require special action? \_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, please explain. Describe the symptoms and initial actions that you would expect from the driver.

---



---



---

**This contract must be completed and returned to the school office  
before your child will be permitted to ride the bus.**