

Ennis ISD
School Bus Student
Handbook



EISD Transportation Department

(972) 872-7354

3105 Ensign Rd.

Dear Parents / Guardians and Bus Riders:

We are providing this School Bus Student Handbook so all concerned will be familiar with our expectations and the transportation procedures. EISD offers the privilege of bus transportation for all eligible student riders. Eligibility is generally determined by the student's home campus. Our bus service 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. 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.

Please fill out the last page of this handbook and have your student deliver it to their school bus driver. . Thank you for your cooperation and support regarding the care and safety of all our children.

Daniel Taylor

Transportation Director

Transportation Staff

Raymond Green

Transportation Supervisor

Diana Foust

Transportation Secretary

Penny Henderson

Transportation Receptionist

David McKillip

William Collins

Micheal Elkins

Mechanics

General Information

School Bus Drivers

School bus drivers are selected, hired and trained following a rigorous selection criteria and a thorough criminal history background check. All EISD 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. EISD 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/Non-Eligible Riders

EISD students that live in the EISD school district and in their home district may ride the school bus. Students that are moved by EISD due to overcrowding or due to a specific program will be transported by EISD. Out of district transfer students and home district transfers must provide their own transportation.

Restricted Areas

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

School Bus Safety Features

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. While seated, each student should face forward; the student's 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.

Video Cameras

Video cameras may be utilized on EISD 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

1. All bus safety rules apply to riding the bus to school-sponsored events.
2. 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.

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 6:00 a.m. and radio and television stations will be notified immediately. Please check the EISD Website and social media sites.

Inclement Weather:

The EISD Administration will keep the Transportation Department and the school district notified during inclement weather conditions.

1. As circumstances dictate, buses may be detained at a campus or diverted to a safer location. Delivery of students will continue as appropriate.
2. Students should follow the driver's instructions; remain calm and quiet so the driver can receive proper safety information over the district radio system.

Parent's Responsibility:

1. Read and discuss with your student(s) the contents of this bus rider's handbook.
2. Please inform your student(s) of the bus number, time and location of their bus stop. This information is available at the EISD website (Transfinder), contacting your student's campus or contacting the Transportation department.
3. Please have your student(s) at the bus stop 10 minutes prior to the actual loading time. If the bus is 30 minutes late, please have your students return home and contact the Transportation department at 972-872-7354.
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.
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 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.

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.

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. 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.

3. All students are expected to be on their side of the street at the designated bus stop 10 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 may cross the roadway when the driver signals everything is safe. 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 parents / guardians 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 Department for assistance.

6. All student riders are expected to turn in the Eligible Rider Acknowledgement form located in the back of this handbook or in the student's enrollment packet within the first week of riding. Failure to return this form may result in loss of riding privileges.

7. All student riders are required to hold all-carry-on items in their lap. Depending upon the situation, we may require students to sit up to three per seat. All EISD Regular School Buses can safely transport up to three students per seat.

8. If the student riders have been issued "assigned seats", they are expected to go directly to the assigned seat and prepare for the ride. Sitting sideways, extending legs out in the center aisle, sitting on backpacks or band instruments or facing backwards creates a hazardous situation.

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. The designated stop is identified within the Bus Locator / Route Look-up web based system by address.
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 10 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.
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 Department 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 Department.

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 sidewalk 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 assigned 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.

Exiting at the Campus:

1. As the school bus is approaching the campus unloading 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.
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. Administrators 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 sit in their assigned seat.
4. Each campus allows a specific amount of time for each bus to load. 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. The student should 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.
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 unload. 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. Cross all streets at the intersections while walking to or from the bus stop, obey all traffic signals and signs along the way.

Students wanting to ride home or to school with a friend:

1. All students who need to ride home or to school with a friend are required to ride with the parent /guardian of their friend. A driver may not carry students that are not assigned to their bus.
2. Students who are not assigned to the bus, will not be permitted to ride the bus to school or home.

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 School Administration. Parents are expected to cooperate and not force themselves onto the school bus. School Administration, Police, and 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 driver may assign each student to a seat at his/her discretion. Each rider will be responsible for his or her space. 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 arranged.
2. 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 may be encouraged to contact their parents / guardians 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 972-872-7354 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 their student's school.

Electronic Devices:

1. Students who allow their phones or other electronic devices 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 their student's school.

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

3. 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. Students must be able to hear instructions from the driver at all times.

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

Carry-on Items:

1. All carry-on items must be kept in the student's lap while riding.

2. All students who carry an instrument will be assigned a seat toward the front of the bus. 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 for the student from the school if the instrument cannot be held in the student's lap or seating space is limited on the school bus.

4. All basketballs, footballs, soccer balls, skateboards, and etc, must be contained in a bag at all times. Students may be denied transportation at a campus. Items will be confiscated at a bus stop by the driver and turned over to an administrator.

Excessive Noise:

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

2. Screaming for no apparent reason, talking very loudly, singing, or dancing on the bus creating a disruptive situation will not be tolerated.

3. Use of band instruments or noise making devices are not permitted on the bus at any time.

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

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.

Disruption of Transportation:

1. Anyone who creates a disruption of transportation services may lose their riding privileges.
2. Students are expected to follow safety procedures while riding the school bus to or from school. Each student is expected to follow their EISD 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, notify Dispatch and then verbally instruct the students who are not fighting or involved and keep them out of harm's way.
4. A student, who has been threatened by physical aggression or harassment, should immediately notify their Parent / Guardian, the Bus Driver, a 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.

Bus Code of Conduct

Level 1 Violations

1. Riding the bus, other than the student's designated bus, without a bus pass, and/or getting off at the wrong stop.
2. Eating or chewing gum on the bus.
3. Being disrespectful to the bus driver, other students or district staff.
4. Bringing live and/or dead plants or animals on the bus.
5. Standing, blocking aisle, turning around or moving while the bus is in motion. The Driver may assign seats and students may not change seats.
6. Making unnecessary noise and/or using inappropriate language.
7. Throwing trash on the floor.

8. Verbal harassment.
9. All school rules and dress codes apply.
10. Moving from the assigned seat.
11. Other misconduct, including but not limited to:
 - a. Glass containers are not allowed on the bus.
 - b. Items too large to be placed under the seat or held in the lap may not be brought on the bus. Items may not block the aisle or emergency exits.
 - c. No pens, pencils, markers, or writing instruments of any kind are allowed to be used on the bus at any time. Such items must be kept in backpacks or pockets.

Level 2 Violations

12. Destruction of property.
13. Fighting, hitting, pushing, tripping, spitting, kicking, slapping, etc.
14. Verbal/physical abuse, harassment, disrespect, or inviting misbehavior in others.
15. Profanity or obscene gestures.
16. Students are not allowed in the driver's area. Including the driver's seat. All bus safety equipment is to be operated only by the bus driver or at the driver's instruction.
17. Unauthorized entrance or exit through the emergency door, windows or hatch, except in case of an emergency or supervised drill.
18. The possession and/or use of any tobacco, alcohol, any type of drugs, or weapons, including pocket knives, or any other item that could be used as a weapon.
19. Throwing objects inside or outside the bus.
20. Extending the body outside the bus.
21. Any disruptive behavior that interferes with orderly conduct on the bus to safely transport students.
22. Behavior that prevents the driver from operating the bus safely or interferes in bus discipline will not be allowed.
23. Other misconduct, including but not limited to:
 - a. Riding while under suspension.
 - b. Crossing the street in front of a moving bus and/or approaching the bus before the bus is stopped. Crossing behind the bus at any time.

CONSEQUENCES OF LEVEL I VIOLATIONS:

STEP 1 – Conduct report is issued as a warning. Parents/Guardians will be notified by the school administrator by phone or letter.

STEP 2 – Conference with principal or his/her designee with three (3) school days bus privilege suspension.

STEP 3 – Conference with principal or his/her designee and parent with five (5) school days loss of bus privileges

STEP 4 – Bus suspension for the remainder of semester (no less than 10 school days). STEP 5 – Bus suspension for the remainder of the school year.

CONSEQUENCES OF LEVEL II VIOLATIONS:

**These are considered to be serious bus safety violations.

STEP 1 – First offense will result in bus suspension. 1-5 days based on the discretion of the principal.

STEP 2 – Second offense will result in 5-10 school days of bus suspension.

STEP 3 – Third offense will result in bus suspension for the remainder of the semester. (not less than 20 days)

STEP 4 – Fourth offense will result in bus suspension for the remainder of the semester.

Eligible Rider Form

Return this form to the driver or campus to establish rider eligibility within 5 days.

Student Name: _____

Home Room Teacher _____ Grade _____

Bus Number: _____

Home Address (No P.O. Boxes) _____

Campus (Circle One):

ECC: Carver or Crockett

Elementary: Austin, Bowie, Houston, or Travis

Intermediate: Lummus or Miller

Alamo

Junior High

High School

Parent/Guardian: _____

Home/Cell Phone number: _____

Work Phone number: _____

As a student, I acknowledge that I have read and understand the rules in the Student School Bus Handbook.

Student Signature: _____

As a Parent/Guardian, I acknowledge that I have read and understand the rules in the Student School Bus Handbook.

Parent/Guardian Signature _____