

Dear Parent,

The Wills Point School district provides bus transportation to and from school as a courtesy service for eligible students residing in the district. The State of Texas prescribes the conditions governing school bus operations and assists in providing the service by allotting the district a given amount for eligible students transported.

In order to meet the conditions outlined by the state and provide safe prompt movement of students, the school district has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. They are outlined in this booklet for your information and for the guidance of your child.

The school district is pleased to provide transportation for its eligible students and solicits your assistance in helping create a safe, healthy operation. You may do so by reading the enclosed material and acknowledging receipt by completing and returning the enclosed card to the bus driver. We ask your cooperation with school in developing proper behavior patterns for those pupils who ride the bus.

If you should need information concerning bus routes, schedules, drivers/monitors or other concerns, call (903)873-5100 Ext. 8. Surveillance cameras are used on our buses to ensure a safe transportation system for the students and drivers/monitors.

If you should need information concerning student misconduct on buses, you should contact the Transportation Department.

Thank you,

Damon C. Davis

Assistant Superintendent of Operations & Student Services

IMPORTANT NOTICE

The Phone number for Transportation is **(903)873-5100 Ext. 8**

General Rules

1. Follow all instructions given by the bus driver/monitor. At no time, will a student act towards, or address comments to a bus driver/monitor in a disrespectful manner, or refuse to cooperate with the driver/monitor. Be respectful and courteous to all people on the bus.
2. Board and leave the bus at DESIGNATED HOME AND CAMPUS STOPS ONLY. Transportation will attempt to locate designated stops as close to student's homes as possible. However, some stops, depending on a variety of factors, may be a group or individual stop that could be up to as much as ½ mile from student's home.
3. Bus routes are designed to provide transportation for students to **one pick-up/drop-off location**. We will not pick-up or drop-off students at business', daycares, or after school programs. In the event of an emergency, contact WPISD Transportation at (903)873-5100 Ext. 8.
4. Bus routes are designed to provide maximum efficient loading and unloading. Please do not ask extra students to ride home. Approval for extra students must be based on the amount of room available on each bus.

5. **Any note sent from home must be verified and signed by a School Administrator and a Student Bus Pass issued to be given to the driver by the student before a student boards the bus.** In order to ride a different bus or get off at another stop, you must have a bus pass. The driver is not allowed to take any form of written note from anyone to transport a child to any other bus stop.
6. Video Equipment may be in use on the bus at any time. The Federal Family Educational Right and Privacy Act (FFERPA) prohibits a school district from allowing parents to view children...on videotape, and this law is further incorporated into our state's Open Records/Public Information Act.
7. 3 DAY NO RIDE POLICE-IF YOU DO NOT RIDE THREE(3) CONSECUTIVE DAYS, A.M. & P.M. YOU MUST CALL IN FOR THE BUS TO CONTINUE SERVICE. Bus stops where students do not ride on a regular basis may become inactive.
8. **School Bus Rider Contract Forms are to be completed and returned to the transportation department within 5 days after receipt. School Bus Rider Contract Forms must be renewed each school year or for each new address change, but only one address at a time may be used for bus service.**

No one is allowed to approach the bus at any time except "AUTHORIZED" Transportation Personnel, School District Officials and necessary Law Enforcement personnel. **No one is allowed to board a**

9. **WPISD school bus** except “AUTHORIZED” Transportation Personnel and registered bus eligible WPISD students. Call WPISD Transportation for any questions or problems with the bus.

PROCEDURES FOR WAITING FOR THE BUS

1. Be at the bus stop at least five (5) minutes before scheduled pickup time. **DRIVER WILL NOT WAIT OR HONK.** Buses **will not** turn around or make second passes for any reason. This endangers everyone along the route and delays the bus. Riders must be clearly visible to the approaching bus driver.
2. Stand on the sidewalk or back from the roadway at **least 15 feet** at all times while waiting for the bus.
3. When the bus approaches, form one line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus, **GO HOME IMMEDIATELY. DO NOT RUN AFTER THE BUS.**
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. **PARENTS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION TO/FROM SCHOOL IF A CHILD MISSES THE BUS.** Route schedules will not permit a bus to return for students who miss the bus.

LOADING THE BUS

1. **DO NOT TOUCH, HIT, PUSH, TRIP OR SHOVE WHEN ENTERING THE BUS.**
2. Go directly to your assigned seat. The bus is not allowed to move until all students are seated.

CONDUCT ON THE BUS

1. You are responsible for your words, actions and conduct at all times.
2. **SEATS WILL BE ASSIGNED BY DRIVER/MONITOR.**
Changing seats without permission from the driver/monitor is a violation of the bus conduct rules. Students are required to remain properly seated in their assigned seat at all times while riding the bus.
3. **STUDENTS MUST REMAIN PROPERLY SEATED AT ALL TIMES.** For safety reasons, students are not considered properly seated when they are not facing the front or if they are sitting on anything, including their legs, book, backpacks, etc. **BOTTOM TO BOTTOM AND BACK TO BACK.**
4. Normal conversation with students in the same seat, but any loud talking or noises may distract the driver and create an unsafe condition. **DO NOT SHOUT, SCREAM, WHISTLE, ETC.**
5. **ALL STUDENTS WILL REMAIN ABSOLUTELY QUIET WHEN THE BUS IS APPROACHING AND WHILE CROSSING A RAILROAD CROSSING.**

6. The use of profane, vulgar or offensive language is not permitted.
7. Do not touch, hit, push, trip or shove any other person on the bus.
8. Arms, head, other parts of the body and any hand-held items are to be kept inside the bus at all times.
9. Do not mark, cut, scratch or dismantle any part of the bus or its contents. **VANDALISM COST WILL BE PAID BY THE PERSON WHO IS RESPONSIBLE. IF NO PERSON CAN BE IDENTIFIED, ALL PERSONS ASSIGNED TO THE SEAT WILL SHARE THE COST. (TRANSPORTATION PRIVILEGES MAY BE DENIED UNTIL PAYMENT IS RECEIVED OR THE LEVEL OF DISCIPLINE IS SATISFIED, WHICHEVER IS LONGER).**
10. Do not throw objects inside or out of the bus or at any other person.
11. Students must keep books, packages, coats, band instruments and all other personal items in their lap and out of the aisle.
12. **THE EMERGENCY DOOR AND EXIT CONTROLS SHOULD BE USED BY PUPILS ONLY DURING SUPERVISED DRILLS OR ACTUAL EMERGENCIES. IF EXITS ARE OPENED WITHOUT PERMISSION, THE STUDENT MAY BE REMOVED FROM THE BUS FOR A PERIOD OF TIME.**
13. **ELECTRONIC DEVICES:** Students may bring electronic devices on the bus. However, students are **NOT** allowed to share electronic devices with other students. Disciplinary actions will be taken if a student does not follow electronic devices guidelines.

Students **MUST** wear headphones/earbuds, only on/in one ear, this is so they can hear driver/monitor. District is not responsible for damage to electronics.

- A. No talking on Cell Phone
 - B. No texting
 - C. No social media
 - D. No taking pictures or videos
14. NO FUND-RAISING ACTIVITIES ARE PERMITTED ON THE BUS. INCLUDING SALES OF CANDY, GUM, BRACELETS, BOOKLETS, COUPONS, ETC.
15. All students must follow their school Dress Code per their Student Handbook. (NO CHANGING OR TAKING OFF CLOTHES).

PROHIBITED ITEMS

1. **ANY TOBACCO PRODUCTS, INCLUDING SNUFF, DIP, CHEWING TOBACCO AND ELECTRONIC OR VAPOR SMOKING DEVICES.**
2. **GLASS CONTAINERS.**
3. **WEAPONS, EXPLOSIVE DEVICES, HARMFUL DRUGS OR CHEMICALS.**
4. **CIGARETTE LIGHTERS, MATCHES OR ANY OTHER FLAMMABLE ITEMS(INCLUDING AEROSOLS, FIREWORKS OR NOVELTY TOYS).**
5. **ALL ALCOHOLIC BEVERAGES**

ANY OBJECT (MUSICAL INSTRUMENT, SHOP/SCIENCE/HISTORY PROJECT, ETC.) WHICH IS

6. **TO LARGE TO BE HELD SAFELY IN THE STUDENT'S LAP.**
7. **ALL FOOD AND DRINKS. INCLUDING CANDY, GUM, SNACKS, SUNFLOWER SEEDS, ETC. (WATER IN A PLASTIC BOTTLE IS PERMITTED ON THE BUS).**
8. **LIVE ANIMALS OR INSECTS.**
9. **ANY OTHER LOOSE ITEMS.**

DEPARTING THE SCHOOL BUS

1. Remain properly seated until the bus is completely stopped and Driver has set Parking Brake.
2. Wait for your turn to leave the bus.
3. Use the handrail and take one step at a time when leaving the bus. **DO NOT JUMP OFF THE BUS.**
4. Stay clear of the bus when the engine is running. Do not chase or hang onto the bus as it pulls away.
5. **IF ANY ARTICLE DROPS OR ROLLS UNDER THE BUS, DO NOT GO AFTER IT, ASK THE DRIVER FOR HELP.**
6. **Students thru Grade 2 must be received at the stop by an adult.**

CROSSING THE STREET OR HIGHWAY

1. When crossing the road/highways, walk 10' out in front of the bus and wait for the driver to signal that it is safe to cross.
2. Look both ways and walk directly across the road.
3. Never cross the road behind the bus.
4. Be alert for vehicles that may not stop when the bus is loading/unloading students.

5. Cross all streets/highways at intersection when possible.
Obey all traffic signals on your way home.

ACCIDENTS OR EMERGENCIES

1. **PARENTS MUST PROVIDE TO THE DRIVER ALL BASIC EMERGENCY CONTACT INFORMATION ON EACH STUDENT WITH A MINIMUM OF TWO TELEPHONE CONTACTS. THIS INFORMATION MUST BE KEPT UPDATED AT ALL TIMES. IF THIS INFORMATION IS NOT PROVIDED AND KEPT UP TO DATE, RIDING PRIVILEGES MAY BE DISCONTINUES.**
2. Follow the driver/monitor instructions at all times.
3. In case of an emergency, children are to remain in the bus unless evacuated by the driver. If evacuated from the bus, **STAY WITH THE GROUP, DO NOT LEAVE THE SCENE UNLESS RELEASE BY A SCHOOL OFFICIAL OR POLICE OFFICER.**
4. The following procedures will be used for evacuation in an emergency situation:
 - A. **LISTEN FOR AND FOLLOW THE DRIVER'S INSTRUCTIONS AT ALL TIME.**
 - B. **EVACUATION WILL START WITH THE STUDENT NEAREST THE DOOR.**
 - C. **LEAVE THE BUS IN SINGLE FILE AND AS QUICKLY AND QUIETLY AS POSSIBLE. LEAVE PERSONAL ITEMS ON BUS, THEY WILL BE RETRIEVED LATER.**
 - D. **MOVE AT LEAST 300' FROM THE BUS(100 LARGE STEPS).**

- E. **DO NOT GO BACK TO THE BUS UNTIL INSTRUCTED TO DO SO BY THE DRIVER OR SCHOOL OFFICIAL.**

ABANDOND CHILD PROCEDURE

Students who are required to be received by an adult will not be discharged at the stop when an authorized adult is not present. The Transportation Department will attempt to locate or notify the parent that the student is being transported back to the Campus or Transportation Department where they can be picked up by the parent. Students that are not picked up at the Campus or Transportation Department by 5:30 P.M. will be reported with the following steps:

1. Call to CPS (Child Protection Services)
2. Call to CPS and Possible Termination of Bus Service.

SPECIAL EDUCATION SERVICE

Wait time for riders will be three(3) minutes. This is for A.M. & P.M. service. Pick-up and drop-off times can fluctuate. Keep good contact information with our Transportation Office.

EXTRA-CURRICULAR TRIPS

1. The bus rider and classroom rules apply to all school sponsored events.
2. Discipline will be the responsibility of the campus principal and the sponsor.

3. Strict loading/unloading time schedules will be followed.
4. Students should not bring electronics, cash or other valuables with them on Field Trips if they plan on leaving these items unattended on the bus. Transportation cannot guarantee or be responsible for the security of any items left on the bus during these events.

DISCIPLINE PROCEDURES

Riding the bus is a privilege, not a right.

We believe that safe and reliable school transportation is an integral part of the quality education goal at WPISD. Good conduct is required by all students in order to ensure the safest bus riding conditions as possible. To help ensure that every trip is safe and pleasant, each student is expected to follow all rules outlined in this handbook. By signing the receipt of this handbook, you are acknowledging that yourself and your student(s) have read the entirety of it and are agreeing to abide by all policies/procedures while on the school bus.

Disciplinary actions for grades PRE-K thru 4th will be different than grades 5th thru 12th due to the lower maturity level and memory retention of younger students. Minor and/or major infractions and the disciplinary actions that will take place for not following them and/or any of WPISD transportation policies/procedures are as follows:

Minor Infractions on the school bus include but is not limited to **ANY** violation of Safety Procedure and the following offenses:

1. Standing/moving while the bus is in motion. (Texas Law mandates that all students remain seated while the bus is in motion).
2. Not sitting properly in seat and keeping aisles clear, (bottom to bottom, back to back).
3. No eating, drinking, littering, or throwing objects.
4. Rude, discourteous and annoying behavior towards the driver, monitor, or fellow students.
5. Placing any body parts on the outside of the bus, windows, and rear exit/emergency doors.
6. Unacceptable language, gestures, screaming, or loud talking.
7. Horseplay, scuffling, pushing or placing hands on fellow students, driver, or monitor.

DISCIPLINE LEVELS

Level One:

For grades Pre-K thru 4th, verbal warning from a Transportation Administrator. (A seatbelt/harness request may be sent home).

For grades 5th thru 12th, first written discipline report.

Level Two:

For grades Pre-K thru 4th, first written discipline report.
For grades 5th thru 12th, will be the loss of bus riding privileges for 10 days.

Level Three:

For grades Pre-K thru 4th, will be the loss of bus riding privileges for 5 days.

For grades 5th thru 12th, will be the loss of bus riding privileges for 20 days.

Level Four:

For grades Pre-K thru 4th, will be the loss of bus riding privileges for 10 days.

For grades 5th thru 12th, will be the loss of bus riding privileges for 30 days.

Level Five:

For grades Pre-K thru 4th, will be the loss of bus riding privileges for 30 days.

For grades 5th thru 12th, will be the loss of bus riding privileges for the remaining of the 2018/2019 school year.

Level Six:

For grades Pre-K thru 4th, will be the loss of bus riding privileges for the remaining of the semester.

Level Seven:

For grades Pre-K thru 4th, will be the loss of bus riding privileges for the remaining of the 2018/2019 school year.

Major Infractions on the school bus include but it is not limited to **ANY** violation of Safety Procedures and the following offenses:

1. Fighting
2. Malicious destruction of property/vandalism
3. Abusive language, obscene gestures, and any form of sexual harassment.
4. Possession or use of alcohol, tobacco, an illegal drug or drug paraphernalia on the bus.
5. Possession or use of a firearm, knife, or any form of weapon on a bus.
6. Unauthorized opening or exiting through emergency exits.
7. Any reckless action that could cause harm to the normal operation of the bus.

Level One:

For Pre-K thru 12th, will be the loss of bus riding privileges for 10 days.

Level Two:

For grades Pre-K thru 12th, will be the loss of bus riding privileges for 30 days.

Level Three:

For grades Pre-K thru 12th, will be the loss of bus riding privileges for the remainder of the 2018/2019 school year

The Transportation Director has the authority to supersede the above guidelines and/or suspend a student immediately for an amount of time deemed necessary regardless of the number of times the student has received disciplinary action,

A member of the Transportation Administration will attempt to contact a parent or guardian for all levels of discipline, however if your disciplinary action was written, then a copy of the conduct report must be signed and returned in order to continue riding the bus.

NOTES:

REVISED: JULY, 2018