



*Dear Parent,*

*Sunnyvale Independent School District provides bus transportation to and from school as a courtesy service for all students residing in the district. It is our desire to transport students in the most efficient, safest way possible as outlined by the state. This handbook outlines safety and behavioral expectations for all riders.*

*If you wish to utilize bus transportation, you must fill out the bus rider agreement form and acknowledge that you have received or read this handbook. If you wish to receive a paper copy, please contact transportation.*

*When I receive your completed form, your student will be placed on a bus route. You must designate AM, PM, or Both, so our drivers and school personnel know who should be riding and who should not.*

*If you need information concerning bus routes, schedules, drivers/monitors or other concerns, call (972) 226-5974 Ext. 4402. Surveillance cameras are used on our buses to ensure a safe transportation system for the students and drivers.*

*Thank you,*

*Todd Staley*

*Director of Transportation*

## **IMPORTANT NOTICE**

TRANSPORTATION PHONE NUMBER:  
**(972)226-5974 Ext.4402**

### **General Rules**

- 1) Be respectful** and courteous to all people on the bus. Students should be respectful and follow directions given by the bus driver.
- 2) Board and leave the bus at **designated home and campus stops** only.** Transportation will identify designated stops close to student homes. However, some stops, depending on a variety of factors, may be at a group or individual stop that could be up to ¼ mile from the student home/s.
- 3) 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. Any note sent from home must be verified and signed by a School Administrator, and a Student Bus Pass will be given to the driver by the student before a student boards the bus.
- 4) Bus routes are designed to provide maximum efficiency, including routes, loading, and unloading. **Approval for extra students** will be based on the amount of room available on each bus.**
- 5) **Video Equipment** may be in use on the bus at any time.** The Federal Family Educational Right and Privacy Act (FERPA) prohibits a school district from allowing parents to view the video obtained due to the rights of the other students, and this law is further incorporated into our state's Open Records/Public Information Act.

- 6) **5 Day No Ride Policy**** - If your child does not ride five (5) consecutive days, A.M. & P.M., your child will be removed from the route unless you have informed transportation for extended absence. You will have to call transportation to be added back onto the route.
- 7) **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. This can be done online.
- 8) Only SISD Personnel, law enforcement, and students are allowed to **approach and board SISD buses**.** Parents/guardians should not approach or board the bus at any time. Please call SISD Transportation for any questions or concerns.
- 9) Download the **TripSpark app** for real-time bus tracking and notifications for your child's bus.**

### **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 once arriving at the designated stop. 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 and the stop sign is extended from the bus.
5. If you **miss the bus**, go home immediately. Do not run after the bus. Parents should instruct their children on what procedures to follow if they miss their bus. 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. Be **respectful** when loading the bus, including keeping your hands and feet to yourself.
2. Go **directly to your seat**. The bus is not allowed to move until all students are seated.

### **BUSES EQUIPPED WITH 3-POINT SEATBELTS**

SISD is following in accordance with SENATE BILL 693, which requires 3-point seat belts on all school buses manufactured after September 2017.

Texas Education Code: Sec. 34.013. Bus Seat Belt Policy. A school district shall require a student riding a bus operated by or contracted for operation by the district to wear a seat belt if the bus is equipped with seat belts for all passengers on the bus. A school district may implement a disciplinary policy to enforce the use of seat belts by students.

### **CONDUCT ON THE BUS**

1. You are responsible for your words, actions and conduct at all times.
2. Seats will be assigned by the driver as needed.

Changing seats without permission from the driver is a violation of the bus conduct rules.

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 (legs, backpacks, etc.).
4. Texas Education Code: Sec. 34.004. Standing Children. A school district may not require or allow a child to stand on a school bus that is in motion.
5. Normal conversation with students in the same seat is allowed, but loud talking or noises may distract the driver and create an unsafe condition.
6. All students should remain quiet when the bus is approaching and crossing a railroad crossing.
7. The use of profane, vulgar or offensive language is not permitted.
8. Do not touch, hit, push, trip or shove any other person on the bus.
9. Arms, head, other parts of the body and hand-held items are to be kept inside the bus at all times.
10. Do not mark, cut, scratch or dismantle any part of the bus or its contents. Vandalism cost will be paid by the person responsible.
11. Do not throw objects inside or out of the bus or at any other person.
12. Students must keep books, packages, coats, band instruments, and all other personal items in their lap and out of the aisle.
13. The **emergency door and exit controls** should be used by pupils only during supervised drills or emergencies. If exits are opened without permission, the student may be removed from the bus for a period of time.

- 14. **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 only wear headphones/earbuds in one ear so they can hear the driver. District is not responsible for damage to electronics. Students are not allowed to take pictures or videos on the bus.
- 15. No fund-raising activities are permitted on the bus, including sales of any kind.
- 16. All students must follow the school dress code per the Student Handbook.

**PROHIBITED ITEMS**

- 1. Any tobacco products, including snuff, dip, chewing tobacco and electronic or vapor 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.
- 6. Any object which is too large to be held safely in the student’s lap.
- 7. All food and drinks. Water is permitted on the bus.
- 8. Live animals or insects

**DEPARTING THE SCHOOL BUS**

- 1. Remain properly seated until the bus is completely stopped and the 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 up to Grade 2 should 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 intersections when possible. Obey all traffic signals on your way home

**ACCIDENTS OR EMERGENCIES**

- 1. Parents must provide **emergency contact** information for each student, including a minimum of at least two telephone contacts. This information must be kept updated at all times.
- 2. Follow the driver 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 released 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 times.
- 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 the bus. They will be retrieved later.
- D. Move at least 300' from the bus (100 large steps). Do not go back to the bus until instructed to do so by the driver or school official.

### **SPECIAL EDUCATION SERVICE**

Wait time for our students with specialized needs will be three to five minutes. This is for A.M. & P.M. service. Pick-up and drop-off times can fluctuate due to traffic. Please keep good contact information with our Transportation Office and use the **TripSpark app**.

### **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**

We believe that safe and reliable school transportation is an integral part of the quality education goal at SISD. 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 PreK thru 5<sup>th</sup> will be different than those for grades 6<sup>th</sup> thru 12<sup>th</sup> and are described in this handbook. Minor and/or major infractions and the disciplinary actions that will take place for not following them and/or any of SISD transportation policies/procedures are as follows:

**Minor Infractions** on the school bus include, but are 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 the 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.
8. Refusal to buckle or unbuckle seatbelt at any time.

**Level One: 1st Write Up**

For grades Pre-K thru 5<sup>th</sup>, verbal warning from a Transportation Administrator.

For grades 6<sup>th</sup> thru 12<sup>th</sup>, first written discipline report.

**Level Two: 2nd Write Up**

For grades Pre-K thru 5<sup>th</sup>, first written discipline report.

For grades 6<sup>th</sup> thru 12<sup>th</sup>, 3 days off bus

**Level Three: 3rd Write Up**

For grades Pre-K thru 5<sup>th</sup>, 3 Days off Bus

For grades 6<sup>th</sup> thru 12<sup>th</sup>, 5 Days off Bus

**Level Four: 4th Write Up**

For grades Pre-K thru 5<sup>th</sup>, 5 Days off Bus

For grades 6<sup>th</sup> thru 12<sup>th</sup>, 10 Days off Bus.

**Level Five: 5th Write Up**

For grades Pre-K thru 5<sup>th</sup>, 10 Days off Bus

For grades 6<sup>th</sup> thru 12<sup>th</sup>, 20 Days off Bus

**Level Six: 6th Write Up**

For grades Pre-K thru 5<sup>th</sup>, 20 Days off Bus

For grades 6<sup>th</sup> thru 12<sup>th</sup>, removed for the remainder of the semester

**Level Seven: 7th Write Up**

For grades Pre-K thru 5<sup>th</sup>, removed for the remainder of the semester.

**Major Infractions** on the school bus include, but are 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. Using your cell phone to video or take pictures of other students without permission.
5. Possession or use of alcohol, tobacco, an illegal drug or drug paraphernalia on the bus.
6. Possession or use of a firearm, knife, or any form of weapon on a bus.
7. Unauthorized opening or exiting through emergency exits.
8. Any reckless action that could cause harm to the normal operation of the bus.

**Level One:**

Pre-K - 12th - Off Bus for 10 Days

**Level Two:**

Pre-K - 12th - Off Bus for Semester

**Level Three:**

Pre-K thru 12<sup>th</sup>, Off Bus for the remainder of the year.

A parent/student conference may be requested by the Transportation Director or parent at any time. All discipline issues will be communicated from transportation to the campus. Any consequence will be handled according to the discipline progression.

Every student is entitled to a safe and enjoyable ride to and from school. Please discuss this handbook with your child to make sure they understand the importance of safety and courtesy of all riders.