

Accidents or Emergencies:

1. Follow the driver's instructions.
2. No student or employee is allowed to leave the site unless released by a school administrator after the investigation is completed.
3. The following procedures will be used for evacuation in an emergency situation:
 - Students nearest the door will open the door and hold open.
 - Leave the bus in a single file line as quickly and quietly as possible.
 - Evacuation will start with the seat nearest the front door unless otherwise instructed.

Extra-curricular Trips:

1. Bus riders rules apply to all school- sponsored events.

SCHOOL BUS DISCIPLINE

Riding the bus is a privilege. Video cameras may be used in district vehicles to promote compliance with the rules of conduct. Videotapes or portions of videotapes may be protected student records. (FERPA)

Any means of bus transportation shall be treated as an extension of the classroom. Students are expected to assist the district in ensuring that buses remain in good condition and that transportation is provided safely.



Willis ISD schools are consistent across the district with bus procedures and consequences for major and minor safety concerns. This is in the best interest of the students and parents. No more than two (2) minor referrals will be issued to any student during a school year, after which all referrals are considered MAJOR.

A MINOR OFFENSE IS AN INFRACTION OF THE FOLLOWING RULES; STUDENTS WILL NOT BE PERMITTED TO ENGAGE IN THE FOLLOWING BEHAVIORS:

Students will not engage in the following:

1. Excessive loud talking, yelling, or disturbing others.
2. Not staying seated while bus is in motion in assigned seat/ not seated correctly while bus is in motion.
3. Leaving paper/ debris on the bus.
4. Late to bus stop.
5. Pushing, tripping and/ or hitting other students.
6. Not following driver's direction.
7. Feet and backpacks not kept out of aisles.
8. Having any prohibited items: live animals or insects, glass containers, Flowers, balloons, balls, or objects too large to be carried on students lap.
9. Throwing objects out the window.
10. Inappropriate attire, no head gear allowed to be worn on the bus.

BUS PROCEDURES FOR A MINOR OFFENSE:

1st and 2nd warnings: The transportation department will attempt to contact a parent or guardian.

3rd Referral: Depending upon the offense, campus administrator will conference with child, issue consequences and contact parent.

A MAJOR OFFENSE IS AN INFRACTION OF THE FOLLOWING RULES:

Students will not engage in the following:

1. Using profanity, verbal abuse, harassment, or obscene gestures towards driver or other students.
2. Distracting driver's attention from safe operation of the bus.
3. Aggressive behavior towards other students, and / or FIGHTING.
4. Purposely excreting bodily fluids inside and/or out of the door or window of bus.
5. Vandalism to bus (restitution will be assessed according to damage).
6. Throwing or propelling dangerous objects inside or outside of the bus.
7. Arms, head, hands or any part of the body out the window of the bus.
8. Sexual or racial language or gestures – inappropriate sexual behavior or contact.
9. Gang related activity, items, language or gestures.
10. Riding or attempting to ride any bus during a bus suspension.
11. Riding unassigned bus without a bus pass or using an unassigned bus stop.
12. Having any prohibited item: weapons, explosive devices, matches, cigarette lighters, tobacco products, alcoholic beverages, harmful drugs or chemicals.

BUS PROCEDURES FOR MAJOR OFFENSE:

No Warnings:

1st referral: Three (3) days suspension from bus. Phone contact made with parent or guardian, referral forwarded.

2nd referral: Five (5) day suspension from bus. Phone contact will be made with parent or guardian, referral forwarded.

3rd referral: Ten (10) day suspension from bus. Phone contact will be made with parent or guardian, referral forwarded.

4th referral: Thirty (30) day suspension from bus. Phone contact will be made with parent or guardian, referral forwarded

5th referral: Removed from bus for the rest of the year. Phone contact made with parent or guardian, referral mailed.

THE ABOVE LISTED CONSEQUENCES IS THE MINIMUM NUMBER OF DAYS GIVEN FOR INFRACTIONS. THE CAMPUS ADMINISTRATOR HAS THE RIGHT TO INCREASE THE CONSEQUENCES BASED ON THE SEVERITY OF THE INFRACTION.

Willis ISD Student Bus Safety Manual

Student Transportation Services

Willis Independent School District

(936) 856-1220



Dear Parent(s):

The Willis Independent School District provides bus transportation to and from school as a privilege for students residing in the District. Our goal is to safely deliver each child to and from school on a daily basis. Your child needs to be registered to ride **EACH** year before school starts. The information is vital to the transportation department in case of any emergencies.

In order to meet the conditions outlined by WISD and provide safe, prompt movement of all students, the district has adopted standard regulations and procedures, and has provided restrictive measures for violations of rules. They are herein outlined for your information and for guidance of your child. You may assist in doing so by reading the Bus Safety Manual provided. We ask your cooperation with school personnel in developing proper behavior patterns for those students who ride buses.

Transportation to school is a vital component in providing a successful education. Willis ISD is committed to providing a safe transportation option for all students. Most school districts set travel distances to bus stops. At Willis ISD we aim to keep travel distances to bus stops around two-tenths of a mile - the equivalent of four blocks or 1,056 feet. Student travel distance to bus stops may vary due to safety concerns such as narrow, muddy or rough roads, inadequate turnarounds, and inability to access certain areas such as gated neighborhoods. Distances within apartment complexes and gated communities may also affect the distance traveled to bus stops. In each of these situations, stops are placed at the nearest accessible location. If you should need information concerning routes or student misconduct on buses, call the Transportation Office at 936-856-1220 or visit us at www.willisisd.org.

Thank you,

James Ringo
Director of Transportation

General Safety Rules:

1. Obey the instructions of the bus driver. At no time will a student act toward, or address comments to, a bus driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Get on and off the bus at your designated stop on your assigned bus.
3. Do not ask to ride home on another bus with a friend.
4. It is the responsibility of the PARENT to decide how a student will get to the bus stop (i.e., walking or by car).
5. It is the responsibility of the PARENT to provide transportation to school if a child misses or is suspended from the bus.
6. All Students will follow WISD dress code policy while on the bus.

Procedures for Waiting for the Bus:

1. Be at your bus stop five minutes before scheduled pickup time. The driver **will not wait** or honk the horn for individuals or daycares.
2. Stand on the sidewalk or back from the roadway in a safe place while waiting for the bus. Be in plain sight of the approaching bus driver and other traffic. Be watchful and do not play around.
3. Before the bus approaches, form a line and be prepared to load immediately. Be at least ten feet back from the bus stop.
4. Stand still and clear of the bus. Move toward the bus only after the bus has stopped and has opened the door and/or the driver signals you to load.
5. If you miss the bus, go home immediately.
6. Parents should instruct their children on what procedures to follow if the bus is missed.

Loading the Bus:

1. Do not push or shove.
2. Stay out of the bus "Danger Zone" (10 ft. on the side, 10 ft. in front and never behind). Wait until the door opens or the driver gives the signal before approaching the bus.
3. Use the handrails and steps. One step at a time.
4. Go directly to your assigned seat. The bus will not move until all students are seated. Delays affect traffic and schedules.
5. The driver **will** assign students' seats.

*** During a bus route, all property within 100 Ft of the bus is considered school property. Students shall conduct themselves appropriately.**

Conduct on the Bus:

1. Remain in your assigned seat at all times.
2. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
3. Normal conversation is permitted; any loud noises that may distract the driver and create an unsafe condition will not be tolerated.
4. Scuffling, fighting and the use of profane or vulgar language and gestures are forbidden.
5. Do not throw objects inside or out of the bus.
6. Do not litter, mark, cut or scratch any part of the bus. The student(s) responsible for damages will not ride the bus until the school district has been compensated for those damages.
7. Students should only use the emergency and exit door controls during supervised drills or actual extreme emergencies.
8. Students shall never attempt to operate the passenger door or other controls except in case of extreme emergency.
9. Students shall face forward for the duration of the trip, and shall keep their feet in front of them and out of the bus aisle.
10. Electronic devices, personal telecommunications, or any device with a camera may not be used to take pictures. If listening to music or playing games, earbuds must be worn. **NO TALKING ON CELL PHONE.**

Getting off the Bus:

1. Stay seated until the bus is completely stopped at your designated stop and the door has been opened.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. Stay out of the bus "Danger Zone" (within 10 ft. of the bus).
5. If an article drops or rolls near or under the bus, **do not go after it!** Go to the bus door and alert the driver and ask the driver for help.

Letting off Pre-Kindergarten and Kindergarten

Parents or a designated adult **must** be at the bus stop to receive PK and K students. If no one is there to receive the student they will be returned to their campus. It is the responsibility of the parent to see that students who are returned to school are picked up.

Designated Stop:

Students will be picked up and dropped off only at their designated bus stop. After ten consecutive days of not using the bus service, that service may be discontinued. Only **one location** for pick up and **one location** for delivery will be allowed. Any request for change must be made to and approved by the campus of attendance, and they will inform transportation of the authorized change. Requests received after 12:00 noon will be processed the following day. Multiple changes confuse the children and staff.

Crossing the Street or Highway:

1. All students living on the left side of the roadway shall exit the bus and move to a point 15 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. **Never** cross the road behind the bus.
4. **Caution!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.
5. Obey all traffic signals and signs on your way to and from the bus stop.

Prohibited Items:

1. Tobacco or tobacco products, matches or cigarette lighters.
2. Any animals or insects, dead or alive.
3. Glass containers, golf clubs, skateboards, baseball bats, ropes, chains, weapons, explosive devices or aerosol containers.
4. Alcoholic beverages, drugs or chemicals.
5. All items, including band instruments, must be kept on the student's lap or within **their** seating compartment and may not deny another student a seat, block the aisle or an emergency exit.
6. Food, chewing gum, and drinks (other than clear plastic bottled water) are not permitted.
7. All items listed in the student handbook for their school of attendance.
8. The District prohibits students from using cameras or cell phones to take pictures while on school property or while attending school-sponsored or school-related activities on or off school property. When seen, district employees shall confiscate any of the devices, and are not responsible for such items.
9. No headgear of any type will be allowed on the students head while on the bus. We need to be able to identify all students while on the bus.