

# **Azle ISD Transportation School Bus Rider Safety Handbook 2021–2022 School Year**



**[Azle ISD Transportation Department](#)**

348 Central Drive - Azle, Texas 76020

817-444-1322 (Office)

817-444-6379 (Fax)

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# Azle ISD Bus Rider Safety Handbook

Azle ISD provides free bus service to all regularly enrolled students who meet the bus at designated stops and abide by the rules and regulations for bus riders and students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted on the Traversa Ride 360 app. Parents should check the Traversa app regularly for updates to student routes.

For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

Students may be required to walk up to .5 miles (2,640 feet) to a bus stop.

Bus stops will be located on primary residential streets only, not businesses. Bus stops are designated after careful study of demographics, walking distances, and ridership in the area. The overall safety of stop placement is the most important factor considered.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

The following rules have been approved so that students may be transported to and from school in an orderly and safe atmosphere. These rules will be enforced for the safety of all children. We ask that parents help by informing their children of the importance of abiding by these rules.

If a student disobeys any of the rules for riding the bus, they may be disciplined by the bus driver and referred to the campus principal. Misconduct will be punished in accordance with the Student Code of Conduct and may include loss of bus riding privileges.

The campus principal and Director of Transportation will have the final authority on all discipline decisions regarding students that violate the Student Code of Conduct for Azle ISD transportation.

## **Azle ISD Transportation Facts**

- Azle ISD Covers 95 Square Miles
- 3,000+ Students Transported Daily
- 51 Daily Routes
- 2,050+ Miles Traveled Daily
- 386,700+ Miles Traveled Annually
- 68,000+ Extracurricular Miles Traveled Annually

# Safety First

## Waiting for the Bus

Students should:

- Arrive at the bus stop five minutes prior to scheduled bus arrival time and allow an additional five minutes after scheduled arrival time.
- Stand on sidewalk or a safe distance from the roadway when no sidewalk is available.
- Form a line when the bus approaches and wait for the bus to come to a complete stop with the **RED** loading lights flashing.
- Never approach a moving bus.
- Never run after or chase a bus.

Parent/driver conferences cannot take place at the bus stop. Parents should contact the Transportation Department at 817-444-1322 to schedule a conference.

## Loading the Bus

Students should:

- Use the handrail and steps while entering the bus.
- Not push or shove others while entering bus.
- Go to their assigned seat\* or the nearest seat available. (\*Driver may assign seats.)

The bus will not move until all students are safely seated.

## Unloading the Bus

Students should:

- Remain seated until the bus has come to a complete stop.
- Use the handrail and take one step at a time while exiting the bus.
- Get clear of the bus as soon as possible by walking.
- Always cross in front of the bus and never behind the bus.
- Always be alert for vehicles if they must cross a street.
- If something is dropped or rolls near or under the bus, students should not try to retrieve it without asking the driver for help and making certain the driver sees them.

## Crossing Streets/Highways

- All students crossing to the left side of the roadway shall exit the bus and move to a point 10 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
- **After signal from driver**, students should check both directions and walk directly across the street.
- Students should never cross behind the bus.
- Students should use caution and be alert for moving vehicles that do not stop for the **RED** loading lights on the bus.

## Accidents/Emergencies

- Students should always follow directions of the driver.
- Students should stay in a group if they must exit the bus.
- Students should leave all items behind when exiting the bus.
- The student closest to the door should open the door when the driver has instructed them to do so.
- Students should leave the bus in a single file line as quickly and quietly as possible.
- Evacuation will start with the seat closest to the exit door.

## Prohibited Items

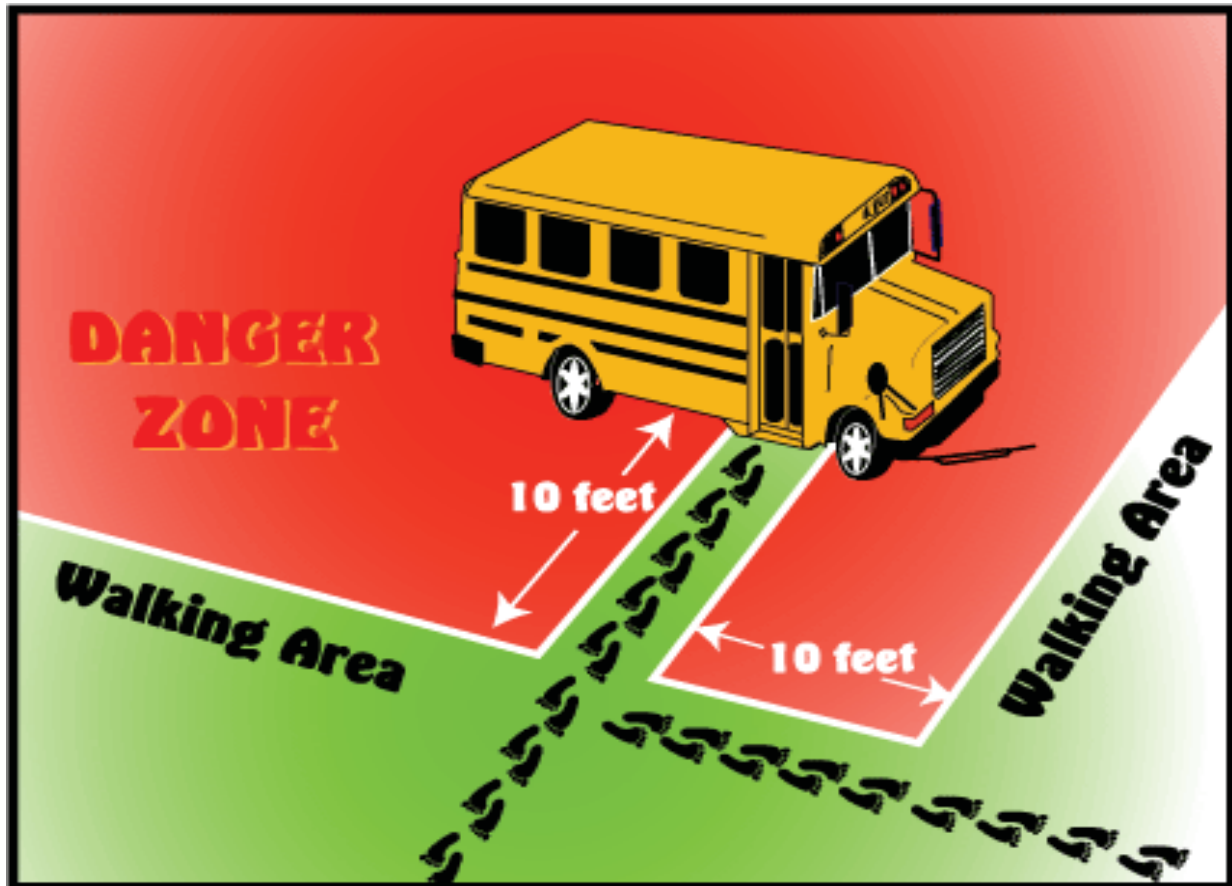
- Alcohol, tobacco, e-cigarettes, and other illegal items
- Glass containers
- Any objects too large to be placed on student's lap (including large band instruments)
- Live animals or insects
- Yo-yos, laser lights or pointers
- Other items listed in the Azle ISD Student Code of Conduct
- Any other items that may be deemed unsafe by the bus driver
- Pictures and videos are not allowed to be taken while on the bus.
- Personal hygiene products should not be opened on the bus.

## The Danger Zone

The most dangerous time for a student riding the school bus is the loading and unloading process.

It is critical that students are visible to the driver and out of the bus danger zones when the bus is in motion. This rule applies to loading and unloading both in neighborhoods and at schools.

If students are crossing the street, they should move immediately out of the danger zone and proceed at least 10 feet in front of the bus before crossing the street.



## General Bus Conduct Rules

1. Obey all instructions of the bus driver.
2. The bus driver is responsible for all discipline on the school bus.
3. Load and unload the bus at designated stops only.
4. **ALL students must be transported on their designated bus to their designated bus stop - unless prior arrangements have been made with parents. A note signed by the parent and campus administrator must be presented to the driver, or the Azle ISD transportation office must be contacted for supervisor approval (in advance).**
5. Students are to be quiet as bus nears railroad tracks.
6. Remain seated while the bus is in motion. Do not change seats.
7. Students are responsible for the items they bring on the bus.
8. Keep all body parts inside the bus.
9. Do not make loud noises that may distract the driver. Normal conversation is permitted.
10. Do not throw objects inside or out of the bus.
11. If a student does not ride the bus for three consecutive days, parent must call the transportation department at 817-444-1322 or the bus may not come to their stop.
12. Due to limited seating, some personal articles may not be permitted onto the bus. Large items may be required to sit on the student's lap. Any band instrument that is too large to sit between student's legs on the floor or in their lap will only be allowed on the bus on the first route of the week to school and the last route of the week home from school.
13. Bus driver may confiscate any items that may be deemed as a distraction or safety concern.
14. Bus driver has the authority to assign seats.
15. Scuffling, fighting, and the use of obscene, vulgar, profane, or offensive language and gestures is prohibited.
16. Emergency exits are to be used only during drills or an actual emergency.
17. Do not mark on, cut, or scratch any parts of the bus. Vandalism costs will be billed to the parents of any student responsible.
18. All students in grades 7-12 must wear their Azle ISD student IDs.

## **Driver Discipline Measures**

Riding the bus is a privilege. Students being transported on Azle ISD school buses shall comply with the Azle ISD Student Code of Conduct. Any student who fails to comply with the established rules of conduct will be subject to disciplinary action, and may be denied transportation service.

Discipline referrals will be sent directly to the campus principal. Students will be responsible for delivering referrals to parents. Any bus misconduct will be punished in accordance with the Student Code of Conduct. Punishment may include removal from the bus, detention, ISS, or DAEP placement.

### **Minor Infractions (Not limited to the following)**

- Using profanity, improper or offensive remarks or gestures
- Talking loudly or yelling
- Bothering (poking, pushing, etc.) others
- Failure to follow driver's instructions
- Not staying seated in your seat, standing, jumping over seats, or crawling under seats
- Leaving paper or other trash on bus

### **Major Infractions (Not limited to the following)**

- Accumulation of three minor infractions
- Being defiant, disrespectful or insubordinate to the bus driver
- Fighting
- Throwing objects inside or outside the bus
- Vandalism or destruction of the school bus (students/parents may be required to pay for damages caused)
- Possession of prohibited items
- Any unauthorized use of emergency exits

### **Driver Discipline Measures**

- Verbal warning given by driver for inappropriate behavior
- 1<sup>st</sup> written report – conference between student and driver; copy to campus principal
- Student signs Bus Conduct Report for driver
- Driver may assign student a seat
- 2<sup>nd</sup> written report – transportation office will attempt to contact parent
- Repeated violations will be reported to campus principal and could result in temporary removal from bus.

# Suggested Discipline Ladder

## Grades K-4

- 3<sup>rd</sup> written report to principal – campus consequences
- 4<sup>th</sup> written report to principal – off bus 1-3 days
- 5<sup>th</sup> written report to principal – off bus 3-5 days
- 6<sup>th</sup> written report to principal – off bus 10 days
- 7<sup>th</sup> written report to principal – off bus remainder of semester
- 8<sup>th</sup> written report to principal – off bus remainder of year

## Grades 5-6

- 3<sup>rd</sup> written report to principal – campus consequences
- 4<sup>th</sup> written report to principal – off bus 3 days
- 5<sup>th</sup> written report to principal – off bus 10 days
- 6<sup>th</sup> written report to principal – off bus remainder of semester
- 7<sup>th</sup> written report to principal – off bus remainder of year

## Grades 7-8

- 3<sup>rd</sup> written report to principal – off bus 3 days
- 4<sup>th</sup> written report to principal – off bus 5 days
- 5<sup>th</sup> written report to principal – off bus 10 days to a month
- 6<sup>th</sup> written report to principal – off bus remainder of semester
- 7<sup>th</sup> written report to principal – off bus remainder of year

## Grades 9-12

- 3<sup>rd</sup> written report to principal – off bus 5 days
- 4<sup>th</sup> written report to principal – off bus 10 days to a month
- 5<sup>th</sup> written report to principal – off bus remainder of semester
- 6<sup>th</sup> written report to principal – off bus remainder of year