

Azle Independent School District  
Transportation Department  
**School Bus Rider's  
Safety  
Handbook**





- The Azle Independent School District provides free bus service to all regularly enrolled students who meet the bus at designated stops and abides by the rules and regulations for bus riders and students.
- The following rules have been approved in order that the student might be transported to and from school in an orderly and safe atmosphere. We ask the parents help in informing their child/children of the importance of abiding by these rules. These rules will be enforced for the safety of all children.
- If student disobeys any of the rules for riding the bus, they may be disciplined by the bus driver and referred to the campus principal.
- The campus principal and transportation supervisor will have the final authority on all discipline decisions regarding students that violate Student Code of Conduct on district transportation.

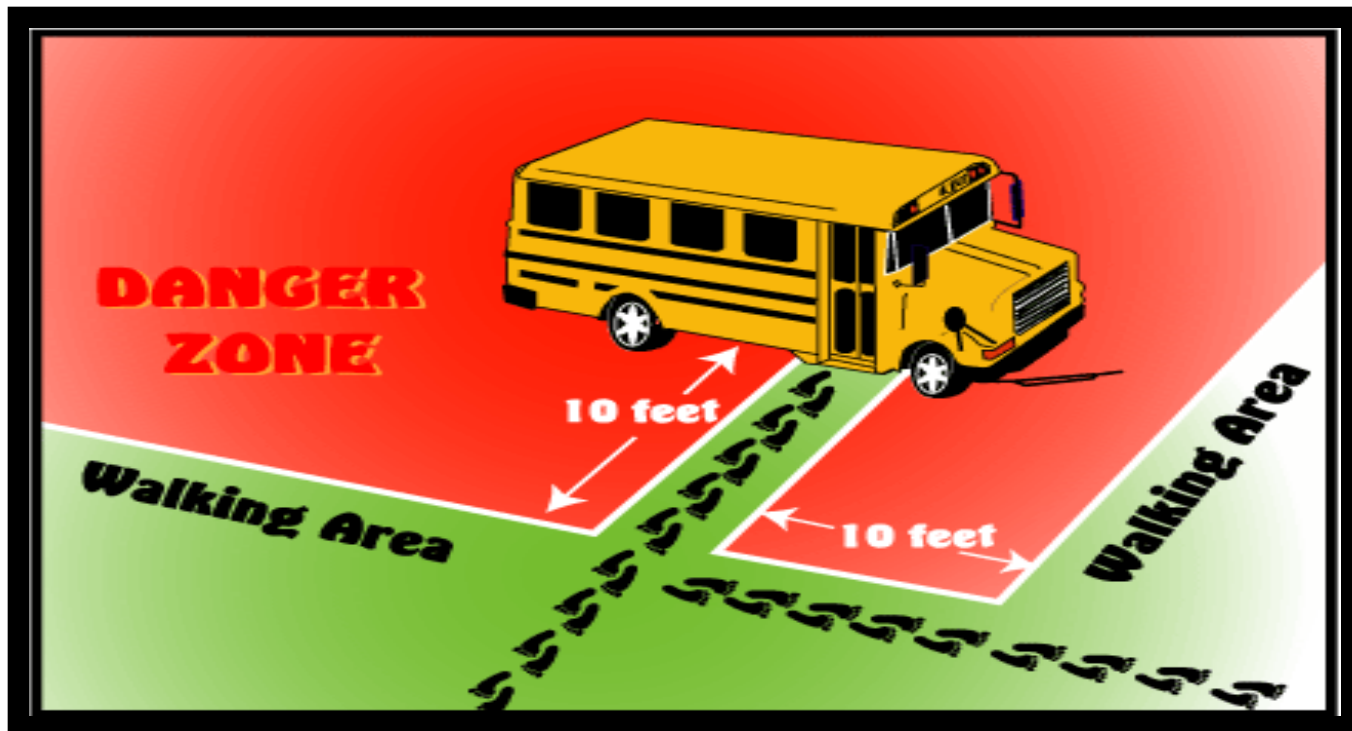
- **Azle I.S.D. Transportation Facts**
- 3,000+ students transported daily
- 49 daily routes
- 1,500+ miles traveled daily
- 430,000+ miles traveled annually
- 59,000+ extracurricular miles traveled

- **Prohibited Items**

- alcohol, tobacco, other illegal items
- glass containers
- any objects too large to be placed on student's lap
- live animals or insects
- yo-yos, laser lights or pointers
- pictures are not to be taken on the bus
- personal hygiene products should not be opened on the bus
- other items that driver may deem as unsafe
- other items as stated in the Student Code of Conduct

## 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 the 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.



- Bus \_\_\_\_\_
- State law requires drivers to maintain a student list on each bus. Please give child's complete name, grade and campus information. Please fill out the following information in case of an emergency and we will be able to contact you in a prompt manner.

• STUDENT'S NAME: \_\_\_\_\_

• ADDRESS: \_\_\_\_\_

• SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

• PARENT/GUARDIAN NAME: \_\_\_\_\_

• HOME PHONE NUMBER: \_\_\_\_\_

• CELL PHONE NUMBER.: \_\_\_\_\_

• E-Mail Address: \_\_\_\_\_

• EMERGENCY CONTACT NAME: \_\_\_\_\_

• EMERGENCY CONTACT NUMBER: \_\_\_\_\_

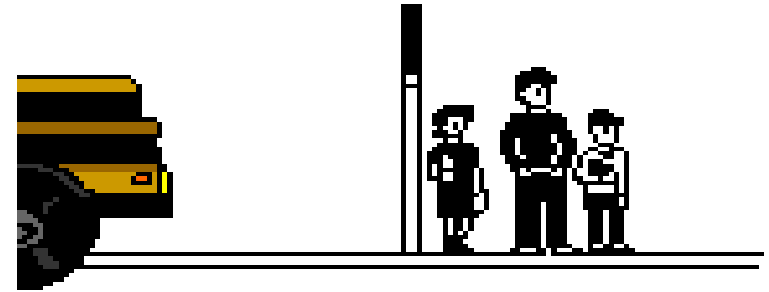
• By signing below I am acknowledging receipt of this handbook. I also understand what is covered in this handbook. In addition, I give the Azle I.S.D. permission to seek medical treatment for my child if deemed necessary.

• \_\_\_\_\_  
• Signature of Parent/Guardian Date

• \_\_\_\_\_  
• Signature of Student Date

• **THIS IS FOR DISTRICT TRANSPORTATION USE ONLY**

- **GENERAL BUS CONDUCT RULES**
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- **OBEY ALL INSTRUCTIONS OF THE BUS DRIVER!**
- **BUS DRIVER IS RESPONSIBLE FOR ALL DISCIPLINE ON THE SCHOOL BUS!**
- Only eligible students may be transported unless arrangements have been made with parents and a note is present from the parent and school administrator.
- Board and leave bus at designated stops only.
- Students are to be quiet as bus nears railroad tracks.
- Remain seated while bus is in motion. Do not change seats.
- Students are responsible for the items they bring on the bus.
- Keep all body parts inside the bus.
- Do not throw objects inside or out of the bus.
- If you do not ride the bus for three (3) consecutive days, you must call the transportation department or the bus may not come to your stop.
- Due to limited seating, some personal articles may not be permitted onto the bus.
- Driver may confiscate any items that may be deemed as a distraction or a safety concern.
- Driver may assign seats if it is necessary.
- Scuffling, fighting, and the use of obscene, vulgar, profane, or offensive language and gestures is prohibited.
- Emergency exits are to be used only during drills or an actual emergency.
- Do not mark on, cut, or scratch any parts of the bus. Vandalism costs will be billed to the person responsible.
- Normal conversation is permitted. Please do not make loud noises that might distract the driver.
- Students should wear ID if one has been issued by the district.
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- **SAFE AND ON TIME**



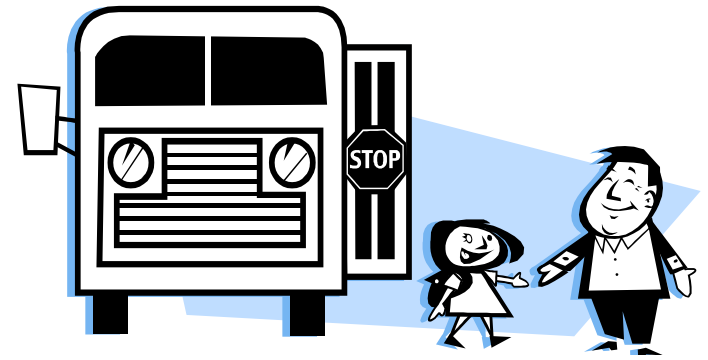
- **WAITING ON THE BUS**
- Be at bus stop 5 minutes prior to scheduled bus arrival time. Special Needs Buses will wait a maximum of 5 minutes before departing.
- Stand on sidewalk or back away from roadway.
- When bus approaches, form a line and wait for bus to come to a complete stop with red loading lights flashing.
- **STUDENTS SHOULD NEVER CHASE THE BUS!**
- **Parent/Driver conferences should not take place at the bus stop. Parents should call transportation department to schedule conferences at 817-444-1322.**



# SAFETY FIRST



- **LOADING THE BUS**
- **Use handrail and steps; do not push or shove other while entering bus.**
- Go to your assigned or nearest available seat.  
Bus will not move until all students are seated.  
The driver may assign seats



- **UNLOADING THE BUS**
- **Stay seated until bus has come to a complete stop.**
- **Use handrail and take one step at a time when exiting.**
- **Get clear of bus as soon as possible, by walking.**
- **Never cross behind bus.**
- **If an article is dropped or rolls near or under bus, do not try to get it. Make certain the**
  - **driver sees you and ask**
  - **driver for help.**
- **Be alert for vehicles if you must cross a street.**

- **CROSSING STREETS/HIGHWAYS**
- All students living 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.
- Check both directions and walk directly across the road.
- **NEVER** cross behind the bus.
- **CAUTION!** Be alert for vehicles that do not stop.
- Cross all streets at intersections.

- **ACCIDENTS/EMERGENCIES**

- **ALWAYS FOLLOW DIRECTIONS OF DRIVER!**

- Stay in a group if you must leave the bus.
- Student nearest the door will open the door when the driver instructs to do so.
- 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

# DISCIPLINE

- Transportation is a privilege. Students being transported on Azle I.S.D. school buses shall comply with the 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. It will then be the responsibility of the parents to transport the student. Discipline referrals will be sent directly to the campus principal of the school that your child attends. Student will be responsible for delivering referral to parents. Any bus misconduct will be punished in accordance with the Student Code of Conduct. Punishments may include removal from the bus, detentions, SAC, and DAEP.
- **Driver Discipline Measures**
- 1 Verbal warning for inappropriate behavior.
- 1<sup>st</sup> written report--conference between student and driver.
- Driver will 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 the student's temporary removal from bus.

# **Category I - Minor Infractions (Not limited to the following.)**

- Using profanity, improper or offensive remarks or gestures.
- (Not directed to anyone) (automatic discipline referral)
- Talking loudly or yelling.
- Bothering (poking, pushing, etc.) other bus riders.
- 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.

# **Category II - Major Infractions (Not limited to the following.)**

- Accumulation of three (3) minor infractions.
- Being defiant or disrespectful to the bus driver.
- Fighting.
- Throwing objects inside or outside the bus.
- Vandalism or destruction of the school bus.
- (Students may be required to pay for damages caused)
- Possession of prohibited items.
- Any unauthorized use of emergency exits.

# Driver Discipline Measures

- Verbal warning for inappropriate behavior.
- 1<sup>st</sup> written report--conference between student and driver.
- Driver will 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 the student's temporary removal from bus.



## Suggested Discipline Ladder

- K-4<sup>th</sup> Grade
  - 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
  
- 5<sup>th</sup> & 6<sup>th</sup> Grades
  - *3<sup>rd</sup> written report to principal*
  - *4<sup>th</sup> written report to principal—off bus 3 days*
  - *5<sup>th</sup> written report to principle—off bus 10 days to a month*
  - *6<sup>th</sup> written report to principle—off bus remainder of semester*
  - *7<sup>th</sup> written report to principle—off bus remainder of year*

- 7<sup>th</sup> & 8<sup>th</sup> Grades
  - 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 principle—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
- *9<sup>th</sup>-12<sup>th</sup> Grades*
  - 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