

Anthony ISD

Bus Rider's Handbook



BUS RIDER'S SAFETY HANDBOOK

Parents and Bus Riders

The Goal of this Bus Rider's Handbook is to provide you with information which will help your child have a safe and enjoyable experience while riding the school bus. The safe transportation of your child, as well as all children on the bus, is our number one priority. Riding the bus is a privilege not a right. Bus accidents are very often the result of discipline problems which distract the driver. School buses are provided as a courtesy for the transportation of students. Students who do not obey the rules will be disciplined. Discipline will be strictly enforced for all students.

General Safety Rules

- Obey the instructions of the bus driver. At no time will a student act toward, or address comments to a driver in a disrespectful manner, or refuse to cooperate with the driver.
- Only students who are eligible to ride may be transported and must ride their assigned bus.
- Board and leave the bus only at your designated stop.
- It is the responsibility of the parent to provide transportation to and from school if a child misses the bus.

Waiting For the Bus at Your Bus Stop

- Be at your bus stop five (5) to ten (10) minutes before scheduled pick-up time.
- Stand on the sidewalk or back from the roadway.
- Do not run, push, shove, fight, or throw objects.
- When the bus approaches, form a line at least three (3) giant steps (6 feet) away from the curb or loading area and line up away from the street. Be prepared to load the bus immediately.
- If you miss the bus, DO NOT CHASE OR TOUCH THE BUS, go home immediately.
- Parents should instruct their children on what procedures to follow if the bus is missed.

Yellow Flashing Lights

Indicate that the bus is preparing to stop to load or unload children. Motorist should slow down and prepare to stop their vehicle.

Red Flashing Lights and Extended Stop Sign

Indicate that the bus has stopped and that children are getting on or off. Motorist must stop their vehicles and wait until the red lights stop flashing, the stop sign is withdrawn, and the bus begins moving before they can start driving again.

Loading the Bus

- Do not push or shove.
- Use the handrails and steps.
- Get into your seats as soon as possible and move over to the window unless someone is already there. The bus will not move until all students are seated.

Conduct on the Bus

- The bus driver is in charge and is authorized to assign seats for any reason.
- A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
- Sit in your seat correctly, face the front, keep hands and feet to yourself, and stay in your seat at all times. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door is opened.
- Talk softly in a normal voice-no yelling or screaming, any loud noises may distract the driver and create an unsafe condition. No yelling out the window.
- Keep head, hands and feet inside the bus at all times.
- Scudding, fighting and the use of obscene, vulgar, or profane language and gestures are forbidden.

- Do not mark, cut, or scratch any part of the bus. **Vandalism cost will be paid by the person who is responsible.**
- No gum, candy, drinks, or food is allowed on the bus.
- No pens, pencils, markers, scissors, or paper, will be used on the bus by student. **Keep these items in your book bag.**
- Possessing or being under the influence of drugs or alcohol is illegal.

Getting Off the Bus

- Stay seated until the bus comes to a complete stop and the door is open.
- Use the handrail and take one step at a time.
- Wait your turn, pushing and crowding will only slow exiting and may cause an accident.
- Stay clear of the bus, do not chase or hang on the bus.
- If an article drops or rolls near or under the bus, **DO NOT GO AFTER IT.** Ask the driver for help.
- If you fail to get off the bus at your assigned stop, **STAY ON THE BUS.** You will be taken back to school and your parents will be called.

Crossing the Street or Highway

- All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet (4 to 5 giant steps) in front of the right bumper and wait for the driver to signal that it is safe to cross. Be sure the bus driver can see you before you cross.
- Check in both directions and walk directly across the road.
- CAUTION! Be alert for the vehicles that do not stop when the bus loading or unloading students.
- Cross all streets at intersections. Obey all traffic signals and signs.

Prohibited Items

- Tobacco, alcohol, drugs, matches, cigarette lighters, weapons, explosive devices or chemicals.
- Live animals or insects.
- Glass containers.
- Any object (musical instrument, school project, fund raiser) too large to be carried by the student and kept in his/her lap.
- Food and drinks (no eating or drinking on the bus).

Accidents or Emergencies

- Follow the driver's instructions quickly and quietly.
- If you must leave the bus, stay on a group.
- The following procedures will be used for evacuation in an emergency:
 - Students and/or adults chosen by the driver will open the door and assist the aisle to the front of the bus.
 - Evacuation will start the seat nearest to the door and alternate across the aisle to the front of the bus.
 - Leave the bus in a single file as quickly and quietly as possible.
 - Once outside the bus, follow the driver's instructions completely.

Video Monitoring System

Regular education route buses may be equipped with a video monitoring system. Our goal is that these cameras will provide added measures of safety and security for your child as he/she is transported to and from school. The Anthony ISD has the exclusive rights to use the video as deemed necessary. Only authorized school personnel appointed by the AISD will be allowed to load or unload tapes or view tapes. All records, equipment, and tapes will be kept in a secured location at the Transportation Department.

Discipline Procedures

The school bus is an extension of the classroom and discipline will be administered by the campus administrator with the assistance of the transportation manager. All other School Board policies that apply to student conduct and other student related activities apply to the school bus. Major offenses will extend to extracurricular activities involving bus transportation the student is participating in.

Steps and consequences for improper conduct on the school bus include the following:

- **FIRST OFFENSE:** the student will be given a warning that will be sent home to the Parent/Guardian and moved to the front seat of the bus for a week. Other disciplinary action may be taken.
- **SECOND OFFENSE:** The student will be suspended from the bus for no less than 3 school days.
- **THIRD OFFENSE:** the student will be suspended from the bus for the remainder of the semester of school year.

Major offense including, but not limited to bullying, fighting, obscenity, cursing, confrontation with the driver, vandalism, etc., will be handled according to the severity of the offence. The campus administrator has the authority to skip steps according to the severity of the violation or the number of violations.

Dear Parent,

The Anthony Independent School District provides bus transportation to and from school as a courtesy service for students. The State of Texas prescribes the conditions governing school bus operation.

In order to meet the conditions outlined by the State and to provide safe, prompt movement of student, the District has adopted standard regulations and procedures and had provided restrictive measures for students who violate these rules.

We ask for your assistance in helping create a safe, healthy environment for your child. Please read the enclosed material and acknowledge receipt by completing and return the enclosed form to the corresponding school administrator.

If you should need information concerning bus routes, please call the Transportation Office for information at 915-886-6548 or 915-886-6516.

Thank you,

Erica S. Torres
Maint. & Transportation Manager



Anthony Independent School District Request for Bus Transportation

This form must be completed (one form per student) and returned to the Transportation Department one week before the school starts. If the student is enrolled after registration process, form must be submitted as soon as possible. Please print clearly.

Student: _____
Last name First Name Middle Initial

Grade: _____ Campus: _____ Special Needs Transportation? Y N

Residence Address: _____
Street Number Street Name City

Home Phone: _____ Alternate phone number: _____

Parent's/Guardian's Name: _____

Emergency Contact 1: _____ Phone Number: _____

Emergency Contact 2: _____ Phone Number: _____

***Emergency contact must be a person who can reach you and pick up your child if necessary ***

As the parent/guardian of a bus rider, I have discussed the rules and discipline procedures mentioned on the Bus Rider's Handbook with the bus rider who lives with me and we agree to abide by these rules. We understand that she/he may lose their privilege to ride an AISD bus if these rules are not followed.

Parent's/Guardian's Signature _____ Date: _____

Student's Signature _____ Date: _____

*****Transportation office use only*****

Transportation date received: _____ Received by: _____