

### **Mission Statement**

The Anthony ISD Transportation Department will provide school bus services to all eligible students in the safest and most efficient manner.

### **Regular and Special Education Routes**

#### **Eligibility**

Transportation is available for children who live two miles or more from the district campuses. It is also available to students residing within two miles of their assigned campus may have transportation available if their neighborhood qualifies as hazardous under the district's hazardous transportation rating system.

#### **Pick Up Time Criteria**

Regular transportation attempts to arrive at every bus stop on time. Due to the variances between individual clocks, students are asked to arrive at the bus stop 5 to 10 minutes prior to the scheduled arrival time. Buses will load students and depart the stop. Regular buses do not wait for late students under most circumstances. All buses will wait 10 minutes after the release bell at the school for students to board. Students are expected to proceed immediately to the buses. Bus drivers are instructed not to stop or open the door for late students and/or parents because of safety concerns.

#### **Route Design**

Bus routes are created to enhance student safety while maximizing route efficiency. It is the parent's responsibility to supervise their children between their home and the bus stop and while at the bus stop. Stops are spread as far apart as criteria will allow in order to help decrease the number of stops each bus will make on its route; thus minimizing riding time for the students.

The above design criterion is for regular students only. Students in special programs are subject to different design criteria. Although, it is the student's responsibility to get off at their respective stops, every effort will be taken so that students will be dropped off at their designated locations only. Pre-Kindergarten through Kindergarten students will only be dropped off if an approved guardian or authorized adult is present. Should a guardian or authorized adult not be present, the child will be returned back to the elementary campus. This rule applies to all special needs students.

## Anthony I.S.D Transportation Department

The Anthony ISD Transportation Department provides curb-to-curb service for Special Education students eligible to receive special needs transportation. It is the parent/caregiver's responsibility to meet the bus at the curb to transfer custody of the student.

### **Route Changes**

All routing changes (including pick-up or drop-off locations) are to be initiated at the Transportation Department. Changes in service may take a few days for implementation. Pick up and drop off times are subject to change.

### **Training**

Subjects include:

Time & Attendance procedures, Field Trips, Employee Handbook, Emergency evacuations, Breakdown and Accident Prevention, Field training, Discipline management Techniques, Understanding the Student Rider, First Aid, Special Needs and Lift Bus Training.

**BUS MONITORS are expected to:**

1. Be professional at all times, you represent Anthony I.S.D.
2. Ability to lift and assist students when necessary, must be able to lift a minimum of 50 pounds.
3. Do not use your cell phone at any time while on duty especially when on the route unless case of emergency occurs.
4. Discipline on the bus is the Monitor's responsibility; the driver is responsible for safely driving the route.
5. Safely move from seat to seat during the route to check that students remain properly secured, are behaving well, offer assistance and monitor all activities in the bus.
6. Take extra precautions to insure that all seat belts and wheelchair locks are secured.
7. Use the utmost care when loading or unloading special need students.
8. Maintain accurate special need attendance forms on a daily basis and turn them in on the last day of the month.
9. Maintain **student confidentiality** at all times; this is extremely important.
10. Never discuss student information on the bus regardless of whether students are on board or not.
11. Keep track of hours worked.
12. Follow all instructions given by Transportation Administration.
13. Comply with all Local, State, and Federal Law and Regulations pertaining to the handling of special need children.
14. Comply with all District Policies, Rule, and Regulations.
15. Read, understand, and follow all rules and regulations set forth in this Transportation Handbook.
16. Perform other assigned duties in an efficient and cooperative manner.