



Jarrell ISD Transportation Department

Jarrell, Texas 76537

512-746-4818

School Bus Rider's Handbook

The Safety of our students is our #1 priority!

Jarrell ISD is committed to ensuring the safety of each and every student who rides the school bus. Students will be picked up and dropped off at designated stops only or a grandparent's home may be used as a student's transportation address. The address of the grandparent's home must be within the bus zone for the student's campus of attendance. Students may only ride to and from a single address, whether it is their home or their grandparents' home.

Service Parameters

Eligible transportation is available for students who live more than one mile from their assigned school. The distance a student lives from their assigned school is determined by measuring from the curb at the front of the school to the curb in front of their home using the closest paved street.

Parents, please take time to read and discuss the contents of this with your students who ride the bus. Riding the bus is a privilege provided by Jarrell ISD and should be treated as such. The following procedures and safety rules help ensure the safety and protection of each student and ensure that all routes are run in a timely manner. Any students failing to follow these procedures will be written up on a referral report and turned in to the transportation department. The transportation department and campus administrator will determine appropriate disciplinary measures which may include temporary or permanent removal of transportation privileges. **Please remember that the school bus is an extension of the classroom**, all school board policies that apply to student **conduct in the school** and other student-related activities apply also to the school bus.

General Rules

“Back To Back and Bottom to Bottom with Back-Packs on your Lap”

1. Students will be courteous to fellow students and the school bus driver.
2. Remain seated, facing forward, with all body parts inside the bus. It is against the law for anyone to be moving around on the bus while the bus is in motion.
3. Do not extend any parts through the bus windows. Do not change seats and always remain seated until the bus door opens, and the parking brake is applied. Seating assignments will be assigned by the bus driver and students are to remain in assigned seats for the duration of the trip.
4. A student shall not refuse to sit in an assigned seat or deny another seat a place to sit.
5. Parents will need to make other means of transportation for non-school activities such as sleepovers, birthday parties, after-school study groups, Sporting events, etc.
6. Students will board and leave the bus at their designated stop only. *All bus riding changes must be approved by the campus your child attends later than 1 pm for Elementary and by 2 pm for Middle School and High School.*
7. *It is the responsibility of the parents/guardian to arrange transportation if your child misses the school bus.*
8. If students do not ride for five (5) consecutive days, the bus stop will be taken off the route unless parents notify the Transportation Department.
9. *Drivers and School Officials are not responsible for articles left on the bus.*
10. Refrain from unnecessary conversation with the bus driver. Normal conversation is permitted; any loud noise may distract the driver and create an unsafe condition.
11. Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden; and may constitute immediate denial of bus privileges.
12. Do not spit, hit, bite, or pinch other students. Students must keep their hands and feet to themselves at all times. Do not throw objects inside or out the windows/door of the bus. Keep all pens and pencils put away at all times.
13. Do not mark, cut, or scratch any part of the bus. The vandalism cost will be paid by the person who is responsible. The student may lose bus riding privileges until restitution has been made.
14. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
15. Students should never sit in the driver's seat or operate the passenger door or other driver controls except in cases of extreme emergency.
16. Remain quiet when approaching and through the completion of railroad crossings. Students *will not* eat, drink, or chew gum on the bus. Water is permitted.

Smart Tags

Students currently enrolled for transportation services will be provided with a SMART tag ID badge at no charge. Please note, that a SMART tag ID budget is required each time your child enters and exits the bus. After 3 consecutive days of no use, your student will be given a bus referral. Please do not cut, bite, or punch holes in the card, this will make the card not able to read on the reader. If your student loses or damages the card, a \$5.00 replacement fee will need to be paid to issue another card.

Each of our buses is outfitted with a tablet equipped with a Radio Frequency Identification reader, mobile connectivity, and a Global Positioning System. Similar to systems used in public transportation, students place their campus-supplied SMART tag ID badges on the tablet's sensor when loading and unloading their bus. Only the student's name and associated bar code will be printed on the ID badge. No information is stored on the badge.

Our bus drivers also benefit through improved safety and automation of tasks, better enabling them to focus on the safe transport of students. Specifically, the SMART tag system wirelessly transmits information to our transportation department staff including the location of each bus, the names of the students on board each bus, notification of an approaching bus, and the ability to view a student's ridership activity.

Video Cameras

Cameras on the bus may be running at all times to record students' and driver behavior Bus Safety. Cameras are not to be touched or adjusted by anyone other than an employee of Jarrell ISD Transportation Department. Data recorded on these tapes are considered confidential and only authorized personnel or Campus Administrators can view the video due to the Confidentiality of each and every student in accordance with the Family Educational Rights and Privacy Act (FERPA) laws.

Dropping off Pre-Kindergarten – 1st Grade Students

Parents or a designee **must be at the bus stop** for Pre-Kindergarten – 1st-grade students. *(This form can be obtained on the website under DEPARTMENTS/Transportation, or at the campus.)* If the bus is on schedule and there is no one to receive the student, the driver will notify the Elementary School and will continue on their route. Parents/Guardians are not permitted to meet the bus at another stop or another campus to retrieve their student as these actions may cause additional distractions to the driver and may put our students in a hazardous situation. After the route, the student will be returned to the Elementary Campus, and will be the parents/guardians' responsibility to pick up the student from their campus. **If this problem continues a conference between the parent and campus administrator will be held and the student may be at risk of losing their bus privilege.** Students in 2nd grade and up will be dropped off at their assigned stop without parent or designee supervision.

Procedures for waiting for the school bus and loading the bus:

1. Be at your bus stop *five minutes* before the scheduled pick-up time. The driver will not wait or honk. Remain out of the street and respect the property and property owner where the stop is located.
2. When the bus approaches, form a line and be prepared to load immediately.
3. Do not approach the bus until the bus has come to a complete stop, the parking brake is engaged, the red lights are on, and the driver motions for you to load the bus.
4. Board carefully and use the handrails on the bus.
 - a. No pushing or shoving while loading the bus.
 - b. Use the hand sanitizer located by the stairs.
 - c. Go to your assigned seat *immediately*.
 - d. The bus will not move until all bus riders are seated and facing forward.

Getting off the Bus

1. For the safety of the students, no one will be allowed to take a student off the bus at a different location. Students must get off at their designated assigned stop at all times.
2. Stay seated until the bus is completely stopped, and the air brake is applied.
3. Use the handrails and take one step at a time when leaving the bus, no jumping off the bus steps.
4. Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
5. Stay clear of the bus when unloading, and stay at least 15 feet from the bus at all times.

Crossing the Street or Highway

All students living on the left side of the roadway shall exit the bus, 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.*

1. Check in both directions and walk directly across the road.
2. Never cross the road behind the bus.
3. **Caution!** Be alert for the vehicles that do not stop when the bus is loading and unloading students. Obey all traffic signals and signs on your way home.

Reporting Bus Issues:

1. Only school-authorized personnel may enter a bus. It is against the Law for Unauthorized persons to board the bus.
2. Bus, bus rider, or bus driver concerns will not be discussed at the bus stop with the driver.
3. If parents, students, or staff need to report a bus issue, they may call the transportation department to report the issue, you may also make a written report and submit this report to the Transportation director. **This report can be found on our website under the transportation department link then click on JISD Bus Incident Report. This form can be emailed to the transportation director, at transportation@jarrellisd.org.**

Prohibited Items

1. Tobacco, electronic cigarettes or any vaping devices, alcohol, glass containers, balloons, and assembled kites.
 - a. Vaping is automatic DAEP placement.
2. Weapons, explosive devices, matches, lighters, harmful drugs, prescription drugs, or chemicals. Open flames of any kind.
3. Live animals or insects.
4. Items that are too large that will take the place of a student able to be transported such as a musical instrument, school projects, sports equipment, or baggage too large to fit under the seat or on the student's lap.
 - a. Musical instruments that are too large to safely fit are tubas, baritones, trombones, tenor saxophones, baritone saxophones, and bass clarinets.
 - b. Baseball bats and tennis rackets must be contained in a sports bag and not removed while on the bus.
 - c. Color guard equipment – flags must be rolled tightly and stowed backward at the window, rifles and sabers must be stowed under the seats and students are to sit in the first few rows of the bus.
 - d. Skateboards and longboards are not allowed on the bus.
5. Perfumes and colognes are not allowed to be used on the bus.
6. All other items must be kept on the student's lap at all times.

Electronic Devices & Toys:

1. Parents/Guardians are asked not to speak to the driver on the student's cell phone.
2. Taking pictures or capturing videos of other students is prohibited. The driver or Jarrell ISD is not responsible for unauthorized pictures or captured video.
3. **The use of electronic devices is a privilege while riding the school bus.** All electronic devices must be used with headphones or be placed on mute. Headphones, ear pods, and air pods can only be worn in/on one ear while on the school bus. Students must be able to hear and understand driver's instructions, and other warning signals. External noise from any device is not allowed on the school bus. Students must be able to hear directions from the driver at all times. Students who allow cell phones, MP3 players, iPods, or any other electronic devices to become a distraction or disruption on the school bus will be asked to put the item away. Failure to do so may result in the loss of their privilege for the remainder of the school year and the item being confiscated and sent to the student's campus for a parent/guardian to pick up during normal hours of operation.
4. **Toys, collector's cards, and other items that become a distraction on the bus will be confiscated and returned to the student at his or her stop. If the problem persists the item may be confiscated and turned over to the student's campus administrative staff.**

Bus Discipline – Violations

Reminder – the school bus is an extension of the classroom. All rules that apply in the classroom apply to the bus. The discipline will be administered by the principal or designated employee. All school board policies that apply to student conduct and other student-related activities apply to the school bus. Levels and consequences for improper conduct on the bus include the following:

Every effort will be made to solve any issues before reporting the misconduct of a student to the transportation department by the driver. The bus driver shall address all safety concerns with the students while they are riding the bus. The bus driver may confer with the student before or after the trip, change the student's seat, or call for a JISD administrator to assist with a situation. The campus principal may choose to skip steps for serious violators. Students who refuse to comply with bus procedures and/or safety rules are subject to the following consequences:

Verbal Warning	The bus driver will make every effort to correct any issues on the school bus before making an official write-up on your student.
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1st Offense	The transportation department will call the parents/guardians. A copy of the handbook will be sent home to review with the student. A copy of the referral will be sent to your student's campus administrator.
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Additional Offenses	Additional discipline will be determined by campus administration based on the investigation of the incident and our established discipline matrix.
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Note: Severe misbehavior may result in immediate bus suspension. Students who engage in conduct considered dangerous to the health and safety of themselves or others will be subject to Immediate emergency removal from the school bus pending conference with his/her school administrator and the Transportation Department.