

Hondo ISD

Bus Rider Safety Handbook



Hondo ISD Transportation Department
102 18th Street
Hondo, TX 78861
830-426-7650

Dear Parent/Guardian,

The Hondo ISD Transportation Department is pleased to welcome the parents and students to a new school year.

The State of Texas does not mandate transportation service. Hondo ISD provides bus transportation to and from school as a courtesy service for eligible students residing in the district.

Transportation of students in the safest possible manner is the highest priority of the Transportation Department as well as other departments or individuals engaged in such transportation.

The goal of this handbook is to help provide safe transportation for children who ride the school bus. Parents should take the time to read and discuss the material in this handbook with their children. Riding the school bus is a privilege provided by the school district and should be treated as such. To ignore these rules will result in disciplinary action including suspension of bus riding privileges.

Please read this information with your school age child, **fill out the registration form at www.hondoisd.net/operations**. We hope that with this information available to you and continuing safety program for our drivers, we will have a safe, accident free school year. Your assistance will be greatly appreciated.

Sincerely,

James White

James White
Director of Student Services

Hondo ISD School Bus Rules:

1. Plan to leave home each day so that you will arrive at your bus stop **5** minutes before the bus is scheduled to arrive. **The bus will not wait past the scheduled arrival time.**
2. Stand at least 10 feet away from the edge of the road at the bus stop.
3. **Wait until the bus, and other traffic, come to a full stop and the bus door is open before moving toward the bus.** If you have to cross in the road to get on the bus, wait until the driver motions for you to cross then cross in front of the bus at a distance of 10' to 12' feet so the driver can see you.
4. If you miss the bus, go home immediately. Parents should instruct their children on procedure to follow if the bus is missed. If at school, go to the office. Never run after or alongside a bus!
5. **Parents/Guardians are responsible for providing transportation to or from school if their child misses the bus.**
6. When loading the bus, do not push or shove, use handrails and go directly to your assigned seat. The bus will not move until all students are seated.
7. Riders must stay in their assigned seats, face the front of the bus, and keep themselves and their belongings out of the aisle.
8. Keep all body parts inside the bus. (i.e. heads, hands, feet, hair)
9. Riders are not allowed to throw objects inside or out of the bus.
10. Riders should be courteous. Profane language and/or hand signs are not allowed.
11. Riders may not attempt to operate the bus controls or emergency exits, except in an emergency situation.
12. Riders shall not deface or vandalize the bus or its equipment.
13. The Hondo ISD dress code must be followed on the bus.
14. Students may only ride the bus to which they are registered. Any deviation (or guest riders) requires a "One Trip Bus Pass" from the campus the student attends. These can be obtained at the campus office. **No "One Trip Bus Passes" will be issued for any City Bus routes or Special Needs routes.** A maximum of 2 guests may ride, to a single address, with approved passes. If a bus route is too crowded to accommodate guest riders the bus pass will be denied. Guest riders must follow all bus rules and regulations.
15. Only Hondo ISD students enrolled in Hondo ISD are permitted to ride on Hondo ISD school buses. Unauthorized persons are not allowed to enter the buses.
16. When preparing to leave the bus, stay seated until the bus comes to a complete stop.
17. Students will only be allowed to get off the bus at their registered bus stop address. If they wish to get off at a different stop they must first obtain a "One Trip Bus Pass" from the campus they attend.
18. Head Start and Pre-Kindergarten children will not be let off the bus unless a Parent or designee is present to receive them.
19. Stay clear of the bus. Do not chase or hang on the bus.
20. If any article drops or rolls near or under the bus, **DO NOT GO AFTER IT.** Ask the driver for help.
21. Caution; always be alert for vehicles that do not stop when the bus is loading or unloading.
22. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way to and from the bus stop.
23. Students should immediately notify the driver if they are injured in any way or see something is wrong.

Prohibited Items:

1. The possession or use of tobacco or alcohol of any kind
2. Live animals, reptiles, or insects
3. Weapons, explosive devices, fireworks, harmful drugs, or chemicals
4. Open flames of any kind (matches, lighter, etc.)
5. **No Electronic Devices (cell phones, tablets, etc.)**
6. **Chewing gum, eating or drinking, except for water, is prohibited.**

The school bus is an extension of the classroom, and the principal, or their designee, will administer discipline with the assistance of the bus driver. All school board policies including the Student Code of Conduct apply to student conduct on the bus.

Hondo ISD Bus Discipline Procedures

If a bus rider is considered incorrigible by the principal, he or she may be suspended from riding the bus for the semester or the year. Also, the principal may suspend a student from riding the bus on the first or subsequent offense for any flagrant or serious misconduct.

In case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to call for law enforcement assistance. The Director of Transportation and parents/guardians shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving the principal, the driver, the parents and the student takes place.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with provisions of the student's Individual Education Plan (IEP) for students considered disabled under IDEA or individually designed program for students considered disabled under Section 504.

For all other Bus Discipline Procedures see Student Handbook.

Parent or Guardian Responsibilities:

1. Parents/Guardians are encouraged to walk with students to and from bus stops.
2. Parents/Guardians are responsible for their children's safety when traveling to and from the bus stop. A responsible person must accompany **Exceptional Education** and **Head Start students** at their bus stop in the morning and be waiting at the bus stop in the afternoon to receive the student when the bus arrives.
3. Parents/Guardians should not expect to have conferences with the school bus driver at the bus stop. If necessary, conferences should be arranged through the school and the Transportation Department.
4. Parents/Guardians should make a reasonable effort to understand and cooperate with those responsible for pupil transportation and accept responsibility for the proper conduct of their children.
5. Parents/Guardians are not allowed to board the school buses.
6. Parents/Guardians may access their children only at their child's bus stop unless the driver has authorization for a change approved by your child's campus administrator.

Route Changes

Any requests for bus route changes should be directed to the Campus their child attends. In order to change your child's bus route and/or bus stop you must fill out a new bus registration form every time a change is requested.

Video Camera

Pursuant to Texas Education Code 26.009 (b), schools can videotape students without parent permission for purposes of maintaining order and discipline. However, under FERPA, the parent may only view the video if his or her child is the only student in the video. Typically, the video would reveal the behavior of other students as well, and therefore, it would contain possibly identifiable information of other students that cannot be viewed by any parent.

The Texas Attorney General has addressed this issue and determined that videotapes made on school buses, on which the driver addresses some students by name and which "shows the faces, bodies, and behavior of students of the district" are education records under FERPA and are exempted from disclosure. Texas Attorney General ORD 95-821. Video tapes will remain in the custody of Hondo ISD Transportation Department.

Hazardous Conditions:

1. Safety precautions will be exercised in school bus operations at all times. If conditions will not permit the delivery of the student(s) to his/her authorized stop, the student will be returned to a location determined by the school officials based on existing conditions.
2. In case of bad weather, the start of school may be delayed, school cancelled, or students released early. On days when hazardous weather conditions exist, contact the transportation office at (830) 426-7650 or please listen to the following radio or television stations for school information.

Radio Station: KCWM
1460

Television Stations: KENS, KMOL, KSAT

Accidents or emergencies:

1. Follow the driver's instructions. Stay in your seat and stay calm.
2. If the driver calls for an evacuation of the bus, the riders closest to the door will exit first then seat by seat order. Riders should exit the bus in single file in a calm, orderly manner. All school supplies should be left in the seat. When you leave the bus, stay in a group in a safe area behind and to the side of the bus.

