



**GILMER**  
**INDEPENDENT**  
**SCHOOL DISTRICT**

# **Bus Rider's Handbook**

## **2017-2018**

*Dear Parent,*

*The Gilmer Independent School District provides bus transportation to and from school as a courtesy service for eligible students residing in the district. The State of Texas prescribes the conditions governing school bus operations and funds the service by allotting the district a given amount for eligible students transported.*

*The school district is pleased to provide transportation for its eligible students, and solicits your assistance to help maintain safety, order, and the rights of others.*

*Please read the enclosed information and acknowledge receipt by completing and returning the attached student information card to the bus driver. We ask and need your cooperation with school personnel in developing proper behavior patterns for those pupils who ride buses.*

*For any questions concerning bus routes, or student discipline please contact the Bus Garage at (903) 841-7469.*

*Also, if you would like to talk with your child's bus driver, please contact the bus garage. If the driver is out, you may leave a message. Please do not stop or delay the bus while on route.*

*Greg Hanlin  
Director of Transportation*

# GILMER ISD BUS RIDER'S SAFETY HANDBOOK

Parents and Bus Riders,

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents must take time to read and discuss the materials in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such.

**Student information forms are to be completed and turned in to the driver within 3 days.**

## General Safety Rules

1. Obey the instructions of the bus driver or monitor
2. Board and leave the bus at the rider's designated stop only. **Do not run after the bus**
3. Only eligible students ride the bus and must ride their assigned bus
4. Ineligible students must produce a permission slip signed by his/her campus principal to be allowed on a bus
5. It is the responsibility of the parent to provide transportation to school if a student misses the bus

NOTE: Parents should discuss with their children a plan of action if the bus is missed. Students should know if their parents expect them to return home, go to a neighbor, walk to school, etc. When mechanical or other problems cause a bus to run late, the schools will be notified, and the bus will make every stop, regardless of how late it is.

## Bus Schedules

Buses will run as close as possible to the published schedule. However, the first several weeks of school are a period of adjustment. Routes may run early or even a little later than usual until revisions are made. Please keep in mind when arranging personal schedules.

## Procedures for Waiting for the Bus

1. Be at your bus stop **five minutes** before scheduled pick up time
2. Driver will not pick up a student unless they are at their designated stop
3. Stand on the sidewalk back from the roadway while waiting for the bus
4. When the bus approaches, form a single file line and be prepared to load immediately
5. Stand clear of the bus until it comes to a complete stop
6. If you must cross a roadway to board the bus, wait until the driver signals you to walk across.  
**Never reach or crawl under the bus for any reason**

## Loading the Bus

1. Use the handrail and steps
2. Walk to your seat; sit facing forward; keep feet on the floor; remain seated at all times, share your seat willingly (Some buses require up to three students in one seat)
3. The bus will not move until all students are seated
4. Once the bus door is shut and the bus begins to move, a student should not attempt to approach the bus

## CONDUCT ON THE BUS

Safe and reliable school transportation is an integral part of the quality education goal of the school district. School provided bus service is a privilege that can/will be withdrawn if student conduct does not meet expectations. To help ensure that every trip is safe and pleasant, each student is expected:

1. Be courteous to everyone
2. Keep all body parts and belongings on the bus
3. Keep the aisles free of obstacles that would prevent a quick evacuation
4. Keep conversations in a normal tone. Screaming and loud talk could distract the driver
5. Remain seated while the bus is in motion
6. Keep hands and feet off of other students
7. Prohibited items include, but not limited to the following:
  - Drugs, alcohol, electronic cigarettes, and tobacco products
  - Glass containers or fragile items
  - Pets or other animals
  - Balloons
  - Band instruments that cannot be held in student's lap
  - School projects larger than a shoe box that cannot be held in one's lap
  - Cell phones that distract bus drivers because of obnoxious ring tones, or setting the volume at maximum
8. The District or bus driver will not be responsible for damage to flowers, mums, or any other delicate items. If there is doubt, please ask the bus driver beforehand.
9. Bus drivers have been directed to not hold conferences during the route. Therefore, during the time of picking up or delivering students, they will refuse to conference with parents either in person or on the phone. Parents are asked to call the Transportation Director to set up a conference during a time that the drivers can give you the full attention you deserve.
10. Students will be silent at railroad crossings so that warnings can be heard by the driver.
11. School dress code must be maintained while on the bus.

### Accidents or Emergencies

In the event of an accident or medical emergency, students should:

1. Follow the driver's instructions.
2. If an evacuation is necessary, the following procedures will be used:
  - When the bus driver gives the instructions, evacuation will begin with students closest to the door
  - Quietly leave the bus in single file
  - Older students will assist younger students in safely exiting bus
  - Students must stay in a group in a safe distance from the bus
  - Students should remain quiet and follow the driver's instructions



## PLEASE NOTE

Any unsafe, dangerous behavior can result in extreme discipline measures and a **denial of bus riding privileges** without going through the normal progression of light to harsher consequences.

Serious misconduct that actually endangers the physical safety of other passengers will result in the Transportation Director and the campus principal being notified as soon as practical. This behavior could result in suspension or other consequences deemed appropriate by the principal.

## Extra-Curricular Trips

1. A sponsor will ride the bus with the students and maintain safety and order
2. The same rules apply during extracurricular trips as normal bus routes
3. Discipline will be the responsibility of the campus principal and trip sponsor
4. The trip sponsor will ensure that the bus is returned clean

## Discipline Procedures

The school bus is an extension of each campus and students are subject to Gilmer ISD Board Policy as well as the student code of conduct adopted by the Board of Trustees. Students who fail to follow safety or behavior rules will receive a Bus Conduct Report for each infraction. The Director of Transportation will administer the consequences based on the number of infractions the student has received and may skip steps if deemed necessary.

Students who damage a bus will be charged for repairs, including parts and labor. Riding privileges may be suspended until damages are paid for. If you have questions, please call the Transportation Office at **903-841-7469**.

The following actions will be taken by the Transportation Director on receipt of a Bus Conduct Report:

### Elementary Students (Grades PK-6)

- 1<sup>st</sup> report- Driver will contact parent
- 2<sup>nd</sup> report – Director will contact parent
- 3<sup>rd</sup> report - 3-day bus suspension
- 4<sup>th</sup> report – 5-day bus suspension
- 5<sup>th</sup> report – 10-day bus suspension
- 6<sup>th</sup> report – Suspended from all transportation for remainder of school year

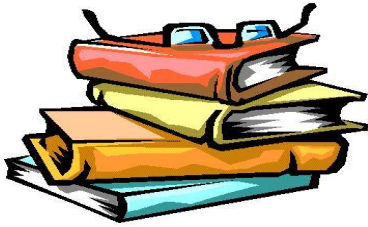
### Secondary Students (Grades 7-12)

- 1<sup>st</sup> report - Warning- Driver will contact parent
- 2<sup>nd</sup> report – 5-day bus suspension
- 3<sup>rd</sup> report – 10-day bus suspension
- 4<sup>th</sup> report –Suspended from all transportation for remainder of school year

**NOTE: Bus conduct reports will begin the first day of school and end the last day of school. There will be no “start over” between the 3<sup>rd</sup> and 4<sup>th</sup> six weeks.**

\*The purpose of **School Transportation** is to safely transport students to and from school. Bus transportation is a **privilege, not a state requirement**. School bus safety regulations must be followed. Our # 1 goal is transporting students safely\*





# Gilmer ISD Bus Student Conduct Form 2017-2018

Student's Name \_\_\_\_\_ Date of Infraction \_\_\_\_\_ AM/PM circle one  
 Grade \_\_\_\_\_ Bus # \_\_\_\_\_ Campus: Jr. High / High School circle one  
 Driver's Name \_\_\_\_\_ Monitor's Name \_\_\_\_\_

*The purpose of this report is to inform you of a disciplinary incident on the bus. The following safety rules were not followed and have created unsafe conditions on the bus.*

Details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Seat # where the student(s) were seated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Driver must contact parent and record person's name, phone number, date, time and outcome of the conversation before a referral will be processed each time. No Exceptions!**

Parent / Guardian Name	Phone Number Called	Date and Time
<b>Result of conversation:</b>		

Disciplinary action taken:

- 1) Warning: Driver Contact Parent
- 2) Five-day suspension
- 3) Ten-day suspension
- 4) Suspension: Remainder of school year

Notice of Suspension \_\_\_\_\_

# of days off bus \_\_\_\_\_

Dates of Suspension \_\_\_\_\_

Flagrant Violation: YES / NO circle one

Infraction # \_\_\_\_\_

If this is a flagrant violation, the Director may skip steps to accelerate disciplinary action taken.

WHEN YOUR CHILD IS SUSPENDED, HE/SHE MAY NOT RIDE ANY OTHER BUS. BUS RIDING IS A PRIVILEGE, WHICH MAY BE REVOKED. PLEASE HELP YOUR CHILD APPRECIATE THE IMPORTANCE OF THEIR BEHAVIOR AND THEIR IMPACT ON SAFETY TO PREVENT FURTHER OCCURRENCES.

X \_\_\_\_\_ X \_\_\_\_\_  
 Driver's Signature Director of Transportation's Signature



**THE FOLLOWING PAGE IS A STUDENT CONTRACT/ACKNOWLEDGEMENT SHEET. IF YOU OPT TO HAVE YOUR CHILD RIDE A BUS TO OR FROM SCHOOL, WE ASK THAT YOU AND YOUR STUDENT BOTH PRINT AND SIGN YOUR NAMES ON THE ACKNOWLEDGEMENT FORM. YOU PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN IT TO YOUR STUDENTS BUS DRIVER. IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE TRANSPORTATION DEPARTMENT @**

**903-841-7469**

## ACKNOWLEDGMENT

*Bus Rider's Handbook*

Dear Student and Parent:

We consider it a privilege that you entrust the safety of your student to Gilmer ISD. It is our goal and priority as a transportation department to provide a safe and positive experience to every student that rides a bus.

We urge you to read this publication thoroughly and to discuss it with your student. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the transportation department or appropriate campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's bus driver.

Thank you.

Greg Hanlin, Director of Transportation

We acknowledge that we have received a paper copy of the Gilmer ISD Bus Rider's Handbook for the 2017–18 school year. We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade level: \_\_\_\_\_

Please sign this page, remove it, and return it to the student's bus driver. Thank you.