

# GUNTER I.S.D. SCHOOL BUS RIDER'S SAFETY HANDBOOK

Published as a public service by Gunter ISD  
(903)433-4750

Una copia de las reglas del autobús está disponible en español a la oficina de la escuela secundaria.

Dear Parent or Guardian,

The Gunter 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 in helping create a safe, healthy operation. You may do so by reading the enclosed material and acknowledge receipt by completing and returning the enclosed School Bus Rider's Contract to the bus driver. We ask your cooperation with school personnel in developing proper behavior patterns for those pupils who ride the bus.

If you should need information concerning bus routes, call me at 433-1411.

If you should need information concerning student misconduct on buses, you should call the students school principal.

Thank you,

Madelyn Vaughan TransportationDirector

## GENERAL RULES

1. Obey the instructions of the bus driver. At no time will a student act toward, or address comments to the bus driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Seating assignments can be arranged by the bus driver and each student will be expected to remain in his/her assigned seat for the duration of the trip.
3. Board and leave the bus at designated stops only.
4. Only students who are eligible to ride may be transported.
5. Please bring a note from a parent if you want to ride home on another bus with a friend. A campus administrator must sign the note.
6. It is the responsibility of the parents to provide transportation to school if a child misses the bus.

## PROCEDURES FOR WAITING FOR THE BUS

- 1 Be at your bus stop *five* minutes before scheduled pick-up time.
- 2 Stand on the side walk or back from the roadway while waiting for the bus.
- 3 When the bus approaches, form a line and be prepared to load immediately.
- 4 Stand clear of the bus until it comes to a complete stop.

## LOADING THE BUS

1. Do not push or shove.
2. Use the hand rail and steps. Carry large bags and objects in front of you.
3. Go to your seat and be seated. The bus will not move until all students are seated.

## CONDUCT ON THE BUS

1. Remain seated while the bus is moving. Each student will be expected to remain seated for the duration of the trip and remain seated until the bus door opens.
- 2 A student shall not refuse to sit in an assigned seat or deny another a place to sit.
4. Normal conversation is permitted. Loud noises may distract the driver and create an unsafe condition.
5. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
6. Do not throw objects inside or out of the bus. Keep all pens and pencils put away at all times.
7. Do not mark, cut, or scratch any part of the bus. Any persons responsible for any vandalism, will pay vandalism costs.
8. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
9. Students will never attempt to sit in the driver's seat or operate the passenger door or other driver controls except in case of extreme emergency.
10. Students shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle. Keep all body parts inside the bus and to themselves.

## GETTING OFF THE BUS

- 1 Stay seated until the bus is completely stopped.
- 2 Use the handrail and take one step at a time when leaving the bus.
- 3 Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
- 4 Stay clear of the bus when unloading. Do not chase or hang on the bus at any time.
- 5 If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

## CROSSING THE STREET OR HIGHWAY

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 15 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
  3. Never cross behind the bus.
  4. **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.
  5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

## DISCIPLINE

The school bus is an extension of the classroom and the principal will administer discipline with assistance from the bus driver. All school board policies that apply to student conduct and other student related activities apply also to the school bus.

Explanation of infraction procedures: 3 minor infractions (written) equal a major infraction. In the case of a major infraction, the student's riding privileges maybe suspended for a period of time.

The following is an outline of the Bus Discipline Procedure.

**Step 1:** The driver will inform the student of the discipline procedures. The student will be given verbal warnings for misconduct. Every effort will be made to solve the problem prior to reporting the student to the principal.

**Step 2:** The uniform disciplinary action will be.

- A. First Infraction: The bus driver will contact the school administrator in an effort to correct the situation. (This is the first time a student is written up. He/she has had previous verbal warnings.
- B. Second Infraction: The student may be suspended from riding the bus for five days or the principal's discretion of an alternative discipline.
- C. Third Infraction: The student maybe suspended from riding the bus for 10 days.
- D. Fourth Infraction: The student maybe suspended from riding the bus for the remainder of the semester.(If this occurs during the last six weeks of a semester, it may be extended to the end of the following semester.)

# **GUNTER ISD SCHOOL BUS RIDER'S CONTRACT**

Please fill out the following information and return to any Gunter ISD campus no later than September 5th, 2011.

Parent/Guardian Name \_\_\_\_\_  
Day time phone number \_\_\_\_\_  
Evening phone number \_\_\_\_\_  
Emergency contact \_\_\_\_\_  
Relationship to child(ren) \_\_\_\_\_  
Emergency contact phone number \_\_\_\_\_

Address child(ren) will be picked up/ dropped off from: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child's Name	Birthdate (dd/mm/yyyy)	Grade Level (2011-2010)

I have read the Bus Rider's Handbook and agree that my child(ren) will abide by all of the rules stated within the handbook. I am aware that the handbook is available on the school website or a hard copy may be requested from the office.

\_\_\_\_\_  
Parent/Guardian Signature Date