

Mansfield Independent School District

School Bus Rider's Safety Handbook

2011-12



“Use our Fuel, Ride the Bus to School”

Transportation Department

1910 N. Main St.

Mansfield, Texas 76063

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Members of Mansfield ISD Transportation staff are currently affiliated with:

National Safety Council	National Association for Pupil Transportation
Texas Association for Pupil Transportation	North Texas Association for Pupil Transportation
Region XI Association for Pupil Transportation	Dallas – Ft. Worth Clean Cities Technical Coalition

Dear Parents / Guardians and Bus Riders:

We are providing this Bus Rider’s Safety Handbook so all concerned will be familiar with our expectations and with transportation procedures. MISD offers the privilege of bus transportation for all eligible students, as generally determined by distance from the home campus (more than 2 miles) and by application of Board policy. Every effort will be made to provide safe, comfortable and pleasant transportation service, while maintaining an appropriate level of efficiency. The MISD fleet is equipped with modern school buses which offer superior safety, efficiency and air quality features. Forty-two of our buses are powered by clean burning compressed natural gas.

We ask that you read and discuss the contents of this handbook with your student rider to promote a clear understanding of their responsibilities and our expectations. Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parent / guardians. We will not allow anyone to stop the District from providing a safe, comfortable and pleasant riding experience.

Please fill out the last page of this handbook and have your student deliver it to their School Bus Driver, Administrator, or mail it to the Transportation Department.

School bus transportation is by far the most safe way for your student to get from home to school and back. We thank you for choosing to use our service! We intend to provide great service while maintaining an efficient mass transit system.

Charles Stone,
Transportation Director

..... **General Information**

Mansfield I. S. D. School Bus Drivers

School bus drivers are selected, hired and trained following a thorough selection process including a criminal history background check and fingerprinting. All MISD school bus drivers are trained through the Texas Department of Public Safety School Bus Driver Certification Course. Each driver has also earned a Class B Commercial Driver License. Bus drivers are required to pass a pre-employment drug test along with an annual physical and are subject to random drug and alcohol testing.

Every driver has successfully completed the required school bus driver training course as well as periodic safety training. MISD school bus drivers are professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents/guardians and students. As a result of their dedication and professionalism, they will expect courtesy and proper consideration from all students and adults.

Eligible Riders

Transportation is available for children who live two miles or more 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 public street. Students residing within two miles of their assigned school may have transportation available if their neighborhood qualifies as hazardous under the district's hazardous transportation rating system.

Some students who attend more than one school to participate in vocational programs or classes not offered at their school are transported between schools during school hours. Special education students are eligible for transportation if need is established through the Admission, Review, and Dismissal process.

Student riders are required to turn in an Eligible Rider's Contract each year. This provides the Transportation Department with accurate contact information for the parent / guardian. Students who have neglected to turn in a Contract may be in jeopardy of losing their riding privileges. The driver will provide these forms at the beginning of each school year to each Eligible Rider who boards the bus. Parents / Guardians can obtain the Contract from the mansfieldisd.org web site under transportation.

Regular Routes transportation is scheduled to provide neighborhood service to student riders. Neighborhood Bus stops are selected with care based upon the needs of our riders, safety at the bus stop location, and efficiency. Changes to routes and or to bus stop locations may be considered but will incorporate those criteria into the final decision which is best for that neighborhood. Official bus stop locations are identified on the MISD website by using the School Bus Routes system, called Web Query. This system is based upon the student address and provides bus #, bus stop location and clock time for pickup. Pickup times are as accurate as traffic will allow our buses to proceed. Afternoon delivery times are often delayed by at school traffic. Web Query is updated every Wednesday evening. Bus stops that do not have riders for 5 consecutive days may be suspended for lack of rider ship to conserve district resources. Infrequent riders should contact the Transportation Department stating their wish to ride when service is needed if their bus stop has historically low rider ship to verify stop time and location.

Restricted Areas

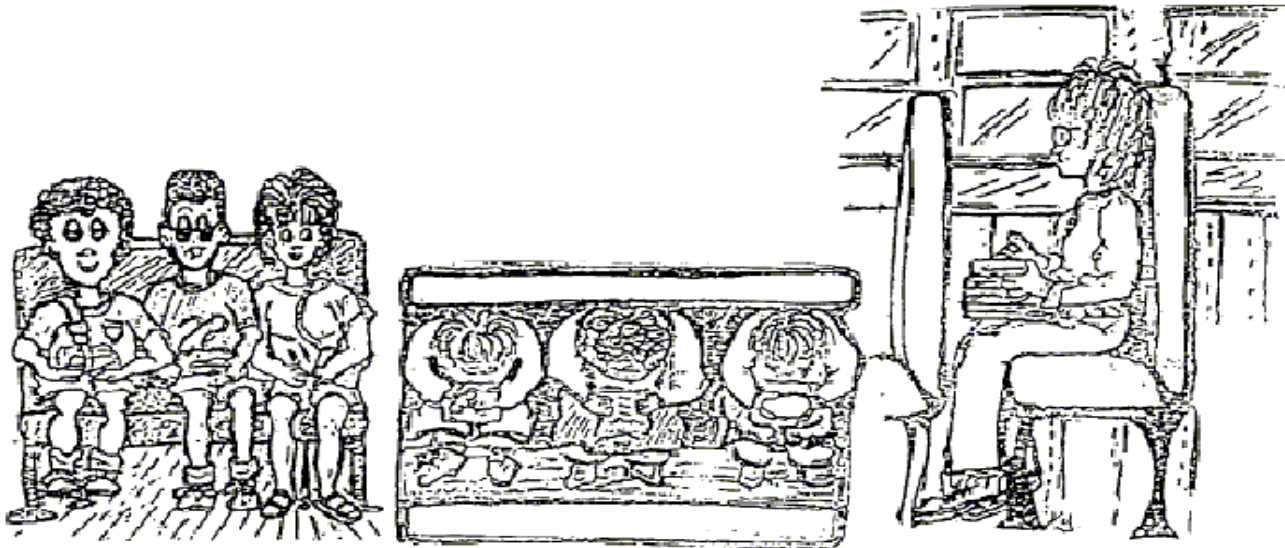
ISD Regular Route Buses will not enter dead-end streets, or enter personal property except when approved by the Director of Transportation. Use of private property requires prior concurrence by the property owner, or homeowner's association. Apartment complexes and gated communities must also provide consent from their association or elected board, and supply necessary wireless devices for all buses required to enter

through the security gates. MISD Transportation is not responsible for purchasing wireless devices to gain access through security gates. Students who live within a gated community or apartment complex, must board the bus at the designated location.

How to sit on a bus:

School buses are rated by manufacturers to have capacities based on three riders per seat. Mansfield ISD has adopted maximum rider ship per bus at 3 riders per seat at elementary and intermediate levels, 2 riders per seat at middle school levels, and 2 riders per seat at high school levels.

School buses are designed with many specific features for the safety of students. A major design factor is the compartment formed between each seat, which protects the students sitting on that bench seat. For compartmentalization to work properly, proper student seating is required. While seated, each student should face forward; the student torso should be facing forward at all times, the student's back should be flat against the back of the seat and the student's bottom should be flat on the seat. **(sitting straight back, upright against the seat.)** Both feet and legs should be kept in front of their body. **See diagrams below.**



Carry-on items must be held in the student's lap. This includes backpacks, musical instruments, school projects, and any other item the student has brought to the bus. The students are not permitted to store any item on the engine cover located in the back of some buses, or to store their items by the driver's seats or on an empty seat..

Video Cameras

Video cameras (with audio) are utilized on most ISD school buses. Federal (FERPA) regulations designate these video tapes as part of the student's education record and therefore prohibit the viewing of these video tapes by the general public. School or law enforcement personnel may use this information as safety training material and / or evidence of bus safety rule violations.

The Transportation Department will make every attempt to provide as much information as possible to the parent / guardian as it relates to any safety violation reported by the driver. Campus Administrators have the ability to view videos and help in resolving any conflicts, concerns, or problems related to School Bus Transportation, but the Transportation Department has overall responsibility concerning School Bus Safety.

Please report any problems and concerns as quickly as possible to ensure we can capture the requested data. Buses are equipped with digital recorders which usually maintain data for up to four days. Sometimes mechanical issues prevent us from downloading data for the time requested.

Extracurricular Trips

School buses are often supplied in support of extra curricular activities.

All bus safety rules apply to riding the bus to school-sponsored events.

The bus driver has overall responsibility for the bus and safety of all passengers; however, the sponsor will be expected to address student behavior issues by Monday on-the-spot corrections.

Post trip cleanliness of the bus is the responsibility of the trip sponsor.

The regular bus route service to students takes priority when it comes to the use of our buses. Sponsors are expected to follow their loading times and expected time of return to their campus to ensure we have not created delays on the afternoon routing schedules.

Weather Conditions

School buses will operate on any day that school is in session. Currently four options exist on difficult weather days.

1. Schools start on time & end on time.
2. Early dismissal: On days of early dismissal due to weather conditions, schools determine whether a child likely has appropriate supervision at home. If the campus puts a student onto the bus, that student will be delivered to their neighborhood bus stop / drop off point.
3. Delay start up: If school is delayed three hours, the buses will run three hours later than normal.
4. Cancel school: A decision to cancel classes for the day will be made by 5:00 a.m.

Check the MISD Website and local radio/television for school closing or delay information.

Inclement Weather:

During the school day, the MISD police department will keep the Transportation Department and the school district notified during inclement weather conditions.

1. As circumstances dictate, buses may be detained at a campus or diverted to a safer location. Delivery of students will continue as weather conditions permit.
2. Students should follow the driver's instructions and remain calm/ quiet (so the driver can receive proper safety information over the district radio system.)
3. During these events students are encouraged to telephone their parent/guardian to inform them that they are safe and the bus is being delayed. Parents are encouraged to meet the bus at their student's designated bus stop to allow for orderly delivery of all students. Meeting the bus at other locations is disruptive and inappropriate.
5. Students causing unnecessary disruptions during an emergency situation may jeopardize the safety of the entire bus. It is imperative that each student cooperate with the driver's instructions during this time.

Parent's Responsibility:

1. Read and discuss with your student(s) the contents of this bus rider's handbook, if you have any unanswered questions or concerns contact the Regular Routes Program Manager for assistance.
2. Please inform your student(s) of the bus number, time and location of their bus stop prior to using the bus service. Ensure that your student(s) know to be at the bus stop 5 minutes prior to the actual pickup time. If the bus is over 30 minutes late, please have your students return home and contact you for instruction.
3. Please discuss what a privilege it is to ride the school bus and how it may help your family. The attire and behavior on the school bus is the same as allowed at the campus. Special situations on the bus dictate that additional rider safety procedures be followed.
4. Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus. Report assaults or serious issues that occur on the bus or at the bus stop to the Mansfield I.S.D. Police Department at (817)299-6000. The MISD police will coordinate with Transportation.
5. The parent is responsible for the transportation of their student(s) to and from school during suspension from any bus. If a student does not attend school during this time, the absence is unexcused.
6. Once you have covered the safety information with your child, complete, sign, and return the eligible rider's contract found on the last page to the bus driver.

Office of Transportation's Responsibility:

1. MISD will provide current bus schedules and information of all Regular Route buses on the Web Query Systems.
2. We will meet with the drivers at the beginning of each school year and as needed throughout the year to discuss loading procedures, safety concerns, driving techniques, and student management.
3. We will investigate all complaints and safety concerns.
4. We will contact parents / guardians when an un-safe behavior is reported and prior to a bus rider suspension.
5. We will confer with students, parent, school administrator, and bus driver when appropriate.
6. After due diligence, we will assign and enforce consequences for any unsafe behavior on the school bus.
7. We will forward Code of Conduct violations to the appropriate campus for their consideration.

Campus Administrator's Responsibility:

1. Process and assign consequences on Code of Conduct violations and return to Transportation.
2. Process and assign consequences on all Special Needs concerns. Initiate Behavior Intervention Plans as appropriate.
3. Assist with contacting parents or giving consequences when appropriate.
4. Assist with conferences between bus drivers, parents and Transportation when requested.

..... **Special Needs Transportation.**

1. In order to qualify for Special Needs transportation, the campus ARD committee must determine that special transportation is needed as a related service. The Transportation Department must have the "Transportation Request Form" filled out after the ARD meeting; this authorizes Special Needs Transportation services.
2. Regular Education students with temporary medical conditions or injuries may qualify for temporary Special Needs Transportation. Please check with Campus Administrators for more information.

..... **Half Day Programs (Pre-K)**

General Procedures

1. The Transportation Department must have a completed Transportation Request Form from the campus in order to initiate bus service for these midday activities.
2. Bus service will start as soon as possible after the Transportation Office receives the paperwork. The driver will call with a time of pick up or drop off and the day service will start.
3. Three day's notice is required for any change in a child's delivery or pick up place.

Morning Class

1. Students, if eligible for bus service, will ride the bus to school with the rest of the elementary students and be picked up at the regular bus stop. Drivers will call with the scheduled time they will deliver your student from school as soon as they develop a route plan.
2. Students riding the midday bus home will be delivered as close as possible to home. The bus driver must see a **parent/guardian** or adult before letting the student off the bus. If no **parent/guardian** is seen, the student will remain on the bus until completion of this bus run. The student will then be returned to the campus. If this happens more than one time, it could result in the student not being able to ride the bus.

Afternoon Class

1. A bus driver will call with the scheduled time they will pick up your student as soon as they develop a route plan.
2. Midday buses will pick students up at a designated bus stop as close as possible to their home.
3. If a student isn't riding, it is the parent's/ guardian's responsibility to notify the Transportation Dispatch (817-299-6074) to advise us not to go to the pickup point.
4. If the bus comes by two consecutive days and the student doesn't ride, the bus driver will make an attempt to determine the student's status. Unless otherwise coordinated, the bus will not be back until the parent/guardian calls the Transportation Dispatch to make new arrangements.
5. Students should be waiting for the bus, ready to begin loading when the bus arrives.
6. If eligible to ride a bus, the half-day afternoon student will ride the regular bus home with other elementary students and will be dropped off at the regular bus stop closest to their home. If not eligible (i.e., living in the walk zone) there will be no transportation provided.

Expectations of All Student Riders:

1. All Student Riders are expected to follow the guidelines of their Campus Student Code of Conduct, the procedures contained in this handbook, and the instructions provided by the School Bus Driver.
2. Each Student Rider is expected to board and exit the bus at their designated pick up or delivery point closest to the student's home. Any changes to this must be approved in writing by the student's parent or guardian before the student will be allowed to exit at another bus stop. All changes must be handled through the Transportation Department. The designated pick-up / delivery point may be obtained by use of the MISD Web Query tool at www.mansfieldisd.org/transportation.
3. All students are expected to be on their side of the street at the designated bus stop 5 minutes prior to the scheduled pickup time. The school bus will approach the designated pick up point and utilize the amber warning light signals which alert other drivers. When the Red Lights are activated, the student may cross the roadway. The bus will make a complete stop within the regularly scheduled time; the driver will proceed to the next pick up point if no students are visibly present at the stop.
4. Student Riders are expected to wait quietly at their designated pick up point until the school bus arrives. Designated pick up points may be moved to a location farther away from the student's home if students fail to respect their neighbor's property and vandalism is reported.
5. Student Riders are expected to return home and contact their parent / guardian only if the school bus is over 30 minutes late. The parent / guardian can then contact Dispatch and ascertain the reason for the delay. Dispatch will assist as buses become available to return to the neighborhood. We make every attempt to be on time but unfortunately some delays occur. If you experience a repeated delay, please contact the Regular Routes Program Manager for assistance.
6. Each student Rider during their first week of riding is expected to turn in the Rider's Contract Form located in the back of this handbook. Failure to return this form may result in loss of riding privileges. Please contact Transportation if any of the student's information provided needs to be updated.
7. Student Riders are expected to sit in the assigned seat provided by the School Bus Driver and hold all-carry-on items in their lap. Due to the increasing growth of our district, we require students to sit up to three per seat. All MISD Regular School Buses can safely transport up to three students per seat. Students who have excessively large or heavy band instruments, back packs, sport bags and school projects may not be able to safely ride the bus and other arrangements may be necessary.
8. Student Riders are expected to go directly to their assigned seat and prepare for the ride. Students should sit on their back pockets and face the front at all times. Sitting sideways, extending legs out in the center aisle, sitting on back packs or band instruments or facing backwards creates a hazardous situation.
9. We require that students not eat or drink while on the school bus (choking hazard). Any open, non-sealable container (food, candy or drink) will be thrown in the trash when the bus is boarded AM or PM, no exceptions. All candy, gum, food, pens, pencils and any pointed object should be left in back pack at all times.
10. Transportation cannot be delayed due to students purchasing items from the P.T.A. during dismissal. All food and drink items must be put away, or thrown away before boarding the bus. Repeated violations for eating and drinking may result in loss of riding privileges.
11. Each Student Rider is expected to behave properly to follow safety procedures on the bus and after exiting the bus.

Riding Procedures for All Student Riders:

Designated Bus Stops:

1. Eligible Riders are expected to board or exit the bus at the designated stop closest to their home. Using other bus stops may result in loss of riding privileges. The designated stop is identified within the Bus Locator / Route Look-up (Web /Query) based system by address.
2. Students should practice good citizenship while waiting for their bus to arrive and respect the property of their neighbors.
3. Students should arrive at their stop 5 minutes prior to the bus arrival time. If crossing the street is necessary, wait until the bus arrives and it controls the traffic flow with Red Lights.
4. The bus drivers are not permitted to add or move stops. If you need to discuss your bus stop location, please contact the Routing Clerk / Manager for assistance.
5. Substitute Drivers are used to drive your school bus route when the regular driver is out or on a field trip. They will use the approved route description to drive the route. If the route or times are not the same as your regular driver, please contact a Manager for assistance.

Boarding at a Bus stop:

1. As the school bus is approaching, students should begin forming a single line and be ready to board the bus. Stand on the side walk or 10 feet away from the roadway while lining up for the bus.
2. No student should ever approach the bus until the bus has completely stopped and set the air brake. The air brake system will make a loud air noise when the bus is securely stopped.
3. The driver will open the door and motion for students to load. Once on the bus, go directly to your assigned seat. Pushing and shoving is very dangerous and may result in injury or loss of riding privileges.
4. Any area within 10' of a school bus is considered "**The Danger Zone**". Students within this area are in a place where they may not be seen by the driver which may result in injury or death.

Exiting at the Campus:

1. As the school bus is approaching the campus unloading zone, all students should remain seated until the bus has completely stopped and has been secured. Each campus has specific times to unload students. Students should follow the directions of the driver.
2. When the driver signals to unload, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in loss of riding privileges.
3. Any articles found on the bus by the driver will be retained for the student until the afternoon run. If not claimed that afternoon, the item can be collected later at the Transportation Department.
4. Students should never use the emergency exits unless directed by the driver. Emergency doors, windows and roof hatches are available only during evacuation procedures. **See Emergency Evacuation.**
5. Students, who need to exit the bus at the campus earlier than the approved unloading time, must have a note signed by their Tutor and Campus Administrator (NO Exceptions).

Riding Procedures for All Student Riders:

Boarding at a Campus:

1. When the students are released from school, they are expected to go directly to their bus. Once the student has boarded the bus, they are expected to stay on the bus unless an administrator releases the student.
2. Students who are moving in or around the buses while they are parked are in the “**The Danger Zone**” of the bus so extra caution must be exercised.
3. Once students board the bus, they are expected to stay on the bus and sit in their assigned seat. They may not exit and visit with their friends while waiting for the bus to depart.
4. Each campus allows a specific amount of time for each bus to load. Once the driver has shut the door and the air brake is released, students are not to chase after the bus or run along the side of the bus. They are to return to the campus and make other arrangements with their administrator.
5. School Buses will not return to a campus if a student has missed the bus. Special arrangements can be made with Dispatch when other buses become available (up to 45 minutes) later.

Exiting at a Bus Stop:

1. As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured. No student should walk down the center aisle of the bus while the bus is moving.
2. The driver will open the door once the bus has been secured. The amber warning lights signals will be activated before the bus stops. Once the bus is stopped and the door is opened the red warning lights signals will be activated, signaling for all traffic to stop. The driver will allow adequate time for each student to unload. Each student crossing in front of the bus should watch the driver for assistance.
3. Any area within 10’ of the School Bus is considered “**The Danger Zone**”. All students should immediately walk away from the school bus as they unload. No one should ever stand, walk or cross the street directly behind a school bus (blind spot).
4. Students are expected to exit at their designated bus stop only. Students who wish to use a different designated bus stop must have a signed note from their parent and Campus Administrator. Please contact a Transportation Manager for assistance (No Exceptions).

Caution... Caution... Caution... Caution

Be alert for vehicles that do not stop when the bus is loading or un-loading students. Each day drivers carelessly run through the red lights flashing on school buses stopped for children. Please instruct your student to look before stepping off of the bus as well as while crossing roadways.

Students should never touch the school bus while they are walking away. Students should never try and retrieve any item that may end up under the school bus. Also, cross all streets at the intersections while walking to or from the bus stop, obey all traffic signals and signs along the way.

Riding Procedures for All Student Riders:

Students riding home or to school with a Friend:

1. All students that need to ride home or to school with a friend are required to have the following:
 - A permission note signed by the parent / guardian.
 - This note must also be signed by a Campus Administrator (PM only).
2. Students who do not have a permission note (approved by the principal) will not be permitted to ride the bus home with their friend. The student will be turned over to the Campus Faculty working outside where the buses are loading.
3. The student who requested his or her friend ride home may be permitted to stay at the campus with their friend if the Campus Administrator permits them to stay. The campus will contact their parents to pick them up.

Emergency Evacuation:

1. Stay calm and quiet; be ready to listen to instructions from the driver. Excessive noise will make it difficult for everyone to hear.
2. Follow the driver's instructions. He or she has been trained to take actions to protect all the students.
3. All students must remain with the bus group. Students cannot leave the area, even with parents, until released by the Police or Fire Department. Parents are expected to cooperate and not force themselves onto the school bus. Police / Paramedics each have important actions to complete to ensure that each student rider is safe and accounted for properly.
4. The following procedures will be used for evacuation in an emergency situation under the direction of the driver:
 - The rider nearest to the door will open the emergency door, exit, and hold it open.
 - The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.
 - Evacuation will start with the seat closest to the door.
 - The third rider to exit will act as the guide and will lead the other students to a safe place. Usually 50 giant steps away from the bus.
 - Once outside the bus, follow the guide, stay together, and follow the driver's instructions as safe, quick, and as complete as possible.
 - Buses with side doors will follow the same process starting from whichever side (back or front) is closest to the danger.
5. The driver is usually the last person off the school bus.

The driver has been trained to evacuate the bus if an emergency is present. The driver will assess the situation and make a decision to evacuate or keep the students on the bus. The safest place is where we want the students to be.

**Please help us keep everyone safe by cooperating with the expectations of the
Transportation Department and Emergency Personnel.**

Expected Conduct on All School Buses:

Assigned Seating:

1. The driver will assign each student to a seat. Each rider will be responsible for his or her space. Students should report any existing vandalism or damage immediately to the bus driver. The person determined responsible will be required to pay repair costs. Parents / Guardians will be notified by the Transportation Department and the student's riding privileges may be suspended until payment is arranged.
2. Students should always sit in their assigned seats especially when a substitute driver is on the bus. Moving from seat to seat is not permitted unless the driver gives permission.
3. All MISD Regular School Buses can safely transport up to three students per seat.

Cell Phones:

1. Students who allow their cell phones to become a distraction or disruption on the school bus will be asked to put the phone away. Failure to do so may result in the cell phone being confiscated. Parents will then be required to pick up the cell phone at the Transportation Department during normal hours of operation (5am-6pm).
2. Parents / Guardians are asked not to request to speak to the driver on the student's cell phone. The parents should contact the Transportation Department (817-299-6060) and make arrangements for the driver to contact them after their route or speak to a manager.
3. Students are encouraged to contact their parent / guardian when the bus has been delayed (after 15-20 minutes) and they are getting home late. We strive to keep our buses on schedule; however, some delays are beyond our control. When doing so, do not allow the phone use to become a distraction to the driver.
4. Taking pictures or capturing video of other students is prohibited unless each of the other students has granted permission. The driver is not responsible for unauthorized pictures, video, or audio recordings.

Electronic Devices:

1. Students who allow their MP3 players, IPODS, Etc 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 item being confiscated. Parents will then be required to pick up the item at the Transportation Department during normal hours of operation (5am-6pm).
2. All electronic devices must have headphones or be placed on mute when in use. External noise from any device is not allowed on the school bus.
3. All electronic devices (headphones) must be kept at an acceptable volume level. If the driver requests the device to be turned down, please follow the directive. Students must be able to hear instructions from the driver at all times.
4. Each school bus is equipped with an AM / FM radio. The drivers are permitted to play only MISD approved stations. The drivers cannot change the approved list at any time. The driver is the only one who can operate the radio on the bus and can choose to play the radio or not.
5. The use of any electronic device is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver.

Expected Conduct on All School Buses:

Carry-on Items:

1. All carry-on items must be kept in the student's lap while riding.
2. Students who bring very large or heavy band instruments on the bus may be challenged to safely board and exit the bus. Special arrangements may be available for the student from the school if the instrument cannot be held in the student's lap or seating space is limited on the school bus.
3. All students who carry an instrument will be assigned a seat toward the front of the bus. This will prevent the student from carrying the instrument over the heads of other riders.
4. All basketballs, footballs, soccer balls, skateboards, and etc, must be contained in a bag at all times.
 - Students may be denied loading with prohibited items at a Campus.
 - In the mornings, items may be confiscated at a bus stop by the driver and turned over to an administrator at the campus.

Excessive Noise:

1. All students are expected to go directly to their assigned seat and prepare for the ride home or to school.
2. Screaming for no apparent reason, talking very loudly, singing, or dancing on the bus and creating a disruptive situation will not be tolerated and may result in loss of riding privileges.
3. Use of band instruments or any type of noise making device is not permitted on the bus at anytime.
4. All students should talk only to their seatmate or the person next to them. All conversation should be kept as quiet as possible.

Emergency Equipment:

1. School Buses are equipped with standard emergency equipment such as a fire extinguisher, reflective triangles, Blood Borne Pathogens spill kit and a minor first aide kit.
2. Emergency windows, doors and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of these handles.
3. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation.
4. Students who tamper with these exits may lose their riding privileges. The driver will ask the students to correct the situation. If the student fails to follow the directive, the student will receive a warning from the driver and the parent / guardian will be contacted by Transportation.
5. Repeated violations of tampering with the emergency exits or equipment may result in loss of riding privileges for the rest of the school year.

Disruption of Transportation:

1. Anyone who creates a disruption may be cited by the MISD police for disruption of transportation.

2. Students are expected to follow safety procedures while riding the school bus to or from school. Each student is expected to follow their campus Code of Conduct while riding. If it is not allowed inside the classroom or campus, it is not allowed on the school bus.
3. Drivers are not required to physically break up fights on the school bus. However, the drivers will verbally instruct the students to stop, notify Dispatch, and then verbally instruct the students who are not fighting or involved and keep them out of harm's way.
4. A student, who has been threatened, bullied or harassed, should immediately notify their Parent / Guardian, Bus Driver, Teacher or Campus Administrator.
5. School Bus Drivers may pull the bus over at a safe location to speak with students about behavior and bus safety procedures.

Items Prohibited on a school buses for safety reasons:

A student that brings any of these items onto the bus (at anytime) may lose their riding privileges immediately, pending investigation and coordinating with their campus concerning consequences.

- | | | |
|------------------------|----------------------------|--------------------------|
| 1. Gun or Gun-like toy | 6. Glass containers | 11. Animals |
| 2. Knife (any size) | 7. Water balloons | 12. Insects / Fish |
| 3. Brass Knuckles | 8. Lighters | 13. Paint Balls |
| 4. Laser Pointers | 9. Firecracker (fireworks) | 14. Alcohol |
| 5. Stink Bombs (any) | 10. Rubber bands / clips | 15. Aerosol sprays (any) |

Steps toward changing improper rider behavior:

1st Safety Violation:

Verbal Warning given by driver, parent contact made by Driver Support Representative (DSR).

2nd Safety Violation:

Verbal Warning given by driver, parent contact made by Driver Support Representative. Warning given to parent that future contact made will result in 1-5 day suspension from bus privileges.

3rd Safety Violation:

Bus privilege suspension--- 1-5 days

4th Safety Violation:

Bus privilege suspension --- 6-10 days

5th Safety Violation:

Bus privilege suspension --- 11-days

Meeting with student, parent, administrator and DSR is required. Future violations will result in bus privilege suspension for remainder of school year.

6th Safety Violation:

Bus privilege suspension for remainder of school year.

Code of Conduct Violations will be sent to campus administrators for disciplinary action, which may include bus privilege suspension. Code of Conduct violations will be seen as safety issues and will be taken into account when assigning consequences.

Mansfield ISD School Bus Safety
Warning **Referral Report** **Code of Conduct**

Driver:					
Bus #:	Date Incident Occurred:	Date Incident Reported:	Status:	Type of Run	Video Requested:
Select			Select	Select	Select

Students Name:	Rider's Contract on File: Select
HS-MS-IS: Select Grade: Select	Elementary: Select Grade: Select
Student Notified of Write Up: Select	

Parent / Guardian:	Phone:
Preferred Method of Contact: Select	Email:

School Bus Safety Concerns are handled by Transportation	Code of Conduct Violations are handled by the Campus
Select	Select-include brief description
Select *must include brief description	Select-include brief description
Brief Description of Incident:	

Transportation Use Only

Campus Use Only

Warning #1 <input type="checkbox"/>	Warning #2 <input type="checkbox"/>	Referral #1 <input type="checkbox"/>	Referral #2 <input type="checkbox"/>		Code of Conduct #1 <input type="checkbox"/>	Code of Conduct #2 <input type="checkbox"/>	Code of Conduct #3 <input type="checkbox"/>	Code of Conduct #4 <input type="checkbox"/>
Date	Date	Date	Date		Date	Date	Date	Date
Transportation will contact parent / guardian for School Bus Safety Concerns.		Referral #3 <input type="checkbox"/>	Referral #4 <input type="checkbox"/>	Administrator Student Mgt. Team	Campus will contact parent / guardian for Code of Conduct violations.			
		Conference Date	Date					
Parent / Guardian Contacted: Select				Parent / Guardian Contacted: Select				
Date Contacted: Time:				Date Contacted: Time:				
Consequences:				Consequences:				

Mansfield ISD Transportation School Bus Damage Restitution Report

The following repairs are necessary due to the damage incurred on the school bus. The following student will not be allowed school bus service until payment or arrangement for payment has been made. (This includes field trips and school events).

General Information

Student Name:			School:		
Address:			Bus #:	Phone #:	Cell #:
City	Texas	Zip:	Date:		

Description and Cost of Repairs

Quantity	Description	Cost	Labor	Total
	Back seat cover	\$39.00	\$17.50	
	Back seat foam	\$39.00	\$35.00	
	Bottom seat cover	\$26.50	\$17.50	
	Bottom seat foam	\$26.50	\$35.00	
	Side glass replacement	\$72.00	-	
	Door glass replacement	\$105.50	-	
	Small windshield replacement	\$179.00	-	
	Large windshield replacement	\$240.00	-	
	Camera Head	\$390.00	-	
	Front partition cover w/pockets	\$30.00	\$17.50	
	Other:			
	Grand Total			

Confirmation

Transportation Official:	Date:
School Official:	Date:
Student:	Date:

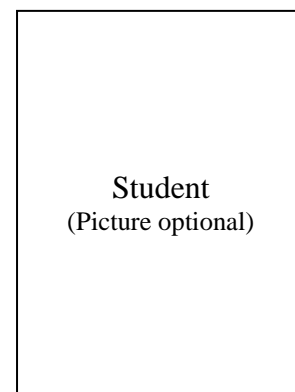
Payment Instructions:

Please make your payment to Mansfield ISD Transportation Department, 1910 North Main St., Mansfield, TX 76063. Send all payments to the attention of Lisa Adair.

Bus Service:

The person(s) determined responsible for bus damage will be required to pay repair cost. Parents/guardians will be notified by the Transportation Department and the student's riding privileges may be suspended until payment is arranged.

Mansfield ISD Transportation
"Eligible Rider's Contract"



Student Information:

Student's name (please print)

School

Grade

School Bus #:

Home address

_____, TX
City

Zip Code

Medical Information – Optional

Symptoms / Treatment of specified conditions – Optional

Parent / Guardian Information:

Father / Guardian

Mother / Guardian

Email

Email

Hm _____ / Cell _____
Wk _____ / Cell _____

Hm _____ / Cell _____
Wk _____ / Cell _____

Preferred Method / Time of Contact - Non Emergencies

Preferred Method / Time of Contact - Non Emergencies

Emergency Contact Information:

Name / Relationship

Name / Relationship

Hm _____ / Cell _____

Hm _____ / Cell _____

I/we have read and discussed the School Bus Rider's Safety / Instruction Handbook, and we agree to abide by the expectations to promote a safe environment and efficient transportation service. I/we understand all of the information provided above will be kept confidential by the Transportation Department, and will be used to contact the parent / guardian for student management purposes and non-emergencies.