



LAGO VISTA INDEPENDENT SCHOOL DISTRICT

Transportation Safety Rules Handbook

GoldStar Transit is proud to be the transportation provider for Lago Vista I.S.D. The District, in cooperation with GoldStar Transit, has adopted standard regulations/procedures for the transportation of eligible students and discipline measures for violations of the rules. They are herein outlined for your information and the guidance of your child.

The goal of this handbook is to help provide a safe and enjoyable experience for children who ride school buses. Parents/Guardians should take time to read and discuss the material in this handbook with their children. Riding a school bus is a privilege, provided by the district, and should be treated as such. Every effort is made to see that the transportation provided is safe, comfortable and pleasant.

Bus stops are designed for student safety, visibility of other vehicles, distance between stops and proximity to hazards. Buses will not travel roads that are not maintained by a government entity and buses will not enter private property. Texas law requires motorists to stop and remain stopped when the red lights are flashing and/or the stop signs are deployed on a school bus. Please obey these laws for the safety of the students loading and unloading the bus.

If you should need information concerning bus routes or discipline policies, do not hesitate to call the Transportation Department: Office (512) 267-8300 Ext.1508 or Dispatch Ext.1520

Thank you for your support and cooperation.

GENERAL SAFETY RULES

- Students must remain seated while the school bus is in motion.
- Students will be courteous to fellow riders, the bus driver, and bus assistants.
- Rules and regulations are for student safety, follow them.
- Students will load and unload only at their designated morning and afternoon bus stops.
- Students who are eligible to ride may be transported and must have a Bus Registration on file.
- If a student must ride a different bus or depart at an unassigned stop, the Parent/Guardian must send a note to school for approval by a school principal or administrator. A bus pass will be issued to the student.
- Students who do not ride for three consecutive days will be dropped from the route and the driver will not be required to stop. The Parent/Guardian will be required to call the Transportation Department at (512) 267-8300 Ext. 1508 to resume pickups.
- It is the responsibility of the Parent/Guardian to provide transportation to school or home if a student misses his/her school bus.
- **If any article/item drops near or rolls under the bus, do not go after it. Go to the door of the bus and ask the driver for help.**
- **The Parent/Guardian of a Pre-Kindergarten, Kindergarten and 1st Grade student must accompany the student during pick-up and drop-off.** An older sibling riding the bus may load or unload with the younger student provided **the sibling is at least 8 years of age.**
- If the bus is equipped with seatbelts or the Parent/Guardian has requested their child be placed in a seatbelt/booster seat, the student must keep the seatbelt engaged at all times while the bus is in motion.

PROCEDURES FOR ASSIGNED BUS STOP OR CAMPUS

- The Parent/Guardian is responsible for the student until they board the school bus.
- It is the Parent/Guardian's responsibility to make sure the student is at the assigned bus stop **10 minutes** prior to the scheduled pickup time. The bus driver is required to wait no longer than 1 minute. This is to ensure that students arrive at school on time.
- Bus riders will abide by the District Code of Conduct Rules & Regulations, including conduct as would be expected in the classroom/school; as well as the student dress code.
LVISD recognizes that a school bus is by definition an extension of the classroom. Certain rule or conduct violations may result in additional discipline at the campus level.
- Bus riders must conduct themselves in a safe manner while waiting for the bus to arrive and depart.
- Students should stand at least 10 feet from roadway during assigned pick-up.
- The student must be cautious when approaching school bus. Remain on sidewalk and wait for the driver to open the door before attempting to board the bus.
- The driver will not pick up a student unless they are at their designated stop.
- If the student misses the bus, they should return home immediately and contact their Parent/Guardian.
- The Parent/Guardian should instruct the student on what procedures to follow if he/she misses the bus.

BUS LOADING

- Do not push or shove other riders.
- Always use the handrail and steps.
- Immediately go to your assigned seat.
- The bus will not move until all bus riders are seated.

BUS UNLOADING

- Stay seated until the bus comes to a complete stop and the emergency brake has been set.
- Wait for your turn to leave the bus, pushing/crowding will only slow exiting and may cause an accident.
- Use the handrail and take one step at a time when departing the bus.
- When exiting on the right side of the roadway, depart the school bus in an orderly fashion and remain where the bus driver can plainly see you. Students should be alert to danger signals from the bus driver.
- Do not check the mailbox after exiting the bus. Students should exit the bus and immediately depart to their place of residence.
- **Students will not cross the street behind the school bus.**
- The bus driver will pick-up and drop-off at the designated bus stop only.
- **A BUS RIDER PERMIT must be obtained from the campus office for any changes to a designated drop-off.**

CROSSOVERS (DESIGNATED STOPS THAT REQUIRE CROSSING IN FRONT OF BUS)

- All students exiting the bus must move to a point of 10 feet in front and to the right of the front bumper and wait for the bus driver to signal that it is safe to cross. Every attempt is made by LVISD and Gold Star Transit to avoid stops where students must cross roadways, however due to certain road/routing conditions crossovers are sometimes unavoidable.
- When the driver signals to cross, look in both directions and walk directly across the road.
- **Never cross the road behind the bus. This action is extremely unsafe.**
- **CAUTION!** Be alert for vehicles that do not stop when the bus is loading and unloading students.

CODE OF CONDUCT

It is essential to the mission of providing safe, efficient transportation for the students of Lago Vista ISD that the students display proper conduct. Only well-behaved students will be afforded the privilege of student transportation. Automatic disciplinary action will be taken with students who:

- 1. Willfully or through negligence cause damage to the bus.**
- 2. Behave in such a manner that it causes harm or embarrassment to their fellow students, bus driver, or in any way interferes with the safe operation of the bus.**

The school bus is an extension of the classroom and therefore the same rules of conduct apply as they would on campus. The only exception is that normal conversation is allowed. **Video cameras are used to monitor safety and student discipline.** In the interest of maximum safety, the following regulations will apply to all students that ride a bus:

1. The bus driver is charged with the safety of the students on the bus and is to be obeyed at all times.
2. Students who show disrespect for the driver will face disciplinary action.
3. Students should be at their assigned stop 10 minutes before the bus is scheduled to arrive. Drivers will wait no more than 1 minute. This is to ensure students arrive at school on time.
4. Students at their designated stop should stand at least 10 feet from any roadway.
5. Students must wait for the bus to come to a complete stop before attempting to board or depart the bus.
6. Students traveling to and from school must get off at their designated school or assigned bus stop unless a signed bus pass is obtained from the campus office.
7. Students must ride on their assigned bus. Bus hopping will result in disciplinary action.
8. Unauthorized riders are not allowed on the bus. Drivers may refuse to transportation students not assigned to the route.
9. When loading and unloading, backpacks are to be worn on student's backs with both shoulder straps supporting the backpack as designed. The student may carry the backpack in front of them securing it with both arms holding it against the chest until the rider reaches the seat.
10. Backpacks should be positioned on the student's lap or on the floor between the legs and feet.
11. Students should not carry any object on the bus that cannot be held on their lap including; large band instruments, school projects, etc. There is no provision for safe storage of such articles on the bus.
12. Students need to maintain a low level voice when conversing with friends.
13. Unnecessary conversation with the driver is unsafe and is not permitted.
14. For the safety of all passengers there is no talking at railroad crossings or unprotected highway crossings.
15. Pets and animals of any sort are not allowed on the bus and must be transported by other means.
16. Bus drivers will assign seats and seating charts will be carried on the bus. Changes will be made as needed for student safety.
17. Students are to remain in their assigned seats facing forward with feet out of the aisle. Students must remain seated while the bus is in motion.
18. Students must not extend their hands, arms, legs, heads or items out the bus window at any time.

19. The possession of any weapon or object resembling a weapon, explosives, fireworks, unsheathed sharp object, peashooter, water balloons, laser pointers or any other articles that can cause pain or injury to others are prohibited. School supplies that fit this description should be kept in student's backpack.
20. Throwing, shooting or blowing wads of paper, peas, pins or other articles on bus is not permitted.
21. Spitting on the bus or out the window is not allowed.
22. Wrestling, fighting, scuffling, horseplay, bullying, or picking on other students will not be tolerated.
23. The use of profanity, vulgar language, obscene gestures or verbal abuse such as name-calling, racial, ethnic, sexual or derogatory statements will not be allowed.
24. The use of all tobacco products is prohibited on the bus. This includes nicotine gum and electronic nicotine devices.
25. No food of any kind is allowed to be consumed on the bus. This is to include gum/candy of any kind. The only drink permissible is bottled water.
26. Students are not to leave any trash on the bus. Trash cans are available.
27. Students who damage the bus in any way will be denied transportation until reparation is made. A student should report any damage to the bus as soon as it is noticed. This is to include camera systems that are located in the front and back of the bus, if so equipped.
28. A Parent/ Guardian is liable for property damage caused by either the neglect, willful or malicious conduct of a child under their duty of control. Property may be defined as any district owned equipment or resource. LVISD reserves the right to pursue all reasonable legal actions necessary to seek reimbursements for either the repair and or replacement of said property.
29. Cell phones, radios, CD players, handheld games, laptops, school issued electronics, and other electronic devices may be used as long as it is not disruptive to the other students, the driver, or the monitors. Any electronic audio device must be used with headphones or ear buds.
30. Taking pictures and/or videotaping on the bus is prohibited under federal law.
31. Transportation personnel are not responsible for lost, stolen or damaged items.
32. Drivers have the option to restrict the use of cellphones and electronic devices.

FIELD TRIPS

Students who participate in district and school sponsored field trips/athletic events will adhere to the Code of Conduct as well as all school bus behavior and safety rules established.

BEHAVIOR CONSEQUENCES

Transportation is a privilege. Students being transported by LVISD shall comply with the Code of Conduct. Any student who fails to comply while using school transportation will be subject to disciplinary action and may be denied transportation service at the administration's discretion. It will be the responsibility of the Parent/Guardian to transport the student to and from school.

Major infractions including but not limited to fighting, bullying, drugs, alcohol, weapons and refusal to obey bus driver will result in an automatic 5-day suspension.

Disciplinary actions for minor infractions will be as follows:

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| 1st Safety Violation | Written Referral (Parents may be called depending on the severity of the violation.) |
| 2nd Safety Violation | Three Day Suspension (Parents may be called depending on the severity of the violation.) |
| 3rd Safety Violation | Five Day Suspension (Parents may be called depending on the severity of the violation.) |
| 4th Safety Violation | Ten Day Suspension (Parents may be called depending on the severity of the violation.) |

If student continues to be a disruption and safety is an issue for other students on the bus, the student will be suspended for the remainder of the semester. *Any suspension of transportation for more than 10 days will be reviewed with the campus principal before being administered. Transportation privileges will be reinstated after a 10-day bus suspension. A mandatory meeting will be held between the student,

Parent/guardian, and the transportation management. Suspension times may vary depending on the severity of the violations. *In the event that a bus must be pulled over to await help from the police department or if the bus must be brought back to the transportation department in order to regain control and to remove a student from the bus,

*In the event that a bus must be pulled over to await help from the police department or if the bus must be brought back to the transportation dept./school campus in order to regain control and to remove a student from the bus, it will result in an automatic five (5) day suspension of bus transportation. During this time **no student will be released** from the bus without express permission from police.

No one is to stop or interfere with the movement of the school bus for any reason. If there is a problem that needs to be discussed, please feel free to call the Administration Office at (512) 267-8300.

Transportation Department: Office (512) 267-8300 Ext.1508 or Dispatch Ext.1520

I have received a copy of the Transportation Safety Rules Handbook, I have read and reviewed it with my child.

Name of Child: _____ Campus/Grade: _____

Parent Signature: _____ Date: _____