



LIBERTY HILL INDEPENDENT SCHOOL DISTRICT

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Transportation Procedures and Student Bus Safety Handbook 2018 - 2019

A note from LHISD Student Transportation

Dear Parents and Guardians:

WELCOME to an exciting new school year. We have implemented new transportation procedures for the 2018-2019 school year. Please read this entire handbook for the most current procedures.

Our goal is to serve our community with transportation that is safe, efficient, and at a high level of professionalism. As a parent/guardian, you can help support our mission by ensuring your student(s) read and understand the safety procedures and rules outlined in the attached handbook.

Together we can make this year a great success!

Thank you,

Meleia Cox
Director of Transportation
Liberty Hill Independent School District

Transportation Procedures

PK-4th Grade Students

- Stonewall Ranch Community:
 - Transportation is available to accredited daycare facilities that fall within the Burden Elementary attendance zone boundaries.

- Rancho Sienna Community:
 - Transportation is available to accredited daycare facilities that fall within the Rancho Sienna Elementary attendance zone boundaries.

- All other Communities:
 - Transportation is available to and from a primary residence bus stop located on an approved route located within the Liberty Hill ISD elementary campus attendance boundaries.
 - Transportation is available to and from accredited daycare facilities that fall within the students attendance zone boundaries.

5th-12th Grade Students

- Transportation is available to and from a primary residence bus stop located on an approved route located within the Liberty Hill ISD campus attendance boundaries.
- Transportation is available to and from accredited daycare facilities located within the Liberty Hill ISD boundaries.

All Grades

- Transfer students will only be transported to and from accredited daycare facilities located within the students attendance zone boundaries.
- The following band instruments will not be permitted on a school bus:
 - Tuba, baritone, tenor saxophone, baritone saxophone, bass clarinet, and bell kits. Please contact your student's Band Director to make arrangements for instrument travel or alternate practice times.
- Transportation will NOT be provided to private businesses.

Special Requests

The District cannot accommodate transportation requests for personal desires, custody agreement, or convenience of parents or students. We cannot transport students to job sites, special locations, or a friend's home. Service for eligible students is limited to one (1) address and the bus that provides service for that address.

Only students who are eligible to ride a specific bus will be transported on that bus. Requests for non-eligible students to ride the bus with an eligible student will not be accepted. Requests for eligible students to ride on a different bus will not be accepted.

A student must reside in the attendance zone of the school they attend. Eligibility is determined by the student's legal address. Only eligible students meeting the below criteria are allowed on school buses. Students can only be assigned to one bus and one stop.

Transportation Change Requests

- Only permanent transportation change requests will be accepted.
- Permanent change requests must be made 5 days in advance.
- Permanent change requests will only be accepted under the following conditions:
 - Pick up or drop off address is changed to reflect transport to home address bus stop
 - Address must fall within your student's campus attendance boundaries.

School Bus Danger Zones: Be Safe, Be Respectful and Be Responsible

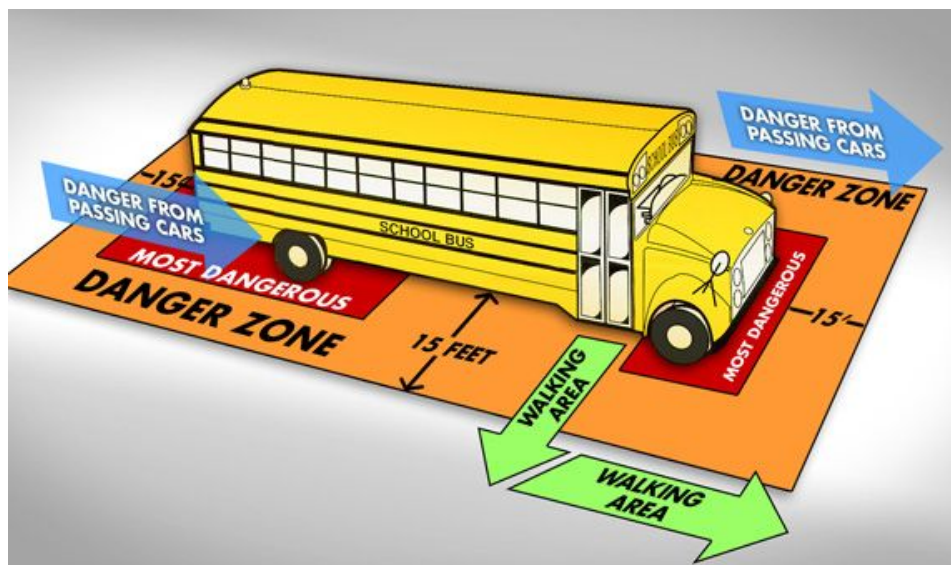
School buses are the safest way for students to travel, but children also need to do their part to stay alert and aware of their surroundings to prevent injury. LHISD Transportation asks parents to help teach their student(s) the following safety rules for getting on and off the bus and for exercising good behavior while riding:

Getting on the Bus:

- When waiting for the bus, stay away from traffic and avoid roughhousing or other behavior that can lead to carelessness.
- Do not stray onto the street, alleys, or private property.
- Line up away from the street or road as the bus approaches.
- Wait until the bus has stopped and the door opens before approaching the bus.
- Use the handrail when boarding.

Getting Off the Bus:

- Use the handrail when exiting.
- If you have to cross in front of the bus, first walk at least 10 feet ahead until you can see the driver.
- Make sure the driver can see you.
- Wait for a signal from the driver before crossing.
- When the driver signals, look left, right, then left again. Walk across the road and keep an eye out for sudden traffic changes.
- If your vision is blocked, move to an area where you can see other drivers and they can see you.
- Do not cross the centerline of the road until the driver signals it is safe.
- Stay away from the rear wheels of the bus at all times.



General Safety Rules:

1. Obey the instructions of the driver. At no time will a student act toward or make comments to a bus driver or bus monitor in a disrespectful manner, or refuse to cooperate with the bus driver or monitor.
2. Don't speak loudly or make loud noises that could distract the driver.
3. Get on and off the bus at your designated stop.
4. All students must ride to their assigned primary address only.
5. It is the responsibility of the parent to provide transportation to/from school if their student misses or is suspended from the bus.

Procedures for Waiting for the Bus:

- Be at your designated bus stop FIVE minutes before your scheduled pick-up time. The driver will not wait or honk the horn. Do not attempt to flag or chase down the bus if missed. This creates an extremely unsafe situation for the bus driver and students already on board.
- Stand on the sidewalk or back from the roadway where you can be seen by the driver while waiting for the bus. Try to wear bright/colorful clothing whenever possible. Watch for traffic and do not play around.
- Before the bus arrives, form a line at least 15 feet back from the roadway and be prepared to load onto the bus as soon as the driver signals.
- Stand clear of the bus and be still. Move toward the bus only after the driver signals you to board the bus.
- If you miss the bus, go home immediately.
- Parents should instruct their student on what procedures to follow if the bus is missed.
- Students will abide by the rules and regulations concerning bus conduct.

Loading the Bus:

- Do not push or shove.
- Stay out of the bus "DANGER ZONE", (15 ft. on each side, 15 ft. in front, and NEVER behind the bus).
- Wait until the doors open and the driver gives the signal before approaching the bus.
- Use the handrails and steps; take only one step at a time.
- Go directly to your assigned seat, the bus will not move until all students are seated. Delays affect traffic and schedules.
- The driver will assign seats.

Conduct on the Bus:

- Remain in your assigned seat at all times.
- A student will not refuse to sit in an assigned seat or refuse another student a place to sit.
- Cell Phones, iPads, Tablets: students are not allowed to take pictures, videos, or audio recordings of students, bus drivers or monitors while riding on any school bus. Phones can be used to listen to music, but only with earphones. Students who do not comply, can have them confiscated and will be returned when they exit the bus.
- Normal conversation is permitted. Any loud noise that may distract the driver and create an unsafe condition, will not be tolerated.

- Scuffling, fighting, the use of profane or vulgar language and gestures, are forbidden.
- Do not throw objects or spray perfume in the bus.
- Do not litter, mark, cut, or scratch any part of the bus; the parent will compensate the district for those damages.
- Pupils should only use the emergency exit door/window controls during supervised drills or an actual emergency.
- Students shall never attempt to operate the passenger door or other controls except in the case of an emergency.
- Students shall face forward for the duration of the trip, “back to back bottom to bottom,” and shall keep their feet in front of them toward floor and out of the aisle.

Getting off the bus:

- Stay seated until the bus has completely stopped at your designated stop and the door has been opened.
- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and cause an accident.
- Stay out of the “DANGER ZONES.”
- If an article drops or rolls under or near the bus, do not go after it! Go to the bus door and alert the driver and ask the driver for help.

Dropping off Pre-Kindergarten, Kindergarten and First Grade students:

- Parents or a designated adult must be present to receive Pre-K, K and 1st grade students at their designated stop. If no one is there to receive the student, they will be transported back to their campus. Bus service may be discontinued after the third occurrence. It is the responsibility of the parent to see that the students returned to the campus are picked up.
- **Please note:** Afternoon drop off times can vary +/- 10 min. from projected drop off times due to ridership and/or traffic.

Designated Bus Stops:

- Students will be picked up and dropped off at their designated stop. After 5 consecutive days of not using the bus service, that service may be discontinued unless the Transportation Department has been contacted. In order to add a new stop to an established route, it may take up to 3 days.

Crossing the Street or Highway:

- All students exiting the bus and having to cross to the left side of the roadway, shall exit the bus and move to a point 15 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
- Check in both directions and walk directly across the road.
- NEVER cross the road behind the bus.
- Caution! Be alert for vehicles that do not stop when the bus is loading or unloading students.
- Obey all traffic signals and signs on your way to and from the bus stop.

Prohibited Items:

- Tobacco or tobacco products, Vapors, e-matches, or any type of lighter.
- Any light emitting devices, e.g. flashlights, lasers etc.
- Any animals or pets of any type.
- Glass containers.
- Alcoholic beverages, drugs, or chemicals.
- Weapons, explosive devices, or aerosol containers.
- All items must be kept on students' lap or within their seating compartment and may not deny another student a seat, block the aisle, or the emergency exit.
- Food or drink (other than bottled water) is not permitted.
- No chewing gum.
- No audio players of any type will be allowed without permission.
- All items listed in the Student Handbook for their school of attendance.

Accidents or Emergencies:

- Follow the driver's instructions.
- **No student or employee may leave the scene of an accident unless released by a school administrator after the investigation is completed.**

- The following procedures will be used for evacuation in an emergency situation:
 - The student nearest to, or student designated by the driver, will open the door and hold open.
 - Leave the bus in a single file as quickly and quietly as possible.
 - Evacuation will start with the seat nearest the front door unless otherwise instructed.

Discipline:

The school bus is an extension of the classroom and discipline will be administered by the Campus Principal, Campus Administrator designee, or the Transportation Director. All School Board policies that apply to student conduct and other student related activities apply on the bus.

The following procedures shall be followed when disciplinary concerns arise on a bus serving a route or an extracurricular activity:

- The driver shall attempt to correct the behavior of the passenger(s), talk with student, and seat assignment change. If on a field trip, bring it to the attention of the sponsor.
- If the passenger refuses to comply with a reasonable request, the driver may report, in writing, the incident to the Transportation Department.
- Minor infractions the Transportation Director or designee will contact the parent to help resolve the issue with their student. Campus Administrator will be informed.
- Major infractions the Principal, campus designee, shall investigate the incident and notify the Transportation Department of the action taken.
- If the discipline includes the student's bus riding privileges being suspended, the campus will inform the parent or guardian. The parent or guardian must make other transportation arrangements of their own for the duration of the suspension of bus riding privileges.
- In case of serious misconduct that may endanger the safety of the other passengers or driver, the student(s) may be removed from the bus by any school official or with law enforcement assistance. The parent or guardian will be notified as soon as possible.
- Students involved in a fight and/or cited will be disciplined as outlined in the student handbook for the respective campus.

DISRUPTION OF TRANSPORTATION (Education code 37.126) is a class C misdemeanor. This can be issued to any adult or student for any type of disruption or delay of school bus transportation and may result in a \$500.00 fine.

/mc (rev.08/14/2018)