## TRANSPORTATION (All Grade Levels)

### School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

### Buses and Other School Vehicles

The district makes school bus transportation available to all students residing in the district.

School buses shall be considered an extension of the classroom, and students are expected to conduct themselves accordingly.  Students being transported in school-owned vehicles shall comply with the Student Handbook and Code of Conduct.

Adults other than drivers, coaches and sponsors of a field trip are not allowed to board or ride any bus without prior approval from the transportation director or campus principal.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops. Parents must provide **written** notice to the school and Goldstar Bus Services (972-563-3939) if a student is to ride a different bus on any given day or if the student is to get off the bus at a stop different from his/her regular stop.  It is the district’s policy that all students ride the correct bus to and from their designated pick-up areas.

A parent may also designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Gold Star Transportation Services.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

## General Information

1. Bus transportation is a service that Terrell I.S.D. offers eligible students residing in the district.
2. Each school bus is equipped with a camera.  This camera will videotape all students riding the school bus.  These tapes will be used to insure the safety and well-being of each bus rider.
3. In order to remain eligible to ride a bus, students must follow ALL RULES.
4. It is the responsibility of the parent/guardian to provide transportation for any student not eligible to ride the school bus.
5. All students will be expected to ride the bus to which they are assigned.
6. Students will board and get off the bus at designated stops only.  The students must have a note signed by the parent and a member of the school office staff in order to get on or off at a different stop
7. It is the **responsibility of the parent** to provide transportation to school if a child misses the bus.
8. The bus driver will not release a student from his or her bus to anyone who is not a Terrell ISD employee or parent/guardian with proper identification.

## Conduct on the Bus

The school bus is an extension of the classroom; students are required to follow the policies and procedures outlined in the Student Code of Conduct.

Students are required to follow all safety rules on the bus: (including but not limited to):

1. Remain seated while the bus in moving
2. Do not distract the driver while he is driving.
3. Do not move around the bus without permission.
4. Keep the aisle completely clear.
5. Follow all instructions and cooperate with the driver.

## Conferencing with the Bus Driver

If it becomes necessary to talk with the driver:

1. The bus driver is a trained professional who has the safety of **ALL** students in mind.
2. The bus driver is expected to stay on schedule so he/she will not be able to stay and talk during the route with students on the bus.
3. It is illegal to get on the bus to confront a driver *(intentionally or unintentionally).*
4. The General Manager for Gold Star Bus can be reached at 972-563-3939 to handle any complaints or concerns.

## Waiting for the Bus

1. The Student Code of Conduct does apply at the bus stop.
2. Be at your bus stop before scheduled pick-up time.  The driver will not wait or honk.
3. Stand on the sidewalk or back from the roadway while waiting for the bus.
4. Stand clear of the bus until it comes to a complete stop.
5. When the bus approaches, prepare to load immediately.

## Boarding the Bus

1. Do not push, shove or crowd in any way.
2. Use the handrail and steps.
3. Go directly to your seat.

## Departing the Bus

1. Stay seated until the bus is completely stopped.
2. Do not push, shove or crowd in any way.
3. Use the handrail and steps.
4. After exiting the bus, walk away; do not stand next to or walk toward the bus.
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 are expected to cross the street in **FRONT OF THE BUS.**
2. Students are expected to look at the driver **AND** check both directions before crossing the street.
3. **CAUTION!!** The student must be alert for vehicles that do not stop when the bus is loading and unloading.

## Accidents or Emergencies

1. Follow the driver’s instructions
2. Stay with the group.
3. Do not do anything to escalate an already tense situation.

Misconduct will be consequenced in accordance with the Student Handbook and Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

### Transportation Discipline Level System

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| **Transportation Discipline Level System** | |
| **Level 1 Infractions** | **Level 1 Consequence** |
| * Failure to remain seated and facing forward * Drinking and/or eating (gum chewing included) * Rude and/or discourteous behavior toward another student, bus monitor, and/or bus driver * Excessive noise * Not keeping aisle clear * Crossing the roadway at the back of the bus * Getting on/of the bus at an incorrect bus stop without parental/administrator written permission * Spraying cologne/perfume * Improper use of electronic devices * Any other violation deemed appropriate for this level by GST | * 1st referral – Warning letter to parents * 2nd referral – 2 day removal of bus privileges * 3rd referral – 5 day removal of bus privileges * 4th referral – 10 day removal of bus privileges * 5th referral – 30 day removal of bus privileges * 6th referral – bus privileges may be removed for the remainder of the year |
| **Level 2 Infractions** | **Level 2 Consequences** |
| * Vandalism/destruction of bus property \* * Having any body part or object out of the bus window * Throwing any objects out of bus windows \*\* * Horseplay, scuffling, pushing, etc. * Possession or use of tobacco * Physical contact to bus monitor or bus driver * Any other violation deemed appropriate for this level by GST | * 1st referral – 10 day removal of bus privileges * 2nd referral – 30 day removal of bus privileges * 3rd referral – bus privileges may be removed for the remainder of the year   Note - \* Removal of bus privileges until the student and parent compensates Gold Star Transportation for the cost of repairs. GST may determine additional days of removal may be warranted  Note - \*\* Along with removal of bus privileges, the student and parent will compensate other individuals if damage occurs to personal property |
| **Level 3 Infractions** | **Level 3 Consequences** |
| * Verbal or Physical Assault * Fighting (mutual combat) * Indecent exposure * Harassment/sexual harassment * Prohibitive Conduct (Must make ROAR notification to campus with investigation) * Possession, use, or threat of use with a weapon(s) * Possession, use, or distribution of drugs or alcohol * Tampering with Emergency Latches/Hatches * Any other violation deemed appropriate for this level by GST | * For offenses in this category, investigation and consequences will be a collaborative effort between Gold Star Transit and Terrell ISD * Removal of bus privileges for 30 days or more (based on severity) may be determined * Any TISD consequence including ISS, OSS, DAEP, or Expulsion will be considered (based on severity) * Law enforcement or other agencies may also be notified based on the infraction |