



*Bus Rider Handbook  
2019 – 2020*

[pisdbus@prosper-isd.net](mailto:pisdbus@prosper-isd.net)

# Parents and Bus Riders

## Welcome to Prosper ISD!

The goal of this Bus Rider's Handbook is to help provide a safe, efficient, and enjoyable experience for children who ride school buses. Prosper ISD prides itself in providing safe, efficient bus service and we look forward to serving your family. Parents should take time to read and discuss the material in this handbook with their children.

For your student's safety and comfort, all bus routes are equipped with propane-powered school buses, air conditioning, video, and seat belts that must be worn at all times.

### Am I Eligible?

1. I live outside of two miles from my designated campus.
2. I am a registered Prosper ISD student and my address is up to date.
3. I have emailed [pisdbus@prosper-isd.net](mailto:pisdbus@prosper-isd.net) to request bus service.

### General Safety Rules

1. Students are under the authority of the Prosper Independent School District and must follow the instructions of the driver. Students shall not address the bus driver in a disrespectful manner.
2. Student Identification: All students should wear their student I.D. to scan on & off the school bus.
3. Load and unload the bus at designated stops only.
4. Only students who are eligible to ride may be transported and must ride their assigned bus.
5. Eligible bus riders may not ride on another bus with a friend unless prior approval is given via bus note from school administration staff.
6. It is the responsibility of the parent to provide transportation to school if a child misses the bus. Please call dispatch at 469-219-2065 if help is needed.

### Procedures for Students Waiting for the Bus

1. Be at your bus stop 5 minutes before your scheduled pick-up time. The driver cannot wait or honk for riders.
2. The driver may not pick-up students unless they are at their designated bus stop.
3. Stand on the sidewalk or stand back from the roadway while waiting for the bus.
4. When you see the bus, form a line and prepare to load immediately.
5. Stand clear of the bus until it comes to a complete stop.
6. Students who miss the bus should go home immediately.
7. Parents should instruct their children on what procedures to follow if the bus is missed.
8. Students will abide by the school rules and regulations while on the bus, including conduct and dress code.

## Loading the Bus

1. Do not push or shove.
2. Use handrail and steps.
3. Go to your assigned seat. The bus will not move until all students are seated.

## Conduct on the bus

1. Remain seated while the bus is moving.
2. Students will remain in their seat until instructed otherwise by the driver.
3. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
4. Each student will be expected to remain seated for the duration of the trip, and remain seated until the door opens.
5. Normal conversation is permitted; loud noises may distract the driver, causing unsafe conditions.
6. Scuffling, fighting, the use of obscene, vulgar or profane language or gestures is strictly prohibited and may constitute a conduct report be sent to the AP of the school. **The appropriate personnel may be called in regards to any fight on the school bus.**
7. Do not spit or throw any object inside or outside the bus.
8. Do not mark, cut or scratch any part of the bus. **Vandalism costs will be paid by the person or persons who are responsible.**
9. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
10. Students shall face forward for the duration of the trip, wear a seat belt and keep their feet on the floor in front of them and out of the aisle.
11. Students will not extend any part of their body or extend any article out of the window whether the bus is in motion or not.
12. **When a student rides a Prosper ISD School bus, a phone/electronic device can be used to contact parents or play activity games. NOTE: Respect/Mistreatment of others - Students shall not record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the environment or invades the privacy of others. IF a student's cell phone/electronic device becomes a distraction or a safety issue, the driver can ask the student to put it away or take it from the student until they arrive at their stop or campus.**

## Exiting the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when exiting the bus.
3. Wait your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. No student is allowed to get off at a stop other than their own, unless the driver has received a note from the Transportation Dept. or their school of attendance.
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 assistance.
6. All K and 1<sup>st</sup> grade students must have a parent, approved adult or sibling (3<sup>rd</sup> grade or older) present at the bus stop in order for the younger student to be released from the bus. If no adult or sibling is present, or if the parent or approved adults cannot be contacted, the student(s) will be returned to their home campus for pick up. However, if you choose for your K or 1st grader to be released from the bus without a parent, approved adult or sibling (3<sup>rd</sup> grade or

older) present, please notify us by emailing [pisdbus@prosper-isd.net](mailto:pisdbus@prosper-isd.net) and include your student's legal name.

## **Crossing the Street or Highway**

1. All students living on the left side of the roadway shall exit the bus, move to a point 10-12 feet in front of the right bumper, and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION! Be alert for vehicles that do not stop when the bus is loading and unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

## **Prohibited Items**

1. Tobacco, e-cigs/vapors, drugs, or drug paraphernalia.
2. Live animals or insects.
3. Glass containers.
4. Alcoholic beverages.
5. Weapons, explosives (such as fireworks), knives, water guns, laser pens or pointers. Any unsheathed pointed article(s) or object(s) that could be considered dangerous to the safety of the students and the driver.
6. Students will keep the aisle clear. Any articles (projects, band, sports equipment, instruments, etc.) too large to be held in the student's lap or imposes on others will not be allowed on the bus.
7. Matches, cigarette lighters
8. Student will not eat or drink on the school bus. Bottles or cans whether full or empty will not be allowed on any bus with the exception of bottled water.
9. Items, including band instruments, that are too large to be held on your lap.

**Drivers and school officials are not responsible for articles left on the bus.**

## **Accidents or Emergencies**

1. Follow the bus driver's instructions.
2. If students must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
  - A. The student nearest the door will open the door and hold it open.
  - B. Leave the bus in a single file as quickly and as quietly as possible.
  - C. Evacuation will start with the student chosen by the driver.
  - D. Once outside the bus, follow the driver's instructions.

## **Extra-Curricular Trips**

1. Bus rider rules apply to all school sponsored events.
2. Discipline on the bus will be the responsibility of the school principal and the trip sponsor.

## Video

1. Video cameras may be used on each bus and can be viewed by approved Prosper personnel.

## DISCIPLINE

The school bus is an extension of the classroom. All rules that apply in the classroom apply to the bus and will be administered by the Principal. All school board policies that apply to student conduct and other student related activities apply to the school bus.

Consequences for improper conduct on the bus may include the following but is not limited to:

### Conduct behaviors:

- Very loud talking, screaming
- Using inappropriate language
- Speaking in a way that teases, hurts or harasses others
- Failure to keep the bus clean
- Eating or drinking on the bus without the permission of the driver (water is permitted)
- Failure to follow the bus driver's instructions when they are given
- Failure to be seated when the bus is moving
- Not wearing seatbelts
- Failure to keep hands, head or feet inside the bus
- Throwing objects in or out of the bus
- Vandalizing the bus or others' personal property
- Hitting, punching, kicking or physically assaulting another student or driver

Transportation will send a bus conduct report to the campus as needed.

Misconduct will be administered in accordance with the Student Code of Conduct; bus riding privileges may be suspended. Those who refuse to follow instructions from the driver or who refuse to adhere to bus standards/conduct as well as guidelines presented on the Transportation Bus Standards/Conduct form, may forfeit their privilege to ride the bus. A **Student Conduct/Safety Report** will be sent to your campus Principal. The Principal or his/her designee will then determine your removal from the bus as well as other disciplinary actions. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the Principal may restrict or revoke a student's transportation privileges, in accordance with student conduct policy.

---

Student Name (Print)

---

Parent Name (Print)

---

Student Signature

---

Date

---

Parent Signature

---

Date