

**Rockwall I.S.D.**  
**BUS RIDER HANDBOOK**



**Rockwall ISD Transportation Department**  
**Rockwall, Texas 75087**  
**972-771-1948**

# Parents and Bus Riders

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents 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 school district and should be treated as such.

---

## General Safety Rules

1. Students are under the authority of the Rockwall Independent School District. Students will follow the instructions of the driver. At no time will a student address the bus driver in a disrespectful manner.
  2. Student Identification: Secondary students will wear their student I.D. and present it when asked by a driver.
  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 in assigned seat.
  5. Students SHALL not ride on another bus with a friend. Most buses are at capacity.
  6. It is the responsibility of the parent to provide transportation to school if a child misses the bus.
  7. If a bus is equipped with passenger seatbelts, each passenger must wear while bus is in motion.
- 

## Procedures for Students Waiting for the Bus

1. Be at your bus stop five 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 they miss the bus.
  8. Students will abide by the school rules and regulations concerning bus students, 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. Fasten seatbelt, if equipped. The bus will not move until all students are seated and secure.
- 

## Conduct on the bus

1. Remain seated with seatbelt fastened 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 with seatbelt fastened for the duration of the trip, and remain seated until the door opens.
5. Normal conversation is permitted; loud noises/music 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 suspended bus privileges. **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 charged to 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, keeping 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 in motion or not.
- 

## Exiting the Bus

1. Stay seated and seatbelt fastened until the bus is completely stopped.
  2. Be sure to remove all personal items upon exiting.
  3. Use the handrail and take one step at a time when exiting the bus.
  4. Wait your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
  5. No student is allowed to get off at a stop other than their assigned stop on their assigned route.
  6. 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.
  7. All Pre-K and kindergarten students must have a parent, listed approved adult or sibling 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 listed approved adults cannot be contacted, the student(s) will be returned to their home campus for pick up. Every driver has a roster of their students and their listed bus stops to assist in drop-off verification.
- 

## Crossing the Street or Roadway

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, vaporizers, electronic cigarettes, 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.

**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.
  3. The bus must be kept cleaned and free of any articles left behind upon return.
- 

## **Video**

1. Six video cameras with sound are used on each bus with live access.
  2. Video recordings will be viewed by the Director of Transportation, School Principals, and Administration Personnel only.
  3. Video tapes or copies will not be released from the Transportation Office.
- 

## **DISCIPLINE**

The school bus is an extension of the classroom. All rules that apply in the classroom apply to the bus. The discipline 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.

Level and consequences for improper conduct on the bus include the following:

### **Level I Conduct behaviors:**

1. Very loud talking, screaming
2. Using inappropriate language
3. Speaking in a way that teases, hurts or harasses others
4. Failure to keep the bus clean
5. Eating or drinking on the bus without the permission of the driver (water is permitted in a proper container during the extreme heat of the summer months)
6. Failure to follow the bus driver's instructions when they are given

### **Consequences of Level I Misbehavior**

Parent notification and one or more of the following:

1. Warning (written or verbal)
2. Assigned to another seat
3. Consultation with campus administrator

The campus administrator at their discretion may increase the consequence of any level of misconduct.

### **Level II Conduct behaviors:**

1. Failure to be seated when the bus is moving
2. Failure to keep seatbelt fastened during bus operation
3. Failure to keep hands, head or feet inside the bus
4. Throwing any object inside the bus or out of the bus
5. Vandalizing the bus or others personal property
6. Hitting, punching, kicking or physically assaulting another student or driver
7. Continuation of Level I behavior

### **Consequences of Level II Misbehavior**

Transportation will send a referral to the campus

1. 1<sup>st</sup> referral – warning up to 3 days bus riding suspension
2. 2<sup>nd</sup> referral – 10 days bus riding suspension
3. 3<sup>rd</sup> referral – 15 days bus riding suspension
4. 4<sup>th</sup> referral – semester bus riding suspension
5. 5<sup>th</sup> referral – discipline at the discretion of the campus administrator

The campus administrator at their discretion may increase/decrease the consequence of any level of misconduct.

### **Level III Conduct behaviors:**

Possession or use of the following:

1. Weapons
2. Matches or lighters
3. Controlled substance, including drugs, alcohol, and tobacco
4. Continuation of Level II behavior

### **Consequences of Level III Misbehavior**

Transportation will send a referral to the campus:

1. 5 days suspended riding privileges or longer (to be determined by the principal)
2. Suspended riding privileges for the remainder of the current school semester or year